SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

THE NAZIRA COLLEGE

BOARDING ROAD, P.O.NAZIRA
785685
www.naziracollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nazira College is one of the leading premier higher education institute of Nazira Sub-division, District Sivasagar, Assam. It is located in an of Nazira Town at a distance 20 of kms. from district head quarter Sibsagar(Now Sivasagar). The College, affiliated to Dibrugarh University, Dibrugarh, Assam, was established in 16th December, 1981. Syed Misbaul Islam was the founder principal of the college. Sjt. Awani Borthakur was the first permanent principal of the college and under the able leadership of Syed Mubidul Islam, the college was brought under deficit system of Grants - in -Aid w.e.f.11.01.1996, and it also had been included under Section 12(B) nad 2(f) of UGC Act 1956. It is an Arts College. The college has left no stone unturned to provide quality education to students since establishment. The college has the capacty to enroll 1200 students. The college has attained a pride place amongst the higher education institutions in upper Assam. The college is well aware of the protection and conservation of environment. The college shows its interest towards community participation in environmental sustainability by organising different environment relarted programmes in nereby village of the college. The college has maintaineed a very close relationship with the local community. As a part of social responsibility, the college has been providing different training programmes to local communities, environmental awareness, women related issues, health camp, voters day etc. since its establishment. The NAAC Peer Team visited on 11th and 12th October, 2004 and revisited on 20 to 22nd December, 2010 and award 'C' Plus Grade and 'C' Grade respectively. Since the Cycle two, Assesment and Accreditation by NAAC in 2010 the college has been able to trace its shortfalls with regard to the benchmarks presupposed for a Higher Education Institution and consequently the preceding years have witnessed recordable compliances with the suggestions put forward by the Cycle - 2 NAAC Peer team. The college performs different collaborative activities in different areas like education, academic exchange programmes, financial awareness, healthn camp, disaster management with the institutes like Local Administrative, State Bank of India, Local Hospitals etc.

Vision

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 millenium. It is committed to the deliver quality teaching and sound guidance to enable the diverse students community to realise and utilise their potential and crerativity.

Mission

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. Both of the undergraduate programme and higher secondary 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 creat 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 eagerous learners to educate and enlighten them.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength:

Strength of the college:

- The Nazira college is located in the Sub-divisional headquarter. So student of different area can easily communicate with college. It can attract students from different parts of the state.
- Availability of Solar Energy Facilities in the Campus.
- The college promotes enthusiastic students.
- Participation for social activities through the NSS programme etc.
- The college is well connected by roads and railways.
- The college has been producing university rank holders continuously.
- The college has been producing talented sports persons at district, state and national levels.
- Book Bank facility to the poor students is one of the positive dimensions to be highlighted.
- Growth of online programme is satisfactory in the college. There is strong bond between Students and Teachers, a high level of interaction between faculty and students.
- Wi-Fi & internet facility for faculty and students in the college campus

- The college develops in the field of ICT & Video conferencing.
- The college has opened Digital financial transaction.
- Class rooms are well equipped with having digital and projector & smart board
- Remedial classes for intellectual enrichment of exceptional students
- Medical first-Aid facilities for faculty and students.
- Support service for disable students.
- Educational opportunities of B.Voc. in IT and fashion designing.
- Teacher exchange programme from local higher education institutional for quality education.

The college has adopted a model village. The college has supported the village in the area of education, health, women empowerment, cleanliness, skill development etc.

Institutional Weakness

- **Weakness of the College:**

  - Research culture among the teachers and students need to be further augmented through new projects and collaborations with esteemed research institutions.
  - The college needs to strengthen the Alumni Association subject to new innovative projects initiatives and extension of members. However, the association has been shown interest for the same.
  - Vocational courses need to be introduced extensively. However, vocational courses have been introduced Information Technology and Fashion Designing.
  - Lack of Boys' hostel. The intake capacity of the Girls' hostel is limited. Therefore, the intake capacity needs to be increased.
  - As the college has only Arts Stream, therefore, very few agencies have shown interest to arrange Campus interviews. The institution is planning to arrange some campus interviews for the students through its placement cells in the coming years.
  - Absence of health unit within the campus. However, proper First Aid facilities and separate health care.
  - Collaboration with industry, non-government organisations and reputed research centres to be further strengthened. The college is planning to develop some new strategy to strength the linkage with industry, NGOs and research institutions in the coming years.
  - As, most of the students of the college are from BPL families and therefore, it increases the risk of dropout students. It also creates a bad impact on the overall result of the college.
  - PG courses yet to be implemented in regular mode. However, some PG courses have been introduced in distance mode under Dibrugarh University and KKHOSU
  - Diploma courses, Short-term courses of different professions need to be introduced through different mode i.e., regular and distance.
  - Poor financial condition to support college wants.
  - Some faculty are servicing as contractual basis.
  - Rate of enrollment is declining in the Department of Economic, Mathematics

and Statistics.

  - The college Library cannot offer enough fertile intellectual climates to support academic enrichment for faculty and students.
  - The college has not enough Boy's and Girl's hostel.

Institutional Opportunity

Institutional opportunities:

- There is scope for inter-disciplinary research among the departments. Recently the college has planned to introduce some inter-disciplinary research work in the areas like Economic History of Ahom Kingdom (Economics & History), Entrepreneurship and Academy (Geography & Economics) etc.
- Lots of scope for opening vocational courses or skill based courses. Ample scope for Courses like Rural

Tourism management (Diploma), Entrepreneurship Development (Diploma), Diploma in Te Tourism etc.

○ The college has situated in the place of historical importance and different types of ethnic villages are situated in the localities of the college. Therefore, opening of courses like rural tourism management will definitely help the students to engage themselves in tourism sector. Recently, most of the passed out students of the college start entrepreneurship in organic tea and they are the leading organic tea exporter of Assam.

○ The college has the opportunities to open courses in entrepreneurship mainly in organic tea and green tea sectors.

○ Ample opportunity to collaborate with industry. The college can undertake some collaborative works in the area of social development with ONGC Assam asset, Nazira.

Institutional Challenge

○ Scarcity of highly meritorious students. The meritorious students of the locality prefer to go outside colleges or urban based colleges.

○ Economic backwardness among student. Most of the students of the college are from BPL families. It obstructs them from availing higher education.
   ○ The workload of teachers in some departments like Geography and English is very high due to lack of sanctioned posts of teachers.
   ○ Consistency of results needs to be maintained.
   ○ Limited career opportunity

○ Lack of transparency
○ Conservative society
○ Women education
○ Less scope for all round development
○ Lack of career guidance
○ Student unawareness about career

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute makes utmost Endeavour for effective curriculum delivery through a well planned and documented process. Vision of the college to promote the institution to one of the best institution cherished with fraternity, plurality and cenre of knowledge. Mission of the college is of expansion of knowledge to equip young minds to attain optimum personal fulfillment to be a good citizen and to reader service to nation building. To fulfill the stated mission and vision the college framed the objectives. It has to follow the curriculum framed by the university and for effective implementation of the curriculum to impart quality education to it students to fulfill its vision and missions. Besides, the institution has developed a structured mechanism to deliver the curriculum effectively. The faculty of the college actively participates in different aspects of the academic curriculum like course planning, class routine development, digital method of teaching, participatory teaching etc.. To enhance the skills of the teachers in teaching and other academic areas, they actively attend different seminars, workshops, shortb term course etc. at regional, national and international

level. College prepares the academic calendar in conformity with academic calendar of Dibrugarh 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, college has offered skill based courses like Bachelor of Computer, Diploma, Degree in Information Technology and Fashion Designing, Junior Soft Ware developer.Keeping with consensus with the goals and objectives of the college programmes like gender sensitization, AIDS and Environmental awareness, International Yuga Days are organized periodically. Counseling and Placement cell organizes coaching programme for various competitive examination to open up opportunities for placement. Group discussion, seminars are organized in regular interval The college has considered the cross cutting issues such as gender, climatic change, environmental educations, human right, ICT as focal area of interest for which national level seminars are organized. College has a robust feedback system to monitor the effective implementation of the curriculum and to create a holistic environment in the organizational work.

Teaching-learning and Evaluation

The college is well conscious about teaching -learning and evaluation system. In order to have smooth delivery of teaching, planning is maintained prior to the commencement of semesters. The college has a Internal Semester Monitoring Committee to evaluate timely conduction of in-semester examinations among the departments, semester results of the departments, assigned courses like seminar, group discussions etc. The college analyses the end semester results. After the analysis of the results, Principal gives instructions to departments to improve the results of the students The college ensures widely in admission process through annual prospectus, website, advertisement in newspapers, notice board etc. Before admission students are strictly securitizing and followed the merit list as well as reservation is provides to socially, economically disadvance group, differently abled students. 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, seminars, group discussions, skill development courses and various departmental facilities etc. The central library of the college provides community services by providing books, journals to the senior citizens through mobile library service. Moreover, the NSS, NCC, Women Cell, Ranger group, Sexual harassment and Gender sensitization committee regularly organized social work, co-curricular activities, workshops, and lectures, to sensitize stuff, students, teachers and parents. To identify and responds for advance learners there is organized and planned on this subject viz. academic calendar, teaching plan, new educational technology and the IQAC takes a vital role for the carrier development of stuff and teachers in the teaching – learning process. Keeping the view on new trends and globalization process, the college is running the course in information technology and Fashion Designing (FD), Computer courses, and adopted modern technology, audio-visual aids, Internet facilities, experts lecturers etc. in office and class room. To full fill the demand of innovative, teaching learning, the teachers adopt seminar, group discussion, R/C, O/C/ MRP/, published articles in different journals etc. Students are measured through formative and summative assessment continuous and comprehensive evaluation for graduate attribute and achievement of learning outcome.

Research, Innovations and Extension

The Nazira College has a research committee to monitor research activity of College. The college annually publishes a journal named Image with ISSN No 2347-534X The institution give importance in developing research culture among students also . So seminar, Workshop and discussion are organized. NSS and NCC programme are organized specially at rural areas for developing social attitude among students. Students are encouraged and given guidance for doing research project. Some of Faculty members engaged in individual

research activity (MRP), they are Dr.Ajit ch.Bora, Dr. Jiban Kolita, Luich Handique, Mouchumi Dourah, Dr. Suresh Rajkonwar, Dr. Pallab jyoti konwar, Monju Sensua, Abdul Firdous, Rajendra mohen Deva Sharma, Liberian and Achyut Hazirika of sociology department.

