



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>NAZIRA COLLEGE</b>
• Name of the Head of the institution	<b>DR. RAJU PHUKAN</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>7002401150</b>
• Mobile No:	<b>9435057218</b>
• Registered e-mail	<b>naziracollege@yahoo.in</b>
• Alternate e-mail	<b>drrajuphukan@yahoo.com</b>
• Address	<b>BOARDING ROAD , NAZIRA TOWN</b>
• City/Town	<b>NAZIRA SIVASAGAR</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>785685</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Suresh Rajkonwar				
• Phone No.	03772355145				
• Alternate phone No.	7002401150				
• Mobile	9954485137				
• IQAC e-mail address	naziracollege@yahoo.in				
• Alternate e-mail address	drrajuphukan@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://naziracollege.in/wp-content/uploads/2021/05/AQAR-2019-20.-12.5.2021.pdf">http://naziracollege.in/wp-content/uploads/2021/05/AQAR-2019-20.-12.5.2021.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://naziracollege.in/wp-content/uploads/2022/04/Academic-Calendar-20-21-2.doc">http://naziracollege.in/wp-content/uploads/2022/04/Academic-Calendar-20-21-2.doc</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	1.94	2004	04/12/2004	03/12/2009
Cycle 2	C	1.94	2010	20/10/2010	07/01/2016
Cycle 3	B+	2.71	2021	16/11/2021	15/11/2026
<b>6. Date of Establishment of IQAC</b>	18/07/2005				
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of	<a href="#">View File</a>				

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1) Academic Calendar prepared under the supervision of IQAC for the session 2020-21, 2) Finalized the NAAC Accreditation Process and submitted IIQA, SSR 3) Organized an International Seminar, 4) Organized a National Seminar, 5) Digital Teaching Learning due to COVID Pandemic.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To organize interaction programme, talks, etc.	Interaction programmes conducted with students through the mentoring committee. mentoring co
To organize National and International seminar and Workshop	Two National and one International Seminar organized by the college during the period.
To Cater the needs of slow learners through remedial classes.	Remedial classes by all department during the period.
To complete the NAAC accreditation process.	NAAC accreditation process completed.
To organize campus interview for students.	Couldn't conducted due to COVID 19 pandemic situation.
Development of laboratory for Education Department.	Laboratory developed for Education department.
Construction of examination and additional conference hall.	Constructed.
To development of footpath in the college campus.	Footpath developed.
To encourage the students to participate in NCC and NSS programme.	Encourage the students to participate in NCC and NSS programme.
Installation of new wi.fi. connection.	Installed.
Innovation of Day Care centre and college canteen.	Innovated the Day care centre and college canteen.
Procurement of more Desk Benches.	Number of Desk Benches added.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
IQAC	09/03/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	03/03/2021

**15. Multidisciplinary / interdisciplinary**

The College have been offering B.A.Honours in English, Assamese, Education, History, Political Science, Geography, Sociology and Generic in Mathematics & Statistics. The college offers Multi Disciplinary Courses as per the Recommendation of Dibrugarh University, Dibrugarh. In the First Semester Classes of the Bachelor in Arts (B.A), Ability Enhancement Compulsory Course (AECC) on Communicative English and Communicative Assamese, in the Second Semester, Compulsory Course in Environmental Studies (EVS) and in the Third & Fourth semester, Skill Enhancement Courses (SEC) on Web Design, Photoshop, Abode in Design, Library and Information Science, Human Rights, Creative Writings, Tourism and Travel Management, Teaching in Elementary level etc. have been offered in the College.

The College also offered Computer Skill, Environmental Studies (EVS), Multidisciplinary, Business Communication, Spoken English and Personality Development as General Component courses in Bachelor in Vocation (B.Voc) Programme under UGC w.e.f. 2015.

**16. Academic bank of credits (ABC):**

Initiative has been taken to Register students in Digilocker for availing the benefit of Academic Bank of Credits (ABC). Several awareness programmes has been organized among the students and teachers about the benefits of National Academic Depository. Students are motivated to register themselves in digi-Locker and teachers are informed to monitor and help students to create their accounts. The institute name and the name of the affiliating University is not listed in the dropdown list of the NAD Portal till now. The information has been sent to the support team of UGC-NAD & Digi locker via mail to Register the institution in the portal.