Seminar, workshop, sensitizing programmes related to environment, health, education and socio cultural issues are organized. NSS and NCC of our college conduct and organize various programmes every year related to environment, socio-economic, education awareness etc. These are plantation year long programme, Cleanliness and sanitation programme, social service, flood relief etc.. Distinguished visitors since 2011 are Professor J.C.Soni, Former Dean, Rajiv Gandhi University.Dr.Nabin Phukon, Director of Human Welfare Society Nazira, Dr.Bijoyprahad Bora, Psychiatrist Gopinath Bordoloi Institute of Mental Health, Tezpur. Miss Monjita Gogoi, Member of Art of living.Prof. Swadhin Pattanayaka, Ex.Director, Institute of Mathematic Application,Bhubanewar,Prof. Bijoy krishan Devsarma, NEHU, Shillong,CDCProf. Gopal Hazarika, Dibrugar university,Assam.Prof.Sukanta Pati ,IIT Guwahati, Assam Prof. Dipak Sharma, Ret Principal, Kakojan College, Assam,Prof. S.Bhatachaya,Calcutta University Prof.Sipra Guha Neogi,Cotton College,Assam, Dr. Pallavi Deka Buzarboruah, Dibrugarh University,Dr. Karabi Deka azarika,Dibrugarh Unuversity,Assam.Dr.Porag Nath, Sankardev College,Meghaloya. Dr. Satyakam Borthakur, Sankardev College,Meghaloya.Prof. Pranjit Bora, Sankardev College,Meghaloya ,,Dr. Tarini Deka ,Dibrugarh University,Assam.

The institution provides necessary help as required to arrange seminar, periodical talks and workshop to encourage research activities within the rules. The college makes special efforts in case of interdisciplinary research works. The institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility, because the area where the institution is located, there is no available industry except ONGC and Tea garden. Some Departments of the institution publishes research Megazine of their own.

Infrastructure and Learning Resources

The college possesses good physical infrastructure for academic development, collections of books, reference books, journals, databases, magazines and book bank facilities, IT infrastructures etc.

- **Classrooms:** The College has adequate (17 nos) number of well furnished classrooms.
- **Laboratories:** The College has well equipped three laboratories. These well maintained and used for carrying out curriculum oriented practical.
- **Technology Enabled Learning Rooms:** Each department of the college is provided with one Overhead Projector.
- **Seminar Halls:** College has three seminar halls to conduct conferences, seminars and workshop for students and faculty members.
- The college has a well equipped virtual room with overhead projectors. This indeed make students to listen learn and perform group discussion, debates and enhence interview skills.
- **Library:** College has a well equipped Central Library with 17000 books, reffrences, and text books, Journal, magazines, news papers etc.
- We have a **book bank** facility where students can borrow the books and use them for the complete semester.
- One Girls' Hostel with the seat capacity of 32 girls
- One Canteen for refreshment of the stakeholders.
- One bicycle stand and two wheelers' park
- Drinking water facilities

Extra –curricular activities – sports, outdoor and indoor games, gymnasium, , NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

Sports: Sport is an integral part of the curriculum. Various sports facilities are provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Various sports competitions such as Inter departmental, Inter collegiate, , etc help in developing team spirit in students.

Outdoor Games: A play ground is available for outdoor games like Cricket, Volley ball courts are available.

Indoor Games: Facilities for the indoor games like Chess, Caroms etc, are provided to students in the college campus.

NSS: The College has an NSS unit through which the students will actively participate in various socially relevant services like blood donation camp periodically.

Student Support and Progression

The college provides a good mechanism for student support and progression. Financial support is provided in the form of free education to the meritorious students, economically weaker students from the family of income Rs. 100,000/- per annum and students with exceptional sports records. **Post-Metric Scholarships** for SC students, ST students and OBC students under central government schemes, for female's students, LIG (lower income group) students and for meritorious students under state government schemes are provided. Extra classes and interactive sessions are arranged for their mental-cum-educational impriovement.

Skill Development Programme such as Communicative Skill, Computer skill training are conducted for the benefit of students. The college has a good placement record for the last three years. Coaching is facilitated to appear for different competitive examination of state and central government. Career counseling is functioning to motivate the students for different job oriented courses and trainings.

Different committees like Academic Committee, Career Counseling, and Students Grievance Redressal Cell, Gender Sensitization Committee, Sexual Harassment Cell, Anti-Raging Cell, Students Welfare Committee are formed to monitor and support students.

The college publishes an annual News Letter in the month of December in every year. Besides the Annual college Megazine, the college has publishes three other annual magazines namely 'Rodali' from Assamese department, 'Sikhyajyoti' from Education and ' Ahnic' from Geography department of the college. Students take initiatives in the publication of college Wall Magazine, Departmental Wall Magazines, etc.

Teachers do encourage students to develop their entrepreneurial skills.The Nazira College has maintained a well structured governance, leadership and management. The effective leadership is maintained by President of the Governing Body, Principal of the college, and Heads of the various departments. The college has formed various committees for managing the day to day activities. The college has set the pace for going with its mission. Its mission is to develop the inborn quality of the students and let it blossom to meet the changing needs. The financial aspect of the college is managed in a very effective and efficient manner.

Governance, Leadership and Management

The college has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. **Principal Level:** The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working Procedures and entrusts the implementation with the

1. **Faculty Level:** Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are Appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, etc. have operational autonomy under the guidance of the various committees/cells.The college is governed by a Governing Body of the college constituted as per guidelines of the State Government. Faculty members and staff involves in the decision making process as a member of Governing Body.Under education, the college has focused to provide quality education, employability and placement, digital literacy and research for students and teachers.

Administration and Governance-

Under administration, it tries to focus on academic audit, gender equity, up gradation of the college from UG to PG, digitalized governance, self reliance through revenue generation etc.

Infrastructures-

The college is focusing on improvement of infrastructure for teaching and learning through facilities of ICT, increase intake capacity of the hostels, strengthening Wi-Fi facility, up-grade the library and sports infrastructure.

THE COLLEGE HAS

The college has formed various committees for managing the day to the activities. The college has set the pace for going with its mission. Its mission is to develop the inborn quality of the students and let it blossom to meet the changing needs. The financial aspect of the college is managed in a very effective and efficient manner. The college also maintains quality norms in the teaching learning process through digital and virtual class room.

Institutional Values and Best Practices

The college authority has been taking some steps to ensure a healthy environment in the college campus, but yet to take up any green auditing programmes in the college campus with all its facilities. But the process has been started with the establishment of Green Audit Cell with the responsibility conducting the green audit of the college. The authority of the college as well as the college family has been taking special care to reduce the misuse of electricity. Six Solar Plates are launched to decrease the use of electricity. The students are inspired

to keep the college campus green and clean. The students are strictly ordered not to use tobacco in the college campus. Plantation is the most essential things for the maintenance of healthy pollution free environment. Specially in two days i.e. World Environment Day and Teachers Day, the college authority undertakes special plantation drives in the college campus.

The College has taken up many innovative steps to improve its potentiality with creative learning in such a higher educational institution during the last four years.

The NCC Unit of the college has been reactivated under the leadership of Sub. Lt. Gajendra Sarma, Associate Professor, Department of Geography for the last four years. During these periods the Cadets both boys and girls of the college NCC Unit have been participated in various PRDC(Pre Republic Day Camp) and NIC(National Integrated Camp) programmes time to time. During these years total Nine cadets participated in different National Integration Camps and five Cadets successfully participated in Republic Day Camps.

With the help of various units and cells the college has implemented a lot of extracurricular and co-curricular activities like exhibitions, debating, seminar of regional, state and national level. The college has been taking some special measures to promote football games among the students. The interested students are trained regularly under football coaching club, Gargaon and as a result our college is able to take the D.U. Champion Trophy for two consecutive years. A few foot ball players of our college are the members of some of the reputed.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THE NAZIRA COLLEGE
Address	BOARDING ROAD, P.O.NAZIRA
City	NAZIRA SIVASAGAR
State	Assam
Pin	785685
Website	www.naziracollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Raju Phukan	03772-355145	9435057218	03772-251782	naziracollege@yahoo.in
IQAC / CIQA coordinator	Ajit Chandra Borah	03772-252251	9435058854	03772-280340	ajitchandraborah@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	16-12-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	29-01-2004	View Document
12B of UGC	29-01-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	BOARDING ROAD, P.O.NAZIRA	Semi-urban	9.31	3388.725

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	H.S.	English + Assamese	45	20
UG	BA,Education	36	H.S.	English + Assamese	75	64
UG	BA,Economics	36	H.S.	English + Assamese	90	25
UG	BA,Assamese	36	H.S.	English + Assamese	135	131
UG	BA,Sociology	36	H.S.	English + Assamese	135	131
UG	BA,Geography	36	H.S.	English + Assamese	120	118
UG	BA,Political Science	36	H.S.	English + Assamese	120	93
UG	BA,History	36	H.S.	English + Assamese	90	53
UG	BA,Mathematics	36	H.S.	English + Assamese	60	3
UG	BA,Statistics	36	H.S.	English + Assamese	60	10
UG	BVoc,Information Technology	36	H.S.	English + Assamese	150	43
UG	BVoc,Fashion Designing	36	H.S.	English + Assamese	150	17
PG Diploma recognised by statutory authority including university	PGDCA,Post Graduate Diploma In Computer Application	12	GRADUATE	English + Assamese	30	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				19				11
Recruited	0	0	0	0	12	7	0	19	3	6	0	9
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				5
Recruited	0	0	0	0	0	0	0	0	4	1	0	5
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	10	3	0	13
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	0	1	0	5
M.Phil.	0	0	0	0	2	0	1	2	0	5
PG	0	0	0	8	5	0	2	3	0	18

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	4	0	0	4

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	9	7	0	16

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	5	0	0	0	5
	Female	5	0	0	0	5
	Others	0	0	0	0	0
UG	Male	315	0	0	0	315
	Female	438	0	0	0	438
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	10	13	18	12
	Female	16	19	23	22
	Others	0	0	0	0
ST	Male	14	13	19	9
	Female	12	14	14	14
	Others	0	0	0	0
OBC	Male	275	335	392	275
	Female	340	405	393	366
	Others	0	0	0	0
General	Male	48	70	83	80
	Female	82	101	100	97
	Others	0	0	0	0
Others	Male	34	63	60	63
	Female	40	67	66	64
	Others	0	0	0	0
Total		871	1100	1168	1002

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	12	12

File Description	Document
Institutional data in prescribed format	[View Document]

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	2

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
871	1100	1168	1002	789

File Description	Document
Institutional data in prescribed format	[View Document]