**17.Skill development:**

Nazira College was the first college under Dibrugarh University, Dibrugarh to introduced Skill Development Courses i.e., Bachelor in Vocation (B.Voc) in Fashion Designing and Information Technology since 2015 under UGC. The Sector Skill Council (SCC) approved by the NSDC assessed the students for different NSQF Levels as per the Guidelines of UGC. The different Job Roles offered in the College are Assistant Fashion Designer (level-4), Fashion Designer (level-5), Export Manager (level-5) & Online Sample Designer (level-7) in Fashion Designing and Domestic IT Helpdesk attendants (level-4), Web Developer (level-5), Trainer in Software Developer (level-6) & Software Developer (level-7) in Information Technology.

From the Academic year 2021-22, the college is offering Hand Embroidery and Junior Software Developer Courses under Skill Hub Initiative of UGC & NSDC.

In B.A. Programme under Dibrugarh University the College is offering Creative Writings, NSS, Tourism & Travel Management & Library and Information Science since 2019-20.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

NEP 2020 advocates promotion of Indian languages and recommends that efforts should be taken to preserve and promote all Indian languages including classical, tribal and endangered languages will be taken on with new vigour. We need an integrated approach that results in harmony within oneself and with nature. This is the core of the Indian Knowledge Systems. Importantly, it provides a praxis in the form of Yoga, Ayurveda and rituals that allows the knowledge to be practiced in a simplified and distilled manner by the larger populace. Imbibing and practicing this knowledge will be the key trait of aspiring leaders of the future. We need to create new curricula, textbooks, and content in multimedia that can be taught in educational institutions, and popularly consumed on digital platforms. And importantly, we need to create a praxis of habits, rituals and festivals that can bring this knowledge into our day to day life. Language of course, is inextricably linked to art and culture.

Several historical and old manuscripts has been collected and stored in the College Library and digitalisation of the same is processing for the next generation. Proposals have been submitted to the University to develop curriculum on different aspects of Indian Knowledge System. The College proposed to organize workshop on Arts

and Crafts, Bhaona (Bhaona is a traditional form of entertainment, with religious messages, prevalent in Assam, India), Satriya dance, Bihu etc. In undergraduate curriculum of Dibrugarh University, there are various core papers on History of Assamese Literature, Performing Arts, Culture of Assam and Cultural Tourism, language and scripts of Assam, Education in Pre-independent India, Value Education, History of India, Early and medieval Assam till 1826 in subjects like Assamese, Education and History which are related to India's knowledge system. Moreover, Yoga classes are held on weekly basis.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college offers several outcome based skill oriented subjects approved by the Dibrugarh University in undergraduate programmes. Some of these are Library and Information Science, NSS, Teaching in Elementary Level, Creative writing etc. The college introduced Post Graduate Diploma Course (PGDCA) in 2018. Since 2015 the college is offering Bachelor of Vocation in Information Technology and Fashion Designing. From 2021-22, under Skill Hub Initiative of UGC, two outcome based programmes namely Hand Embroider and Junior Software Developer have been started. We have proposed to start some new programmes from the next academic session like BCA, Life Skill, Basic Skill, Professional vocational skill, Intellectual and personal skill.

At present various skill enhancement courses on Web Design, Photoshop, Adobe In Design, Library and Information Science, Human Rights, Tourism and Travel Management, Communicative English and Assamese, Computer Skill, Business communication, spoken English, personality development, certificate course in Assistant fashion designer and domestic helpdesk attendant, diploma in fashion designer and Web Developer and Advance Diploma in Export Manager and Trainer in Software Developer are available in the college.

#### **20.Distance education/online education:**

Initiative has been taken to aware the students to enroll themselves in SWAYAM, the MOOC Portal since 2018. The College is already Registered in the Swayam Portal.

A study Centre of State Open University i.e., Krisna Kanta Handique State Open University has been established in the College in 2008, where Diploma in Computer Science (D.C.S), Journalism & Mass Communication (D.J.M.C), Undergraduate Programme in B.A. Honours & Pass Course, Bachelor in Computer Application (B.C.A.), Post Graduate in Assamese, Political Science, Education & Sociology are

offered in open & Distance Mood of Education.

During and after Lockdown period online education through Google platform, WhatsApp Groups have been playing a pivotal role and the students are very much benefitted from this model of Education. Teachers and Students are encouraged to continue the online classes along with offline classes, online assessment and organize student meeting, seminars etc. via online mood.

### Extended Profile

#### 1.Programme

1.1	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	763
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	270
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	196
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>



3.Academic	
3.1	30
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	30
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	1899096.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	58
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Nazira college, affiliated to Dibrugarh university, follows the curriculum designed and developed by the University. The College draws action plans for effective curriculum delivery, prepares its own academic calendar in conformity with the affiliating university with an active participation of teachers. 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 and PGDCA is prepared by the Routine committee and later a well prepared routine is disseminated, thereafter each department</p>	

allotted classes among teachers. For effective implementation of the curriculum, HODs of the college conduct their departmental meetings with the faculty members and develop academic course and teaching plans. 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. Apart from these, educational tours, field studies, interdisciplinary competitions, national seminars are organized where all stakeholders take part. An annual prize money state level quiz competition, career counselling, placement drive has also been regularly organized in the college. An Academic diary is maintained by each teacher.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/04/CLASS-ROUTINE-20-21.pdf">http://naziracollege.in/wp-content/uploads/2022/04/CLASS-ROUTINE-20-21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 and posted in college website, and departmental whatsapp groups well in advance and time tables are prepared and implemented accordingly. The teachers prepare teaching plans 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 syllabuses. The students collect materials from their guide, field visit, libraries and through internet. 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	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/04/1.1.2.compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/04/1.1.2.compressed.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

**3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

33

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

33

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

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 & Economics. Environmental Science is taught in all programmes as a compulsory subject in fourth semester. 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 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. The institute believes in creating a space where each individual is treated equally and with respect. Institute provides a gender friendly environment and has about 54.81% of girl students; Faculty/Staff population is also well balanced with both genders .

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

65

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://naziracollege.in/wp-content/uploads/2022/04/FEEDBACK-20-21.pdf">http://naziracollege.in/wp-content/uploads/2022/04/FEEDBACK-20-21.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**1140**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**622**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**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.

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	Documents
Link for additional Information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/slow-learners.pdf">http://naziracollege.in/wp-content/uploads/2022/05/slow-learners.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
763	29

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

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. 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. 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 pursuance of 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	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/2.3.1-Field-report.pdf">http://naziracollege.in/wp-content/uploads/2022/05/2.3.1-Field-report.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college campus has installed separate Wi-Fi unit for the students inside the campus. 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. The IQAC motivates teachers and students to attend seminars, workshops, and training programmes related to ICT use in teaching-learning process. The 6th sem students of Education department prepared project on "Use of ICT in teaching learning process during 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://naziracollege.in/wp-content/uploads/2021/04/2.3.2.pdf">http://naziracollege.in/wp-content/uploads/2021/04/2.3.2.pdf</a>

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

**2.3.3.1 - Number of mentors**

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

775

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The examination committee monitors and conducts internal examination. The college conducts sessional examination, seminar and group discussion. The sample answer scripts are maintained properly. 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. 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.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/2.5.1-Compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/05/2.5.1-Compressed.pdf</a>

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

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 to their satisfaction. Each teacher prepares himself/herself keeping 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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/2.5.2_compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/05/2.5.2_compressed.pdf</a>

## 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.

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.Voc courses in Information Technology and B.Voc Courses in Fashion Designing. Beside these three courses, ones tudy centres i.e. Nazira College Study Centre under Krishna Kanta Handique State Open University is running.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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/04/Programme-outcomes_compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/04/Programme-outcomes_compressed.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

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 courses B.Voc(I.T) and B.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 Kaziranga University, TechMohindra and Tea Garden management of nearby tea gardens.