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
749	749	749	749	749

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
259	254	216	223	146

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
30	30	30	29	29

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
30	30	30	29	29

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
48.38	36.29	61.56	127.60	63.32

4.3

Number of Computers

Response: 52

4.4

Total number of computers in the campus for academic purpose

Response: 30

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

1.1.1

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 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.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

1.1.2   The college adheres to the academic calendar for transmission of continuous internal evaluation systems as per the guideline of Dibrugarh University. Since 2019, choice-based credit system courses has been introduced. Academic calendar of the college is prepared providing information in details regarding the commencement of the examination, schedules of internal exams, etc. and distributed well in advance. The schedule of the classes, dates of the term-end examination, extracurricular activities etc are specified in the academic calendar which is posted in college website, and in the departmental whatsapp groups well in advance and time tables are prepared and implemented accordingly. The teachers prepare teaching plans by proper distribution of syllabus according to the academic calendar. Mentoring activities like individual interaction between Faculty Mentors and Student Mentees are done for improvement of the students. The final year students of few departments have Project work also. This project paper is guided by the teachers of the department, where the respective departments select topics from their syllabus. The students then collect materials from their guide, by field visit,visiting libraries and through internet surfing. The objective of the project is to augment their critical thinking, analytical skills, and collaborative learning skills.Moreover, teachers attend the workshops and seminars to update their knowledge and disseminate them among students.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 12

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	3	2	3

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.35

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	12	40	12	45

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

1.3.1- The Institution believes that integrating cross cutting issues with the curriculum would create positive effect on the students in terms of their education and societal commitment so the college tries its best to promote and propagates the social values ,ethics and human values and to address the issues of environmental sustainability through curriculum delivery, extracurricular activities and cultural activities.

Environment and sustainability related courses are integrated in B.A 3rd semester in Geography,third semester in Economics. Environmental Science is taught in all programmes as a compulsory subject in fourth semester. Moreover ,Environment Day' is observed , 'tree plantation' and 'Clean India- Swachh Bharat Campaign' are the popular drives which also provides a chance to the students to interact with the local people, to understand the local structure and environment . It also creates awareness among the students ,common people to protect environment and ecological balance.

The department of political science offers courses on Human rights in sixth semester and has organized street plays on Voters Day . Department of education offers courses on education technology in sixth semester and Mental Health in third semester. The institute believes in creating a space where each individual is treated equally and with respect. The institute holds seminars on gender issues which not only makes the students aware of the atrocities against women in the society but also helps them understand gender issues in the light of gender spectrum. Institute has about 54.81% of girl students in overall student population. Faculty/Staff population is also well balanced with both genders. The college provides a gender friendly environment. Girls NCC, Girls Cell are introduced in the college .

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 23.85

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 15.5

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 135

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 78.25

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
871	1100	1168	1002	789

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1260	1260	1260	1260	1260

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 110.57

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
741	929	985	825	661

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

2.2.1

Response:

Activities undertaken for advanced learners:

- Provision of open access facility for advanced learners in the Central Library such as, E- books, internet surfing, reference books, journals, magazines
- Facilities for Reference books provided from the departmental library

. Arrange guest teacher lecture from other colleges

. Lectures of eminent personalities organized to create confidence among students

. Motivation for quiz competition, group discussion

. Providing guidance and counseling for advance coaching, departmental seminars, group discussion

. Published departmental wall magazine, departmental journal and college journal

. Arrangement of inter-department faculty exchange

. Arrangement of class through Google Meet during the COVID-19 pandemic time

. Encourages students to join in national seminar/webinar

. Encourage to admit in SWAYAM scheme learning for young aspiring minds

. Activities undertaken for slow learners:

. Holding extra teaching sessions and providing individual guidance from the subject teacher through remedial classes

. Encouraging students to solve question papers of previous university examination from the students

.Concepts clarification and problem solving exercises

.Revision of topics and practicals

. Lectures of eminent personalities organized to create confidence among students

. The students who score better marks in their previous examination are enrolled for the batch of advanced learners

. Arrangement of class through Google Meet during the COVID-19 pandemic time

. Co- Curricular and Extension activities:

A set of identity information of students for co-curricular activities and extension activities are collected in the admission board and compiled by coordinator of NSS, NCC, RANGER TEAM and convener of cultural committees.

. Specific Outcome:

The target group of slow learners showed improvement in the knowledge of concerned subjects and scored better marks in the University examination. While advanced learners showed better performance in the knowledge of concerned subjects and scored better marks in the University examination as well as their all round personalities developments enhanced.

Motivational speech of Eminent personalities

Guest teacher's lectures from other colleges and universities

Inter -department teacher exchange

Library reference section.

Departmental library

Departmental journal

Photo of seminar/ group discussion

Tutorial/remedial class

College Journal photo

Link of Google Meet during ongoing Pandemic period

SWAYAM Awareness sessions

Students joining national seminar/ webinar

Home assignments

Co-curricular Certificates of students collected before admission

E -book

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 29:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The mission and vision clearly states that the entire process of the college is student- oriented and try to focus on their overall development. The IQAC encourages teachers to organize and participate in the innovative teaching methodologies.

Experimental learning:

Each department encourages students to get an experience of what they are exactly studying in the book. Students of Education Department undertake practice teaching sessions through Micro teaching and Macro teaching and do take part in Psychological laboratory practical, field study, project work and visits to Blind School for Baillie writings in education. Students of Geography perform laboratory practical and project work. The 5th sem and 6th general courses' students prepare field report on tourism and travel management. Experimental learning is practised in the departments of Fashion Designing and Information Technology. Department of English downloads the prescribed drama and show them to the students to generate their interest and enhance interpretative faculty as a part of this mode of teaching. Department of Assamese uses audio visual aids and provide recorded and live lectures of the author.

Participative Learning: This type of learning is clearly visible in the actual learning process of our college where students participate actively. Participatory learning activities like presentation of seminars, group discussion, project work, collection of information from reference book, journals, and informations from internet is widely used. The seminar and group discussion method, in which students themselves are guided to present topics for the class is also well undertaken. Extension activities such as NSS, NCC and Ranger Team activities are also geared up. The student of education, geography and history departments undertake practical and project work as a part of their Course work.The students of   Political Science department visits autumn Assam Lesislative Assembly in progress and observe National Voter's Day every year. Department of Mathematics, Education and the Central Library observe national Mathematics Day, International Literacy Day, national girls' child day organised by education department, Earth day, World Population Day organised by Economics department, and National Librarian's Day is observed by

Central library of the college.

Problem solving methods:

Our unique aim is to help the students to fulfill their intellectual and personal potential in a way that significantly contributes to each and every role they play in society. Apart from class seminars the teachers also engage the students in limited tutorial classes, which gives an opportunity for mutual interaction between teachers and students. Such academic counseling is helpful to the students for all round personality development and makes clear understanding of academic concept and develops their problem solving ability. Sometimes Teachers, provide financial help to the economically weaker students in their pursuanceof academic career. The central library of our college provides more books, news paper, journals, internet facilities, many recently edited books to meet the present demand. Each department gives opportunities to display their enhancement of knowledge by departmental journals, wall magazines and educational tour etc. Each departmental library of the college provides references books, journals and previous question papers.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

2.3.2

Response:

The college has issued separate Laptop/PC to each department. The college campus has installed separate Wi-Fi unit for the students inside the campus. Further it has computer lab with internal LAN. Broadband Leased Line Internet connection is highly useful to make functional all the above devices speedily. All the teaching faculty are familiar with the latest ICT tools such as 'YouTube', for collecting data and information, 'Google meet', 'Zoom Class', for online live sessions, use 'Test moz' to create an online test and objective evaluation, use 'Word Press' for creating and publishing WebPages, using 'Cam scanner' for scene self study materials. Each department has created 'Whatsapp' group to have speedy communication with students. Department of English and Assamese regularly use film screening, showing video recording of the prescribed novels, drama, poems and short story. Department of sociology, Political science, History, Statistics and Fashion Designing effectively removes confusion in the theoretical classroom teaching through the YouTube videos related to the course.

To keep abreast with the present day changing scenario, the students and teachers are oriented towards the College Central Library, the state of the art e- resources. The available access opportunities are

DELNET, UGC INFLIBNET's N List , NDLI etc. The College Central library has created its Institutional Digital Repository with Manuscripts, Question Bank, Research outputs, Magazines etc. Our library is the first member holder of NDLI Club in entire North Eastern Region. The lectures of teachers and students through PPT are uploaded in the library in D Space. The Mobile Library Service, Oral History on Sivasagar District,Book supply to the inmates of Sivasagar District Central Jail,Helping hands towards the differently abled people of the community are some of the best practices of our Central Library.

The IQAC motivates teachers and students to attend seminars, workshops, and training programmes related to ICT use in teaching-learning process. The college "ICT Management Team" has controlled all the functions related to ICT and demonstrates practicality to strengthen the knowledge of faculties as well as students. Department of Mathematics and Economics jointly organized a national level workshop on 'Role of ICT in higher education in the global context' in collaboration with centre for computer studies, Dibrugarh University. The 6th sem students of Education department prepared project on "Use of ICT in teaching learning processduring the COVID-19 Lock down period by the teachers of High school and Higher Secondary level", for its necessity in their university final exam. ICT resources in the college helped our teacher to be digitally literate and understand how to integrate it into the curriculum. Through being digitally literate and trained to use ICT, our teacher contributes quality teaching- learning. More efficient Teaching -learning management are use such as smart board in place of chalkboard, using students' own smart phone for learning during class time.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 30:1

2.3.3.1 **Number of mentors**

Response: 29

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
Mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 16.9

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 24.87

2.4.3.1 **Total experience of full-time teachers**

Response: 746

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

2.5.1

Response:

With regular interaction of IQAC, Heads of the departments and examination committee, plan and work out reforms in evaluation system.

The internal evaluation system is decentralized in order to make it more transparent and objective.

The examination committee monitors and conducts internal examination.

Conducted Google classroom and online test during lockdown in pandemic time.

The college conducts sessional examination, seminar and group discussion. The evaluated answer scripts are distributed to the students for their verification of knowledge and to evaluate their strength and weakness.

To ensure the standard evaluation process the evaluated answer scripts are scrutinised by the head of the department. The sample answer scripts are maintained properly.

 As per the academic calendar, tentative scheduled is prepared and marks are displayed on the notice board, whatsapp group or announced to the students in the classes.

Department of education, geography, history and economics also assess the learning levels of the students by assigning them through some projects and field works.