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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/04/2.6.2_compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/04/2.6.2_compressed.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

219

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="mailto:naziracollege@yahoo.in">naziracollege@yahoo.in</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://naziracollege.in/wp-content/uploads/2022/05/SSS-REPORT-20-21-UPLOAD.pdf>

## 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 year (INR in Lakhs)**

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

**NIL**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

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

**00**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://naziracollege.in">http://naziracollege.in</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

05

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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 year

The institute promotes neighbourhood 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 wing. The College has 102 volunteers of NSS unit with a faculty member as the Programme Officer and 50 cadets of NCC wing. The Women Cell organizes different extension activities in and outside the college. To sensitize students, Cultural and NSS plays a pivotal role. The Faculty members introduce various activities to the students during induction program and ensure their participation throughout the academic year. The College encourages the students to involve in various social movements/activities through participation in numerous activities organized by NSS/NCC Forum. The college arranges health related programme in online mode due to COVID 19 pandemic situation in association with other institutions 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 Ekota Dibas etc. Participation in such activities imbibes the sense of national integrity, environmental and social responsibility among them.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/3.3.1.-Extenssion-Activities_compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/05/3.3.1.-Extenssion-Activities_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 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., during the year

22

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 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., during the year

726

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

5

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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.

The college tries to provides adequate physical and academic facilities as per the need of the students. There are total 12 departmental rooms with 17 spacious class-rooms with proper light, ventilation and well equiped ICT facilities. There are 5 R.C.C. buildings along with four Assam type buildings with Women Cell, Day Care Centre, Boys Common Room, College Canteen, NSS and NCC office separately. Wi-Fi facility is made available to the college community in the Campus freely and in some departments LAN facilities are also available. RO water purified drinking water facility (10 nos) is made available for the college community. For security and safety management, college has incorporated CCTV cameras in all important areas. Geography, Education, IT and Fashion Designing departments have separate well equiped laboratory facilities as learning resources. The college has well equipped central library with more than 20000 text and reference books, manuscripts (both hard and soft copy) , The online e-resources are available through the membership of NLIST, DELNET and NDLI .The college has separate wash rooms, a Girls' Hostel with 30 boarders, is ample parking facility of vehicles and a play-ground measuring 174050 sq. ft. There are 52 active computers, digital library facilities and a language laboratory.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/4.1.1.pdf">http://naziracollege.in/wp-content/uploads/2022/05/4.1.1.pdf</a>

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

The college plays an active supportive role towards the co-curricular activities of the students. Specific spaces have been earmarked for extra-curricular activities and facilities are made available to students. 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 including yoga. College

provides all necessary facilities for sportsmen and players. 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 has strong background of traditional classical and modern cultural activities and events like Folk Orchestra, Folk Dance, Group Songs, Vocal and instrumentation. Students actively participate in Youth Festivals organized by the parent University every year. Beside these our college cultural team joins in different cultural activities organised in different local, regional, state and national level.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/4.1.2.1.-final.pdf">http://naziracollege.in/wp-content/uploads/2022/07/4.1.2.1.-final.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/4.1.3-FINAL.pdf">http://naziracollege.in/wp-content/uploads/2022/07/4.1.3-FINAL.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in



Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

401900.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

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. We have started library automation in the month of April 2008 with SOUL.1.0. and from 2011 we are using SOUL 2.0 The library automation is going on with 17568 records . 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 (IP:http://169.254.63.105:8080/ncclib/). 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 (<https://ncmobilelibrary.wordpress.com> .)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. Some legend rare data, information and documents are kept digitally.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/4.2.1.pdf">http://naziracollege.in/wp-content/uploads/2022/05/4.2.1.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

**.99**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

**250**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college authority tries to frequently update its ICT infrastructure with well established mechanism. The provision is made in the budget allocation for annual maintenance and technical staff is appointed for maintaining the same.. The college has 52 Desktops and 10 Laptops to support IT infrastructure.