The absentees in the internal test are given an opportunity to appear at the exam with the approval of head of the department, if they have valid reasons.

The marks are entered in the departmental mark entry register.

Some departments arrange students-parents-teachers meet in which their performance is discussed.

The training and placement cell organizes personality development programmes and imparts training to the students upon improving behavioral aspects, soft skills and communication skills.

 The departments with a small number of students conduct more tests.

Question papers for all tests and assignments are linked with course outcome (COs). Students are provided with question papers for all tests and assignment linked with all (Cos) in the beginning of the semester.

.To encourage students in co-curricular activities, extra marks are assigned who successfully complete NSS, NCC camps, outstanding performance in cultural activities and other activities conducted by the

university.

We have planned to introduce new mechanism like open book evaluation and Peer Evaluation system from the next session.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

2.5.2. Mechanism to deal with internal examination related grievances is transparent, time bound and efficient

Response: The mechanisms are:

.Evaluation at the college:

IQAC constantly work on the student centric activities. It interacts with exam committee and the students. The Academic Calendar is displayed on the college notice board and on college website for all stakeholder in induction program.The Principal briefs the examination-evaluation system and how the COs, POs and PSOs can be attained at the beginning of the session. The college conducts tutorial, home assignments, seminars, group discussion, project etc. to assess the performance of students. The college exam committee executes its internal exam in a very meticulous manner. New term and marking system CGPA and CBCS pattern is elaborated to the students initially. To deal with any grievance or complaint regarding any examination at the college level, the faculty and the related committee solve the grievances of students as per rules and regulations. With regards to complaint/grievance related with University exams, the college forwards the application in prescribed format to higher authorities. In such cases after paying fee re-totalling and copy is shown to the students. Teachers of the concerned departments clarify any point raised by any student regarding evaluation of unit tests, sessional exam. However, internal supervisors an internal flying squad are deputed for smooth conduct of the exams. If any grievance occurs, he/she needs to apply to the exam committee. At initial level, committee holds discussion with the concerned teacher and solves issue at this primary level. Internal exam marks of the student are displayed on the notice board and in whatsapp group and queries are discussed with them totheir satisfaction. Each teacher prepares himself/herselfkeeping in mind the ethical values of the institute and academic integrity. Discussion in open system in the classroom is the best way to deal with the grievances and complains related to internal evaluation system. Peer group answer script evaluation process is more transparent and robust. The unit test and pre semester answer books are shown to the students on a scheduled day after assessment. The students go through the answer books and know their performance in terms of strength of their studies. All grievances regarding internal examination is transparent, time bound and efficient

.Evaluation at the university level:

Students can apply for review of answer scripts to The Controller of Examination, Dibrugarh University by filling inprescribed application forwarded by the Principal within 45 days from the declaration of University results. After reviewing, a copy of new mark-sheet is sent to the college from where student can collect it. If students are not satisfied with the revaluation results, they can apply directly to the Controller of Examination, Dibrugarh University for answer script re-check through RTI Act.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

2.6.1

Response:

The Mission of the College clearly states the approach of the college towards the holistic development of students. There are three programmes in the college viz. B.A(Arts), B.Vocoyrses in Information Technology andB.Voc Courses in Fashion Designing. Beside these three courses, two study centres i.e. Nazira College Study Centre under Krishna Kanta Handique State Open University is running and Syed Abdul Malik Study Centre was continued up to 2018. The college always emphasizes on the productivity of the students. All courses outcomes have been prepared very meticulously by discussing with all stakeholders and displayed to the visibility of each student and teacher, and on college website. During the interaction with the students and class committee meetings, the course objectives and outcomes are discussed and monitored by the Head of the Department and the Principal. All the departments put up the mission and vision on the flex board displayed in their departments. The final results are displayed on the website of affiliating university and college display its final exam report on college website notice board by the Principal every year.

Mechanism of communication:

Learning outcomes is an integral part of college missions, visions and objectives. Each course has well defined course objectives and course outcomes prescribed in Dibrugarh University syllabus. As per guidelines of affiliating university, from the academic session 2011 onwards the continuous evaluation for general course comprises of two sessional exams and one final exam in an academic session following the time schedule mentioned in the academic calendar. From the academic session of June,2019 onwards CBCS is introduced by the affiliating university and a continuous evaluation is followed including

sessional exams. Apart from this, each department conduct class test, surprise tests.

The learning outcomes are communicated through various means like college prospectus, Principal's welcome address to fresher's students and parents, alumni meets, college magazines, departmental journals, central library and other publications of conferences and seminars. The progress and performance of the students is communicated in the classroom by the teachers and parents are informed if the performance is very poor in departmental sessional exam. Teachers actively participate in workshops, seminars on revised syllabus, reconstructing curriculum sponsored by affiliating university. The teachers of Education Department have well experiences on Blooms Taxonomy which is very useful in achieving learning objectives. Teachers of every department interact with the students about the course outcome. Well established and successful alumni students are invited to interact with both students and teachers at specific events. They share their experiences how different courses shaped their life and careers. Discussion is made with IQAC meeting on course outcome which are later informed at departmental level to the teachers as well as students. The college organizes Career counseling and capability enhancement programmes to communicate the learning objectives.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

2.6.2

Respone:

The College authority always emphasizes on the output of students and directs IQAC to execute it properly. There are three programmes in the college viz. B.A.(Arts), two vocational coursesB.Voc(I.T)andB.Voc(Fashion Designing). The programme outcomes, programme specific outcomes and course outcomes are presented before the faculty members, library, and administrative staff and are analyzed and evaluated. The findings of these analysis reports are acted upon by the teachers, HoDs, the Vice-Principal and the Academic in-Charge. Efforts are taken so that the objectives of the programmes and courses are attained by the students, teachers, parents and the college as a whole.

Summary of Programme Outcome:

The College provides subject related, value added and vocational educational courses to inculcate the actual outcomes at the end of the course and extend these through their life. Lectures and programmes on competitive exam, career counseling and soft skills are playing important role in the overall development of the students. To estimate the outcomes of the above programmes, each activity is pre-planned.

Employability Enhancement Programme has been conducted in collaboration with KazirangaUnjiversity, TechMohindra and Tea Garden management of nearby tea gardens. Further, UGC has sponsored "Syed Abdul Mallik" literary study centre which was continued up to 2018, hep ti attain the outcomes.

Summary of Programme Specific Outcome:

Programme specific outcomes are measured through both academic and non-academic performances of the students. The performances of the students in the internal and external exam, in the practical and assignments, participation in the class activities, role in the departmental activities, are some of the means by which specific outcomes are measured. Students are also encouraged to participate in competitions, seminars, workshop, conferences, projects, practicals, field study etc. Their performance within and outside the college in the various academic events provides another index of their learning levels.The College takes various efforts to develop the cultural awareness, understanding ethical practice and to develop the knowledge of design. Programmes like fresher's welcome, farewell of students, teachers' Day celebration, new year day celebration, Swaraswati puja, students' union Election, blood donation, flood relief camp, and participation of other outside programme where students participate actively. Departmental forums propagate the various activities such as wall magazine, departmental journal, educational trips etc. The college annually publish college magazine in which students express their creative thinking, through writings. Students participates in Annual sports, cultural rally, mock poll, International days celebrations on different themes, Career counselling etc.

Summary of Course Outcome:

Course outcomes are measured through the performances of the students in the class, practical, projects, internal evaluation and external evaluation. The result of the college is evaluated in the annual report of the college by the Principal every year. Debates, seminars, group discussion among the students are organized to explore new ideas. Speech of eminent personalities on contemporary issues is organized to explore new ideas and thought.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 76.39

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
148	190	125	162	68

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
164	243	179	194	113

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 10.4

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	10.4

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]
Any additional information	[View Document]

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 10

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	6

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 14

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	3	2	2	2

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.54

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
8	3	0	0	5

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.49

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	9	13	6	4

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

3.3.1

Response:

- The institute promotes neighborhood network and student engagement in extension activities, contributing to good citizenship bearing high moral values, community service and holistic development of students. The College has active NSS unit, NCC male wing, NCC female wing, .The College has 120 volunteers of NSS unit with a faculty member as the Programme Officer and 65 cadets of NCC male and female wing. The Women Cell of the college organizes different extension activities in and outside of the college. To sensitize students, Cultural and NSS Program management Committee plays pivotal role. The Faculty members of these committees introduce various activities to the students during induction program and ensure their participation throughout the academic year.

- The Women Cell of the college organizes different extension activities in and outside of the

college. The College encourages the students to involve in various social movements/activities through participation in numerous activities organized by NSS/NCC Forum. Students are encouraged to join any one of these extension activities.

* The college arranges health check- up camp, Vaccination Camp, blood donation camp, blood groupin etc. in association with other institutions and recognized bodies like Hospital, Sub-Division etc.
* Students are motivated to participate in need based outreach activities, such as 'Swachh Bharat Abhiyan', campus cleaning, tree plantation, awareness programs, Rastriya AkotaDibas etc.
* Participation in such activities imbibes the sense of national integrity, environmental and social responsibility among them.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 3

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 43

3.3.3.1 **Number of extension and outreach Programs conducted in collaboration with industry,**

community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
18	11	3	6	5

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 62.2

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1583	956	113	204	97

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 3

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of linkage related Document	[View Document](#)
Any additional information	[View Document](#)

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 21

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	6	5	3	3

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
e-Copies of the MoUs with institution./ industry/ corporate houses	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The college provides adequate physical and state of the art academic facilities as per the need of the students. The specific location of the college is pollution free natural environment. The total built up area of the institute is 3388.725 mtrs. There are total 12 departments with 17 spacious class-rooms and other proper infrastructure in the college. All departments have proper lighting and ventilation with adequate sitting arrangement and some have LED projectors.

There are 5 R.C.C. buildings in the main college campus. First one is administrative office, Principal's office and Conference Hall. Second one is for class rooms, department of Education, English, Economics, Sociology, Mathematics, History, Fashion Design, IQAC, Girls' Common Room and Examination Cell. The third one is used as Virtual room and department of Geography. The fourth is meant for Central Library (Ground Floor), and its first floor is for the department of Information Technology and Computer Lab. The fifth one is used as Boys' Common Room. Apart from these RCC buildings, there are four Assam Type buildings in the college campus which are meant for department of Assamese, Political Science, Statistics, Women Cell, College Canteen, NSS and NCC office. Wi-Fi facility is made available to the college community in the Campus. RO water purified drinking water facility is made available for the college community. For security and safety management, college has incorporated CCTV cameras. Geography, Education, IT and Fashoin Designing departments have laboratory facilities as learning resources. The college has well equipped central library with more than **17000** text and reference books, manuscripts (both hard and soft copy) , special reports, other facilities such as e-books, e-journals, and also having library website for providing online services. There are various services rendered by the library like book display, periodicals, photocopying, referral services, CAS,SDI etc. The reader can access the library through OPAC and Web OPAC in the campus. The online e-resources are available through the membership of NLIST,DELNET and NDLI .The college provides separate wash rooms for ladies and gents. There is a Girls'Hostel with **813.78** sq. mtrs built up area with 10 rooms which includes Warden Room, Visitor's room, Kitchen room, Dining Hall and Store Room. The First floor has 8 rooms includes Reading Room, Common, Study Room. Total accommodation capacity is 32. College has a Canteen that fulfils the refreshment needs of students and the staff. It offers fresh and good quality hygienic food items at affordable cost. There is ample parking facility of vehicles for the college community. The college has a play-ground measuring **174050 sq.** ft.

Details of ICT Infrastructure

Sr. No	Particulars	Quantity
1.	Computers	52
2.	Lap-Top	10
3	LED Projectors	10

4.	Bar-code Scanners	03
5.	Bar-code Printers	01
6.	Reprography Machine	03
7.	Color Printer	03
8.	Home Theatre	04
9.	UPS	52
10.	Printers	06
11.	Printers with Scanners	01
13.	Digital Camera	01
14.	T.V	04
15.	CCTV	30
16.	Public Auditory System	04
17.	Bio-metric Machine	02
19.	Battery back-up System	03

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

4.1.2

The college plays an active supportive role towards the students. Specific spaces have been earmarked for extra-curricular activities and facilities are made available to students. The playground is utilized as grounds for Kabaddi, Volleyball, Cricket, and Football etc. Boys and girls can be played separately. Our Sports unit have track record of participation and winning matches at university levels, specially in football. Many of our students have been representing the affiliating university teams at different levels.

We have necessary equipments for all indoor and outdoor games. College provides facilities for sportsmen and players by providing various facilities. Equipments and facilities are as follows:

1) Sport Amenities:

Indoor Games: 1) Chess 2) Boxing 3) Carom, 4)Badminton, 5)Table Tennis.

Outdoor Games: Foot Ball, Volley Ball, Cricket, Basket Ball, Jevelin Throw, Discuss Throw, Shot Put Throw, Gymnasium, etc.

2) Cultural Activities: The cultural unit is one of the strong assets of the college. With the changing times, college has realized that cultural activities are not only for entertainment but exhibit one's performing skills and they can have ample scope for future career opportunities and an effective tool for community awareness. The students of the college have represented at university and state level cultural events. The college is fully supportive with well versed cultural unit for students who have genuine interest in flourishing their interest. Students prepare and practice regularly after their classes. The college has strong background of traditional classical and modern cultural activities and events like Folk Orchestra, Folk Dance, Group Songs, Vocal and instrumentation. College community actively participate in different events like plays, mimes, folks dance, one act plays, street drama etc. for various community awareness programmes. Our students actively participate and get various prizes in Youth Festivals organized by the parent Dibrugarh University every year. Beside these our college cultural team joins in different cultural activities organised by different local, regional, state and national level competitions.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 55

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 11

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 26.3

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.77	1.6	8.58	50.33	44.35

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Response:

The Nazira College Central library is situated at a place which is easily accessible by all the students, teachers and staff. The library practices open access.The library staff also assist the differently abled persons in getting his/her required information or book . Our library is well equipped with modern Information Communication Technologies (ICT) and upgrades to meet the challenging state of the art to satisfy the users diversified strong demands. The journey of the library automation was started after attending 5 days workshop on SOUL 1.0 (24.3.2008 to 28.03.2008) at UGC-INFLIBNET Centre, Gujarat. We have started library automation in the month of Aril 2008 with SOUL.1.0. and from 2011 we are using SOUL 2.0 with the Activation Key : M-L8U-XSUY-3BLJ-591M.The library automation is going on with 15568 records . Bar-coding of books are almost completed and issue -return service, users' attendance are recorded applying the library software started from this year. The bonafied users can search their required information in OPAC and Web OPAC through remote access within the college campus. The digital repository Service is done applying DSpace open source software (IP:http://169.254.63.105:8080/ncclib/).

The Nazira College Central Library is an academic library and its collection is mainly focuses on the course-oriented textbooks as well as the reference books periodicals and newspapers. Besides the twelve main subjects , general knowledge, environment, music, career, employment opportunities, library and information science, management, positive attitude, biography, autobiography, worlds best seller books, etc. are collected and displayed for creating reading habit amongst the library user community. There are

12 "Readers Club" of the library. A Best Library User Award is provided amongst the students to attract them.

There are 4 hardcopies manuscripts and 46 softcopies manuscripts preserved digitally. Those are available in our digital repository.

Apart from the college community, the library service is extended to the senior citizens, cancer patients, differently abled people of the community through "Nazira College Mobile Library" project . The mobile library extension services can be viewed through its separate website https://ncmobilelibrary.wordpress.com . The books are carried to such user's doorsteps after the college hours and in holidays. More than 400 inmates of the Sivasagar District Central Jail are benefited   by reading our books. There are "Nazira College Ward Libraries" are established in every wards (10) to create reading habit. Librarians Day is observed in rural libraries as well as in nearby High and Higher Secondary schools. More than 450 physically challenged people of the area are provided information through the " Satirtha" social media. The oral histories are collected in both audio and VDO formats from different eminent resource persons of their concerned fields covering the whole district under the "Oral History on Sivasagar" for research. Those records are published in local dailies periodically. Some legend rare data, information and documents are kept digitally.

The Library uses the following Library Management Systems.

· *Name of the ILMS software:* SOUL and DSpace

· *Nature of automation (fully or partially): Fully*

· *Version:2.0*

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.1

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
2.0	2.19	1.16	2.62	2.52

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 29.19

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 263

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1

4.3.1 The college authority tries to frequently update its ICT infrastructure with well established mechanism. The college first assesses the needs, number of students and staff and other end users. The provision is made in the budget allocation for annual maintenance and technical staff is appointed for maintaining the same. Most of the classrooms are equipped with smart boards, LED projectors with wifi conectivity . The college has 52 Desktops and 10 Laptops to support IT infrastructure. The teachers of the IT department are very helpful to train new learners and look after the IT infrastructure of the campus. The free WiFi facility is provided in the campus to the stake holders of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 29:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 11.61

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic**

support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
9.14	7.94	4.89	3.84	3.99

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

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 N-LIST, 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).

Maintenance and utilization of computers: There are total 52 desktops and 10 laptops in the college. Maintenance of computer is done regularly as per the requirement. Un-interrupted power back up is provided to the computers to use them optimally. Broadband,Wi-Fi units are also set up in the college. LAN and internet connectivity is regularly tested. LCD projectors are also upgraded by time to time. The college website is updated regularly.

Maintenance and utilization of Sport Complex: We have large play-ground attached to the college campus which is maintained regularly. The college organizes sports competitions, NCC and NSS camps at District level and Zonal level. Students of the college regularly participate at University, State and National level sports completions.

Extra-Curricular Activities: There is an ample scope for cultural and other extra- curricular activities in the college. The teachers of the college motivate the student community to participate such events at various levels. There are various musical instruments for cultural activities. Renowned experts are invited to train the students from all over the state in diversified fields like music, art, mime, drama, recitation, sports etc. regularly to train and motivate the young stars.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 30.21

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
447	611	467	28	11

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.7

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
47	64	35	0	34

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 9.54

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
20	32	73	70	231

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 9.43

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
25	24	21	18	15

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 38.22

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 99

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	1	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	1	0

File Description	Document
Upload supporting data for the same	[View Document]
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 36

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	8	9	5	8

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

5.3.2

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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 44

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
46	46	46	42	40

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

5.**4.1**

There is a non-registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services. The college has alumni association since its inception. The college organize at least one alumni's meet in a year, the local and outsider alumni take initiative for arranging such meetings. The alumni of the college are placed in industries, education, business, professional fields, entertainment and media industry, academics and social work. Two of our teachers are the members of the alumni association who play a key-role in binding this group for the development of the college and works for the overall development of students. It helps our institution not just financially, but in terms of academic planning, internship and placements of students, career guidance and on-the-job guidance in their firms also. Most of the alumnae are teachers who are called as resource persons to deliver expert talks during seminars, conferences and workshops. Alumni members are the active members in IQAC, and Fund raising/Donation Committee etc. Financial contribution of the Alumni Association for the development of the college is very notable. More than One lakhs rupees have been donated by the alumnae. They help also to collect the fund for the extension of college building and for beatification of the college campus. It also came forward to help the economically weaker students to pursue their education by providing financial help. Alumni students who joined the government services or successful entrepreneurs are invited to guide the existing students. We are quiet fortunate to have the expert tutors are our alumni students for add on and skill based courses. They also guide the present students in preparation of various cultural events for youth festival. 'Alumnae NSS student help the college in organizing the special camps at village level. To make the campus green and pleasant one of our alumnus donated bore-well unit to meet the water inadequacy. Some of the alumni are elected as public

representatives; they help us whenever there are some local problems, they also participate in the governance of the college. Their feed-back is valuable for the administration of the college.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Response: The Nazira College was established to provide higher education to the students of Nazira and its surrounding area. The college is located in semi-urban area and special emphasyse given on providing education to economically weaker section of the society. Majority of our students are from economically weaker family and involved in agriculture and allied work. Absolutely, the nature of governance from higher level to ground level is consisted of faculty members, administrative staff, students, alumni's and the local wellwishers of the institute. All stakeholders of the institute work by keeping students at the center point. It is fully transparent, democratic and all inclusive. Teachers get representations in the key decision-making bodies of the institution. College Governing Body is nominated without conducting election for every five years. In GB teachers, gurdians and non-teaching staff members are well represented. Similarly, in IQAC, all the stakeholders also get due representation. In consultation with GB college makes the key policy decisions and considers important proposals for the development of the institution. The vision and mission of the college is uploaded on the website.

In order to implement and achieve the perspective plan, IQAC devised the action/strategic plan for each academic year. The IQAC prepares agenda of the meeting taking matter into consideration. As per the action plan the college governance implements different activity throughout the academic year to fulfill the vision and mission of the college. Therefore the college has been organized various academic activities. By keeping in mind the vision, the college has started Earn and Learn scheme for needy students irrespective of their caste, creed and religion.