Extensive infrastructure has been setup during the last five years i.e.IP based Surveillance System, language lab, smart boards, led projectors. The infrastructure includes: • Desktops (Lenovo, Intel i5, Dual Core, 4 to 32 GB RAM and 500 GB to 2TB HDD) • Laptops (i7, i5- 6th generation, Core2 Duo based 2.4 GHz with 4 to 8 GB RAM The IP Surveillance system was established in 2016 with the following configuration: • IP camera (1.2 to 12 MP, sony, Axis , canon, cp-plus) = 30 • 1 to 1.5Km of Fiber Optic Cable. The additional Fiber Optic Cable, Ethernet and fiber switches laid in 2019 connects IQAC office and Seminar Hall.WIFI facility was installed with latest Cisco wireless controller and Jio Fibre (3 nos). All buildings, Classrooms, Seminar halls, conference rooms and common areas in the campus are now Wi-Fi enabled. Additional two 100 Mbps Broadband connections have been taken from AIRTEL-ISP.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/4.3.1..pdf">http://naziracollege.in/wp-content/uploads/2022/05/4.3.1..pdf</a>

#### 4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9.27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The institute has a systematic mechanism for maintenance all the facilities both external and internal to monitor the smooth functioning of the college.

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, Sanitary Napkin Vending Machine with destroyer is also set up. The College have 17 classrooms, one canteen offered on annual contract basis and Canteen Committee regularly monitor for better hygienic and quality food.

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 College have a play-ground attached to the college campus which is maintained regularly. The college organizes sports competitions, NCC and NSS camps at District and Zone level. Students of the college regularly participate at University, State and National level sports competitions and Extra-Curricular Activities:

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/4.4.2.-final.pdf">http://naziracollege.in/wp-content/uploads/2022/07/4.4.2.-final.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

722

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="http://naziracollege.in/">http://naziracollege.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
5	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
5	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

21

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

55

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****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) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - 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) during the year****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) during the year.**



3

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

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 in academic & co curricular aspects.They participates in Student Union Body, Departmental Associations, Library committee, Sports Committee, NSS/NCC Committee, Magazine, 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 electionconsists of the elected students fromthe college & playssignificant role by providing proper feedback of all the students.The process of admission, exam., scholarship aresmoothly conducted with the student friendly relations.For Co-curricular and Extracurricular Activity there are specific committees such NSS, NCC, Cultural, Sportsetc. in which not only students' at largeactively participated. NSS activities like workshop, rally, or any social event, our students actively involved. NSS camp planning and execution can be the best example of student's involvement. Simultaneously, students engaged themselves in Swasa bharat programm, beautification of the college etc. This activities is possible due tothe free and enthusiatic representation of our students.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/5.3.2-FINAL.pdf">http://naziracollege.in/wp-content/uploads/2022/05/5.3.2-FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 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

There is an Alumni Association since its inception that contributes significantly to the development of the institution through financial and/or other support. The college organize at least one alumni's meet in a year, 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 works. Two of our teachers are the members of the alumni association who plays a key-role in binding this group for the development of the college and works for the overall development. 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, as resource persons to deliver talks in seminars, conferences and

workshops, help the economically weaker students to pursue their education, cooperate in preparation of various cultural events, organisation of NSS special camps at village level . Alumni members are the active members in IQAC, and Fund raising/Donation Committee etc. One of our alumnus donated bore-well unit to the college. Some are elected as public representatives; who help us in solving local problems, also participate in the governance of the college and provide feedback.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/Alumni-Contribution-1.doc">http://naziracollege.in/wp-content/uploads/2022/05/Alumni-Contribution-1.doc</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

The Nazira College was established to provide higher education to the students of Nazira and its surrounding area especially to economically weaker section of the society. The nature of governance is collaborative by incorporating all its stakeholders. The Governance is fully transparent, democratic and all inclusive. Governing Body is the key policy making body nominated as per the State Govt. norms where all stakeholders are well represented and it makes the key policy (perspective/strategic) decisions inspired by its vision and mission in compliance with the directions given by UGC, MHRD, Government of Assam and Dibrugarh University to which it is affiliated and considers important proposals for the development of the institution. The Management enlists the talents of the staff in shouldering various administrative responsibilities and appoints them as officials that include Principal, Vice Principals, HOD, IQAC Coordinator, Controller of Examinations, Office Superintendent and Coordinator of various cells. In order to implement and achieve the

charts out perspective plans, IQAC devised the action/strategic plans and the governance implements different activity in decentralized and participatory way throughout the academic year to fulfill the vision and mission and started Earn and Learn scheme for needy students irrespective of their caste, creed and religion.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/6.1.1-FINAL.pdf">http://naziracollege.in/wp-content/uploads/2022/05/6.1.1-FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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.