Perspective plan of the College:

1.Education:

- To provide quality and value based education to the students
- To increase placement of students.
- Digital literacy among students
- To provide research facilities for both students and teachers

B. Administration:

- Academic audit for reviewing academic performance
- Gender equity in higher education
- Digitalization of the governance of the college
-

C. Infrastructure:

- To facilitate ICT enabled teaching and learning

- To increase intake capacity in the hostels
- To upgrade the central library of the college
- To develop sports infrastructure on the college
- Green campus initiatives

D. Collaboration:

- To collaborate with other institutes for academic works
- To collaborate with Government departments, NGOs for joint activities

E. Social responsibility:

- To undertake outreach activities as a part of institute social responsibility.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Decentralization:

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. **Principal Level:** The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working Procedures and entrusts the implementation with the faculty members.

1. **Faculty Level:** Faculty members are given representation in various committees/cells and allowed to conduct various programs. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are Appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, etc. have operational autonomy under the guidance of the various committees/cells.

2. **Students Level:** Students are empowered to play an active role in co-curricular and extra-curricular activities, NSS, Social services etc.

3. **Participative management:** The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed expressing themselves of any suggestions to improve the excellence in any aspect of the Institute.The principal, staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, discipline, grievance, & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

4. **Operational level :** The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. The Principal of the institution is responsible for academic, non-academic and administrative activities of the institution. On behalf of the institution, he interacts and corresponds with Govt. of Assam, UGC, Affiliating University, etc. The budget is earmarked for students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards. Office staff is involved in executing day to day support services for both students and faculties.

5. **Academic Monitoring Committee (AMC)**

   Academic Monitoring Committee is responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduct of academics throughout the institute. Academic calendar is prepared by academic Committee.

6. **Outcome:** Meetings are held periodically for discussing different matters. Thus, the institute encourages teachers, students, parents, alumni, staff, and class representatives to share their ideas, opinions, suggestions through proper channels i.e through parent-teacher meet, alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered by the AMC for the decision making.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

In line with its vision statement the Institute has developed a perspective plan for its development. The perspective plan has been designed by the institute for the five years. The major objectives included in the perspective plan are accreditation by National bodies and industry institute relationship through MoUs will enhance the activities of Entrepreneurship Development Cell, Faculty exchange program etc..

Academic Plan:

- The principal notifies the academic calendar at the beginning of the year.
- The academic calendar is same for all batches.
- The academic calendar is strictly adhered to by the teachers.
- The calendar includes the schedule for commencement of classes, sessional examinations, practical exams and end semester examinations, Sports week, Students Union Election, Fresher's and College Foundation Day etc.

Teaching and Evaluation plan:

- At the beginning of each semester, lecture plans are prepared by faculty members and strictly followed through the semester.
- The students are informed of the academic plan and examinations through departmental and general notices.
- End Semester Examination schedules are announced by the controller of examinations of affiliating university and Sessional examination schedule is by the institution.
- To maintain transparency, answer scripts of internal tests are shown to the students.
- The final marks of the internal tests are then sent to the controller of examinations through the head of the departments in the prescribed marksheet.
- The concerned teacher prepares the lecture plan.
- On the first day of the class, the teacher explains the course structure and scope of the topics to be covered by the syllabus.
- The plan ensures that the teacher can reschedule a certain missed class.
- The teaching plan ensures control on the total syllabus and its timely completion.

Methods of learning experiences provided to students

- In most theoretical courses, the lecture method is followed.

Lectures are explained on black boards and white boards. Some classes have OHP(Over Head Projectors) /LCD projectors, which forms another convenient medium are to impart instructions.

- Students are encouraged to participate in seminars / conferences and contribute through poster and paper presentations.
- Apart from regular board work in classes, faculty members also adopt various innovative methods for effective teaching in the form of power point presentations, video lectures etc.
- The library has an online catalogue which helps students to browse books of their interest.
- Students can access e-journals and e-books made available by the digital library facility.
- Every department is equipped with laptops and projectors to help students gain access to innovative learning.

- In our institute we consider project work is a very important part of students' learning program, both in the Education and Geography department. Therefore student project work is covering last semester have been made mandatory in the course curriculum.
- Individual projects are undertaken by the students of small groups under the guidance of faculty members.
- **Social Responsibility:**

The college has adopted a nearby village for different extension activities, providing community-specific in skill development training, environmental awareness, awareness regarding women-related issues, health camps, etc.

File Description	Document
Upload any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

6.2.2

Our College has a well decision making processes. The College has a well structured Governing Body. Decisions made by GB are disseminated by the Principal to all the teaching and non-teaching staff members. Principal works with the four main sections i.e. office administration, academics, training & placement, Extracurricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities sports, magazines, NSS are looked after through students representatives and Teacher representatives. Training and placement is independent department for placement activities. The office is administered through Head Assistant.

Principal: Principal as a head of the administrative and teaching- learning process pays special attention for smooth functioning of administrative and academic activities. Heads of the all departments and Head Assistant helps him in this matter. The college administrative looks into the work related to admission, examination, eligibility, maintaining the daily record, to interact with stake holders, University, Government offices, etc.

Service Rules, Procedures, and Recruitment: The college follows the Rule and regulation Act given by Govt. of Assam, for the recruitment and grievance redressal. The promotion policy of the college follows the PBAS of the UGC for the promotion of the teachers. Under Career Advancement Scheme, at the college level, the API committee helps to the teachers for obtaining the promotion. The college administration accepts the recommendations of the committee, and after receiving the Confidential Reports of the members of non-teaching staff signed by the principal, they get promotion to the higher positions by

the, Director of Higher Education, Govt. of Assaam.

 Grievance Redressal Mechanism: The college has formed a Grievance Redressal Cell for faculty, Staff and students to address their complaints and grievances to resolve them. The Principal is the head of this cell and other mechanism to deal with it as follows. After receiving grievances and complaints, either in writing or orally, the committee discusses in the meeting and resolves.

There is a separate Anti-Sexual Harassment committee, which object is to prevent cases of harassment and to look into grievances of girl students. Anti-Ragging committee is also formed to work on the cases related to ragging, if any.

INTERNAL QUALITY ASSURANCE CELL (IQAC) :

In pursuance for performance evaluation, assessment and accreditation and quality up-gradation, the Nazira College has established the Internal Quality Assurance Cell (IQAC). Since quality improvement is a continuous process, the IQAC works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for improvement in the overall performance of the institutions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

   1.**Administration**
   2.**Finance and Accounts**
   3.**Student Admission and Support**
   4.**Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Welfare measures taken by the Teachers' Community of Nazira College

Our college has a welfare fund initiated on 18/02/2009 with an aim to extend financial assistance to the economically poor students and the needy teaching and non-teaching stuff as well as the people outside the college. There are two welfare schemes for its all-academic and administrative employees. The college teaching and non-teaching staff is automatically becomes eligible as soon as it becomes joins the permanent job. They can also be eligible for govt. health scheme and medical reimbursement scheme for the entire family, as they are permanent employees of the State Government. The contribution of every member is Rs. 5000/- and Rs.20/- per month. Sometimes it is experienced that the resources from welfare fund is not sufficient to assist the people in emergency. In such situations, the teachers unit extends extra financial contribution to fulfil the emergent needs. A few recipients of financial help are shown below.

Sl No	Name of Recipients	Amount	Date	Purpose	
1	Aboni Gogoi	1000.00	11.06.2010	Medical Treatment	
2	Hem Borgohain	3000.00	04.12.2010	Medical Treatment	
3	Bhagya Devi Baruah	30500.00	25.05.2011	Cancer Treatment	
4	Kanak Gogoi	25000.00	30.07.2011	Medical Treatment	
5	Ceiling Fan (01 Nos)	2500.00	25.02.2012	Sub Divisional Lbry. Na
6	Chandra Mech	5000.00	08.05.2014	Medical Treatment	
7	Mayuri Gogoi	10000.00	04.05.2016	Kidney Failure	
8	Flood Relief (Majuli)	52000.00	08.08.2017	Flood	
9	Flood Relief (Jorhat)	66732.00	06.08.2019	Flood	
10	Paban Gogoi	150000.00	04.09.2020	Medical Treatment	
11	Dulal Borchetia	14000.00	24.12.2020	Cancer Treatment	

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	01	2	1

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 18.78

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	17	1	1	4

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Response:

Before the end of each last term, it is mandatory for the faculty members to fill and submit the PBAS forms to the IQAC. Then, IQAC, in its concluding meeting of the year considers and forwards the PBAS and API forms for necessary actions. It follows UGC regulations, 2010 and four amendments thereafter. Now, latest regulations of 18th July, 2018 are referred for the promotions of teachers.

The Heads of departments examine the individual self-appraisals and submit their recommendations on the potential areas of improvement of each teacher to the Principal. Then the head adds his own observations and forwards it to the Principal for the final remark. The principal, with his/her remarks forward it to the Director, Higher Education. The college conducts its academic and administrative audits from external agencies, affiliated university, and govt. bodies; therefore, each task is completed with quality performance and documentation by the college. The college had well performed in all these audits. Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the faculty members.

Performance appraisal:

- Performance appraisal of the teachers has been conducted. The progress and achievements of the teachers are being appraised by the management. Personal interview and appraisal being held with the teachers to share appraisal reports and discuss about their career advancement.
- Performance Appraisal of the faculty is prepared with various parameters which enlighten the efficiency of the faculty to be considered with a score of 100. Performance appraisal contains the Following parameters.
- Examination results, Students Feedback, Interactive teaching approach, Research papers and Journals Publication of articles and books, Participation along with presentation in Conferences/Seminars/Workshops/Faculty development programmes etc. Examination duties

assigned and performed Co Curricular/ Extra Curricular duties assigned by the college.

- Faculty is provided support and guidance for improvement. Guidance to Junior Faculty by the expert senior faculty of the same subject. Every teacher has to submit a self-appraisal form at the time of his/her increment duly forwarded by the HOD. Review of the performance appraisal is made by Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

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

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.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0.78

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
.58	0	0	0.2	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Response:

The college is fully aided by the Govt. of Assam and included under section 2(f) section 12B of the UGC Act, 1956. It is fully eligible to receive the grants under various schemes of UGC. The college mobilizes funds for its regular activities from various agencies. Apart from this, the college mobilizes funds through alumni contribution/donation, individuals, and self-financed courses etc. The college generates financial resources through its stake holder's government,NGOs, Affiliated university, UGC, local well-wishers, alumni students and public representatives. The college has very transparent mechanism of auditing and specific committee for utilizing this grand and resources.

Resource Mobilization Policy and Procedure: As per the rules and regulation of the institution, the college takes initiative to raise the funds. The members of CDC, teaching and administrative staff, existing alumni students contribute to mobilize the resources for college. Students' tuition fees and the college development funds are the primary sources of resource mobilization.

Optimal Utilization of Resource: The College maintains its infrastructure updated from time to time. It has prepared its policies for effective implementation and optimal utilization of its resources. Officially appointed peons maintain the cleanness of the classroom and campus of the College. Few contractual support staff is appointed through proper channel. The received funds are collected and used through the Cheque, RTGS or NEFT mode. As per the priority and advised of CDC the funds are utilized for infrastructural development and beautification, ICT device and up gradation, student development and necessary equipment for the skill based courses. Each and every single rupee received, is spent utilized proper channel, such as quotation, discussion with consented committee and Cheque or on line payment system, the college local community to make this task as a mission.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Response: The IQAC of the institute was formed in 2005 after the first cycle of assessment and accreditation of NAAC as per guidelines of UGC and NAAC, Bangalore. The IQAC was successfully assessed and accredited by NAAC in 2010 for the 2nd cycle and received 'C' grade. Since the formation of IQAC, it has made all possible endeavours to contribute towards the quality assurance strategies and processes of the institution.

So, Such these initiatives are as follow:

Practice – 1 - Developing Quality Culture among Teachers Since second cycle of the NAAC, 2010, IQAC has been promoting the quality culture in overall activities of the college. It was very clear fact that if we want the outcome based education the quality of teachers should be upgraded. Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work and performance such as Ph.D. research publication, MRPs, Research Guidance, Seminar participation and organization etc.. The IQAC encouraged majority of the teachers to register for the Ph.D. and submit more and more research proposals to the various funding agencies. One teachers became the recognized Ph.D. supervisor. Now, the college has five teachers and One Librarian with Ph. D. Interestingly enough, more than Six teachers have awarded the Minor Research Projects from the UGC. Two international Seminar on Tai Cultural Convergence beyond the Border, Dated 9th March 2019 and Basic of Academic Writing with special Reference to Assamese literature, Dated 27/08/2020,Two national levels seminars on Contribution of Syed Abdul Malik to Assamese literature and Rural Nonfarm Employment in North East India, Two national workshop on Micro Teaching for better Teacher and Role of ICT in Higher Education. Besides these three state level seminars and one FDR were organized by the college which is sponsored by the UGC.

Following are the major contribution of IQAC:

- Constituted new cells/bodies and committees to operationalise the quality related programs.
- Paperless communication Eco-sensitivity within the campus.
- Outreach programs like Maitree Ek Gyan Yatra, MoU with neighbouring institutes.
- Circulation of notices and orders of UGC, affiliating University, Director of Higher Education and Research Funding Agencies, Adoption of a village under the institute.
- Encouragement to attend the Refresher Course and Orientation Programs.
- Circulate the information to attend the seminar, workshop, symposia and conference.
- Organize seminar, workshop, popular talk and conference in the Institute for faculties, staff and students.
- Organizes national festivals and important days (national/international) in the institute.
- Organizes birth/ death anniversaries of great Indian personalities.
- Constitution , Ranger club, Women Cell, Introduction of Soft Skill Development Program.
- Keeping records of student's achievement in sports, literature and cultural programs.
- Keeping records of teacher's achievement in academic, research, publication etc.
- Preparing and submitting the AQAR to the NAAC.
- Correspondence with NAAC, UGC and affiliating University.
- Prepare academic calendar annually. Conduct Academic Audit, etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Response:

1. Teaching and learning process reviews:

The IQAC of the college is very attentive to review the teaching and learning process of the institution periodically i.e., after per semester to maintain the standards of teaching and learning. The IQAC of the college organises staff meeting, head of the departments' meeting, students feedbacks etc., to review the teaching-learning process.

1. Structure and methodologies of operations and learning outcomes at periodic intervals:

The structure and methodologies of operations and learning outcomes at periodic intervals are mentioned below

Sl No	Structure and methodologies	Details
1	Internal Semester Monitoring Cell	The college has formed ISMC to evaluate timely conduct examinations among the departments, semester results of the curricular activities of the assigned courses like the seminar, micro teaching etc.
2	Students Feedback	In each academic year, the IQAC provides feedback form to students very confidentially, collects the data and takes nece same on the basis of data.
3	Semester wise Results Analysis	The IQAC of the college analyses the end semester results in al semester.
4	Teaching Plan Evaluation	The IQAC frequently evaluates the teaching plans of the co effectiveness of the same.
5	Academic Committee	Moreover, Academic Committee reviews timely completion of syllabus guidelines and takes necessary action, if needed.

Example: 1

Sl No	Nature of Meeting	Date and Year	Remarks	
1	ISMC meeting	19/02/2015	Decision taken on Sessional examination. The me attendance of the teachers in the college.	
2	HoD meeting	02/01/2016	The meeting reviewed the terminal examination decided to maintain the standard of the examina reviewed class routine.	
3	HoD Meeting	09/03/2016	The meeting reviewed Sessional examination of th	
4	HoD Meeting	18/04/2018	The meeting reviewed the timing of the teachers the maintain their daily class routine.	

Example: 2

Sl No	Teaching Learning	Description	
1	Book Bank	Majority of the students in the college are from poor families. By ke IQAC implements Book Bank facility to those students.	
2	e-journals	In recent days e-resources are considered most important to up teaching and learning in any educational institution. Therefore, IQ has facilitated e-journals and to the students in the websites of the c	

File Description	Document	
Upload any additional information	[View Document](#)	
Paste link for additional information	[View Document](#)	

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

7.1.1

Measures initiated by the Institution for the promotion of gender equity during the last five years. Response:

1. **Safety and Security:** The college is very keen regarding safety and security of the girl students and women faculty members and staff. The following practices are done in this regards. Entire campus of the College is bordered by concrete walls for safety of the college community. Outsiders are not allowed to enter the campus without prior permission of the Principal. Students use smart ID cards all times and outsiders are checked by the security staff. The college offers free admission to the economically weaker students. The college has disciplinary committee for continuous monitoring the security within the campus. The complaints related to the violation of disciplines are reported to the concerned staff and placed before the Principal and the members of the discipline committee. The complaints can be provided directly to the concerned authority, grievance redressal box or in portals meant for the same. The confidence building is done by organizing workshops and programs on use of sophisticated gadgets for girl students. The college campus is fully covered with sufficient light. The college has Sexual Harassment committee to take necessary action on sensitive issues of the girl students which helps to ensure their vibrant presence. The entire campus is monitored through CCTV cameras. The footages of the recording are often observed and necessary actions are taken, if any suspicious activity is observed, by the Principal. The internal complaint committee is set up as per the UGC guidelines. The college staff has assigned campus supervision to maintain discipline in the campus. The college has adopted mentor mentee scheme to solve the students individual problems both academic and personal. The staff members strive to solve all kinds of problems of the students. College organizes lectures through eminent personalities to create legal awareness, health and hygiene among the students. College has a separate Girls' Common Room.

  b) **Counseling:** Women cell of the college organizes all important activities associated with the counseling of the students. Formal and informal counseling is done in the college. The faculty members and staff members motivate the students to improve their overall personality by participating in various activities organized by the college. The college always inspire the students of weaker section to come to the main stream of the society. The college has mentor mentee scheme, which recommends majority of the mentors to select a mentee especially from the disadvantaged and vulnerable category of the girl students. In the scheme the mentor follows the development of the mentee by providing personal counseling at the different stages regularly. The personal problems of the girl students discussed within the committee are kept confidential.

c) **Common Room:** The institution has provided separate common rooms for both boys and girls. College has girls hostel for the accommodation of remote students with essential amenities.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

    1. **Solar energy**
    2. **Biogas plant**
    3. **Wheeling to the Grid**
    4. **Sensor-based energy conservation**
    5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

7.1.3

Response:

 Solid Waste Management:

The college campus adopts solid waste management treatments to restrict the pollution. Segregated wastes are dumped in the particular dustbins of Green, Blue and Yellow colours available in various corners of the college campus

1. The Green-colored dustbins are meant for disposal of wet and biodegradable wastes.
2. Blue dustbins are meant for disposal of plastic wrappers and non- biodegradable wastes.

3. Yellow dustbins are meant for papers and bottols .

Cleaning or emptying of the dustbins is being done on a regular basis at 10:00 to 11am and 3:00 pm every day.

The institute is on the verge of becoming paperless as most of the documents, forms, payments on dues have been shifted to totally on online mode. Most of the official communication and correspondence is done by email, social media and via the college website. All classrooms and departments are provided dustbins, garbage box etc. The college gives top priority to keep the campus clean. The faculty members and students are regularly advised to reduce waste. Students are motivated to dump waste in separate bins and meaningful slogans are displayed to bring environmental consciousness amongst the stakeholders. The old question papers, magazines and other teaching-learning materials can be retrieved and download from the libraries Web OPAC.

•E-waste Management: **E-waste management:** In our college, there is a simple process of e-waste management. There is a committee for e- waste management in the college. The committee members monitor the status of E–waste in the campus. According suggestion the committee, the non-working computers, monitors, printers and batteries etc. are sold following the rules of purchase committee. At the end-of computers useful life, they are collected from different locations of the campus by designated technicians and sent to the college computer center. At the center, the computers are sometimes repaired and reused. All the sold materials are then ruled out from dead stock register for future records for safe recycling. The damaged are inspected by the committee and it's open for disposal through contractors or vendors by paying appropriate cost. The college is planning to create an 'E-Museum', for future study and research. It will certainly help the students to realize the internal structure of computer and other devices. The college has set up sanitary napkin vending machine with destroyer placed in washrooms for incineration of used napkins to keep the hygiene of the washrooms used by the girl students.

Liquid waste management: Liquid waste generated mainly from canteen, and washrooms is segregated and disinfected and let out as effluent into a common drainage facility.

The volunteer friends of NSS unit of the college have been actively participated in the college beatification programmed since its inception.