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

**Participative management:** The institute promotes a culture of participative management by involving the staff, students, alumni, parents 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.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/06/6.1.2-FINAL.pdf">http://naziracollege.in/wp-content/uploads/2022/06/6.1.2-FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

After the second cycle of NAAC accreditation (2010), the institute has shown tremendous growth and to sustain the process through its Perspective/Strategic plans that focuses on current trends and disrupting forces in higher and technical education strata to show better performances.

Perspective/Strategic plan are projected in terms of short, medium and long term development plans. The institute has student centric approach and stakeholders are the final beneficiaries. Strategic plans i.e., approved curriculum be strictly adhered to faculty members and students to enhance skills and technical abilities, Encouraging high quality research, Industry engagement, Entrepreneurship, Alumni engagement and Social outreach targeting at helping people of the locality, the planned Academic Calendar and suggestions sought from faculty members, Development Plan with quality initiative in terms of infrastructure, faculty strength, faculty achievement, students' development and student achievement Moreover, Developing Multidisciplinary innovation ecosystem, project based learning, Publishing paper in reputed journals, Presenting projects by students, Participation in Conferences, Sign MoUs with industry for training, interaction, inviting experts for interactive sessions, Organize Workshops/Training for Faculty/staffs, Introduce Certificate/Value Added Courses, development of Innovative projects during and post-pandemic period of COVID-19, Purchase of Lab Equipment/ Accessories/Tools/Consumables, Software's, Regular interaction with alumni and submission of IIQA are effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/06/6.2.1-final.pdf">http://naziracollege.in/wp-content/uploads/2022/06/6.2.1-final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. The administrative set up is established from the Governing Body, Principal, Vice Principal, Head of the Depts., Librarian, Head Assistant, Senior and junior assistant, to the 4th grade level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

For Recruitment of Faculty, first permission is to be taken from the Director, Higher Education, Govt. of Assam (DHE) and then Advertisements are published in the state/national level newspapers. Interviews are conducted by a panel nominated by the Affiliating University. Preference is given to relevant qualifications, teaching, research and experience as per the guidelines of the Govt. & UGC. The selection committee's decision after approved by the Governing Body forwarded to the DHE for appointment. Supporting staff are also recruited in the same way after the interview by the panel approved by the DHE and approval of the selection by the Governing Body.

The institution follows Assam Govt. Service rules, policies and procedures for effective functioning of the institution and are available at Principal's office, HOD's chamber, library, and distributed among all the employees.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/06/6.2.2.pdf">http://naziracollege.in/wp-content/uploads/2022/06/6.2.2.pdf</a>
Link to Organogram of the Institution webpage	<a href="http://naziracollege.in/wp-content/uploads/2022/06/ORGANOGRAM-1.pdf">http://naziracollege.in/wp-content/uploads/2022/06/ORGANOGRAM-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The 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 staff as well as the needy people outside the college. The college teaching and non-teaching staff is automatically becomes eligible as soon as they joined the college. They can also be eligible for govt. health and medical reimbursement scheme for family. If the resources from the welfare fund is not sufficient in emergency, the teachers unit extends extra financial contribution to fulfil the emergent needs. Other existing welfare measures are Health insurance, Medical Leave & Maternity leave, Child Care Leave, Earned Leave, Advances for festivals, Health & Day Care Center, Recreation center, Canteen, Internet and free Wi-Fi facilities, organize tour, sports activities for the staff, separate departmental room to facilitate good ambience, Summer and Winter

Vacations for faculty members, Faculty development programs (FDP) for faculty members on regular basis, Automation of attendance and leave using biometric system, Gratuity for the employees Motivation through counseling for staff members to create a healthy working environment etc. In a nutshell, the Institution strives hard to keep our staff happy and healthy.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/06/6.3.1.-final.pdf">http://naziracollege.in/wp-content/uploads/2022/06/6.3.1.-final.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

0



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

**02**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Before the end of each Academic year, 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.