File Description	Document
Geotagged photographs of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

7.1.8

Response: This is the only college in this area. Most of the students taking admission in the college belong to the nearby villages. As per government rules, the admission process is carried out. Enough care is taken for specific earmarked seats for each category are filled up. The statutory committees of the college are well balanced with the representation of each category. We feel praiseworthy by involving nearby citizen's participation in our extension activities. We involve most of the GOs and NGOs like : SDO Civil office, Nazira Municipal Board, Sub Divisional Court,Nazira Sub Divisional Library, Post-office, Govt. Hospital,

Rural Libraries, Prabah, Asom Sahitya Sabha , ONGC, Nazira Press Club, etc. Our college has been actively participating all the national and state integration programmes, developmental activities, national festivals, awareness rallies, and government campaigns etc.regularly. The hoardings of such activities like : environmental awareness, Right to vote, health issues, social harmony, unity and values are displayed in the college campus. The college plays pivotal role of in the area of peace and national integration. The college regularly organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Our college belongs to the semi urban background and its activities have a very positive impact on the society. The socio-economic condition of the area is different from rest of the country. Most of the students admitted in our college are belonging to very poor family background. The students are inculcated with the tolerance and harmony about cultural regional, linguistic communal socio-economic and other diversities by arranging experts lectures on such issues regularly. To maintain the linguistic and cultural importance Department of Assamese celebrates various activities such as 'Matribhasa Diwas", Popular Talks on Syed Abdul Malik, Lakhminath Bezboruah, Jyoti Prasad Agarwala, Bishnu Rabha, Dr. Bhupen Hazarika, Talks on Local languages, 'Kabisandhi', in collaboration with Sahitya Academy etc.   Beside these different awareness programs are organized such as '**Voters awareness Program'** in collaboration with Sub-divisional administration, Nazira, awareness program on use of drinking water, use of sanitary napkin, Open Depiction, Aids Awareness program, Eye Donation Camp, Flood Relief Camp, Drug addiction, Awareness program on Menstruation etc. Thus, the college has created very positive image for all the communities and they donate and help the college in the developmental activities. Apart from the organizing Librarians day in the college campus we observed it in Sub divisional or rural libraries every year in 12th August to cater reading habit in the community.

File Description	Document
Any other relevant information.	[View Document](#)
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

7.1.9

Response: The institute is a role model of best governance and democracy. Not only the students and employees but also every citizen of the locality respects the institution for its contribution to social development. The fundamental duties and rights, National Anthem etc. are clearly displayed in the college campus. It reflects the strong attachment of the students, employees and the citizens towards the values of Indian Constitution. Our institution arranged number of programmes covering freedom of expression through which the students can get courage to express their views. Many of our teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college and in nearby public meetings. We observe 15th August as Independence Day, 2nd October as Gandhi Jayanti, 31 st October as Rastriya Acta Divas, 26th November as 'Constitution Day', 12th January, Birthday of Swami Bibekanand

as National Youth Day, 25th January as Voters Day, 26th January as Republic Day, 19th November as National integration Day ,12th August as Dr. S.R. Ranganathan's Birth Day etc. each year in our institution. Various types of activities have been arranged to make these special days meaningful. Popular talks of eminent speakers are organized on those days to reiterate the significance of the constitution of India. The college organizes massive rally throughout the town to spread the message of 'Social Equality'. The Dept. of Political Science organized 'Mock Parliament' in every year to realize students about the significance of the structure of local self government.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

7.1.11

Response: India is well known for its festivals and cultural diversity. Our college helps student to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection,

preservation and propagation of Indian culture. International Days are also celebrated with great enthusiasm. Our institute pays tribute to all the national heroes on their Birth and death anniversaries by arranging lectures, rally or the competitions like Art, Singing, Wallpaper, and Rangoli etc. The college organizes activities on those days of national importance to recall the events or contribution of our leaders in building the nation and ethical behavior of students in their professional and personal lives.

 International Commemorative Days celebrated in our College:

Sl No	Activities	Date
01	International Women's Day	8th March
02	World Water Day	22nd March
03	Earth Day	22nd April
04	English Language Day	23rd April
05	World Environment Day	5th June
06	International Day of Non-Violence	2nd October
07	World AIDS Day	1st December
08	Human Right Day	10th December
09	National Yoga Day	21stb June
10	Republic Day	26th January
11	Independence Day	15th August
12	Birth Anniversary of Dr. Sarbapalli Radhakrishnan celebrated as Teachers' Day	5th September
13	World Tourism Day	27th September
14	Birth anniversary of Mahatma Gandhi & Lal Bahaddur Shastri,	2nd October
15	Birth anniversary of Sardar Vallbhbhai Patel	31st October
16	Birth anniversary of Pandit Javaharlal Nehru also celebrated as Children Day	14th November
17	Birth anniversary of Swami Vivekananda celebrated as National Youth Day	12thn January
18	Rabha Divas	20th June
19	Silpi Divas	17th January
20	Birth Anniversary of Dr. Bhupen Hazarika	8th September
21	World Population Day	11th July
22	Voters Day	25th January
23	National integration Day	19th November
24	Librarians Day/Dr. S.R. Ranganathans birth Day	12th August

File Description	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

7.2.1

Response:

Best Practices (1)

1. Title of the practice: SELF DEFENCE PROGRAM FOR GIRL STUDENTS:

2. OBJECTIVE OF THE PRACTICE: The goals of this practice are:

1. To teach self-defense skill to the girl students.

2. To create confidence among girl students.

3.THE CONTEXT: About half of the total population is women in our country. 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. The changes in personal lifestyle and living standard contribute to violent attitude and tendencies towards women and witness an increase in crime against women in the 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: The present statistics reveals the growing crime rate against women in society. The changes in personal lifestyle and living standard contribute to violent attitude and tendencies towards women and witness an increase in crime against women in the 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. Women cell in the college have taken the different initiative to safeguard the girl students inside and outside the college. A self-defence 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. Self Defence for Girls – one of the skilled based programme was organized by Women Cell of Nazira College on 26-3-2016. 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. In the college campus, the girls' student is fully secured. Sometimes, the security problems are raised in the outside the campus of the college. The resource persons of the programme learned the students in different techniques of self-defence. They pointed out the meeting that the questions of self-defence are not only relevant for girls, but it is also essential for boy students. The students were satisfied to participate in the Self Defence programme. Another programme for self-defence for girls was scheduled on 22-2-2017 in the college. The number of students was increased in the programme. All total 190 girls student participated in the programme. The

students requested the convenor to organize again in such a programme in the college. Problem encountered and resource required: The primary problem encountered is that there is a lack of resource persons in the near areas of the college. There are lack of the awareness programme in 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. In spite of this, in such a programme is essential and creates more confidence among girls student for the day to day life.

Contact detail: The Principal The Nazira College P.O.-.Nazira - 785685, Dist- Sivasagar, Assam E-mail:naziracollege@yahoo.in

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:

 Community participation and extension activity is necessary for inclusive development. To uplift the nearby rural community and as a part of institute social responsibility, the college has included Community participation and extension activities in its Perspective Plans. The college is performing several extension works in different fields by engaging students and faculty members. 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, Sivasagar District, Assam. 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, 2&3:

 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. There was a good interaction with the villagers by all the volunteers. 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:

Visit to Government primary school in Hen Ali On the fourth day of the camp, NSS students visited Hen Ali Government primary school. NSS students 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

Organized a one day workshop on Cutting-Netting:

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. Pranjal 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 -6&7   Date:-21st & 22nd Feb., 2018

CLEANLINESS & PLANTATION DRIVE:

On the sixth & seventh day, the volunteers are organized a cleanliness programe at Hen Ali LP School, Hen Ali Community Hall (Namghar) etc. they also done a Plantation drive. This programme was held with aim to promote cleanliness and greenary. 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.

Outcomes of Special Camp:

Hen Ali is a village in Sivasagar District. It has 73 houses with nearly 300 people. The observations we have made during camp are The volunteers had a very good opportunity and expereince.

· Fewer Students at Hen Ali L.P. School.

· Child marriages rate are less.

.· Literacy rate was almost 95%.

· Minimum 40% peoples are use Kaccha Latrin.

· During learning process in what way they made people aware of many issues like drinking water, open defecation, education, diseases etc.

· Maximum peoples of the village are farmer.

Acknowledgements:

We would like to thank NSS programme officer Mr. Jyoti Ranjan Mili for giving us permission and guiding us for the successful completion of the camp. We thank our Principal Dr. Raju Phukan and the college management for their kind support and guidance for the smooth conduction of the camp .We also thank them for giving this great opportunity of lending hand to the poor and serving the needy society in various ways. We also thank Transport manager and Villagers for their support.

Contact detail: The Principal, The Nazira College, Nazira, P.O.-.Nazira - 785686, Dist- Sivasagar, Assam. E-mail:naziracollege@yahoo.in

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WE SERVE THE DESERVE

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File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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 programmes:

Skill development programme: The College started a skill development programme on Information

Technology (IT) in 2015, a course titled 'Junior Software Developer' in association with National Skill Development Corporation (NSDC) and Dibrugarh University. Three batches have completed the course and many of them have got employment opportunity in the IT sector.

Soft skill development: A workshop on **Life Skill Development and Confidence Building** was organized on 4th October 2016 by the Women Cell of Nazira College. Manjita Gogoi and Amardeep Gogoi were the Resource persons. Total 119 students participated out of which 20 were teachers.   Manjita Gogoi discussed the process through which the body, mind and soul can be united. She revealed four basic components for better life and skillfulness – proper intake of water, adequate relaxation, and good surroundings to live in. Amardeep Gogoi highlighted the different forms of Yuga techniques. With the acquisition of necessary skills, students shall be able to build up confidence and face every possible challenge and make a significant contribution to the society and the world at large.

Mental Health, Problems and Priorities : A workshop on 'Mental Health' was organized on 5th October, 2016 by Sexual Harassment and Gender Sensitization Committee. Two Resource persons namely Dr. Bijoy Prasad Borah and Mrs. Moon Moon Sarma emphasized on mental balance through hereditary influence.

Voter Awareness Programe: An awareness program was held on 7th October 2015 in collaboration with Election Office, Nazira. It was organized by the department of Political Sc. Dr. Raju Phukan, Principal, Nazira College, Rajiv Bora, Jugal Bharali and Sarujini Dutta were the resource person of the program.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- **Any additional information other then ones already stated:**

  ○ Provision for opening   Science Stream
  ○ Emphasize to be given on increase of enrollment in Mathematics, Statistics and Economics department.

Concluding Remarks :

- **Conclusive:**

  ○ To improve quality of teaching
  ○ To improve physical & mental health of student
  ○ To serve the public & humanity at large
  ○ To develop & coordinate educational facilities of the college
  ○ To provide value education
  ○ To provide student placement opportunities
  ○ Maintain an Alumni relations programme
  ○ To provide library facility to the local community

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