The Institution has the PBAS System for teaching and non-teaching staff which aids in improvisation of the standards. The progress and achievements of the teachers are being appraised by the management. Performance Appraisal of the faculty is prepared with various parameters like Examination results, Students Feedback, Interactive teaching approach, Publications, Participation and presentation in Conferences/ Seminars/ Workshops/FDP etc., Examination duties and performances in Co Curricular/ Extra Curricular activities. Every teacher has to submit self-appraisal report duly forwarded by the HOD. Review of the performance appraisal is made by the Principal & recommended by the President, Governing Body to the Higher Authority.

The college conducts its academic audits from external agencies and each task is completed with quality performance and documentation.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/6.3.5-final_compressed.pdf">http://naziracollege.in/wp-content/uploads/2022/07/6.3.5-final_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution's Accounts are audited regularly by Internal and External auditors. The Governing Body verified and approved the Audited statements, Income and expenditures, Budget proposal etc., Implementations/follow-up suggestion are given by the Governing Body members. Books of Accounts are prepared as per statutory requirement. 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 are verified by the Chartered/Govt. Auditor. Accordingly, audit reports are submitted with their observation and objection/recommendation, if any. The Principal in consultation with the Accountant and approval by the Governing Body audits objection are fulfilled.

The principal and the committees of the college monitor the use of resources received from the Government, UGC and Non-Government Sectors. The Governing Body, review the use of resources including audit, budgets and accounts and recommended for effective mobilization offunds. Institutional budget is prepared regularly and the major financial transactions are analyzed and verified by the Governing Body. In purchasing process quotations are called and order is placed. All transaction has transparency through bills and vouchers, Net Banking/RTGS/NEFT payment system. The Purchase committee ensures the whole purchasing process.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/6.4.1-final.pdf">http://naziracollege.in/wp-content/uploads/2022/07/6.4.1-final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The budget committee headed by the Principal, senior faculty members and the Accountant as member prepare the budget proposal considering the actual budget, college requirements based on observations, demands and grievances of the faculties, staffs & students and available funds for up gradation of the college. The principal

placed the proposal to the Governing Body and after verification, documentation; discussion and recommendation approved the proposal. The principal in consultation with the Accountant transferred the funds to different heads as per norms. Different committees headed by a senior faculty with other faculty and student representative as member are responsible for preparing budget proposal for events, purchasing, communication etc. for proper execution of funds. The principal is responsible for approval of the budget and transferring payment to the vendors directly, parties through RTGS/NEFT or by Net Banking after receipt of verified bills/vouchers by the respective committees/accountant. The insufficient funds, if any are met by taking loan from sufficient fund account, which are later repaid subject to the approval of the Governing Body. All Bill/Vouchers are maintained, Cash Books & Stock Registers are prepared by using Tally-9 Software by the Accountant, and for receipts/payments the college has SBI Saral/Khata Plus Corporate Account.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/6.4.3-FINAL.pdf">http://naziracollege.in/wp-content/uploads/2022/05/6.4.3-FINAL.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

The IQAC of the institute was formed in 2005 and after the first & second cycle of assessment and accreditation by NAAC in 2004 & 2010 respectively, it channelize all efforts and measures of the Institution towards promoting its academic excellence. The IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. IQAC reviews the status of the teachers' work and performances such as workloads, Ph.D., Research Publication, Research Projects, Guidance, Seminar participation/presentation and Organization etc.. The IQAC encouraged teachers for the Ph.D. Registration and submission of Research/Seminar/Workshop Proposals to the various funding agencies. Now, the college has Eight Ph. D. Holders and one Ph.D. supervisor. In 2020-21, one International Webinar and one National Webinar were organised. Submission of IIQA and SSR for the third cycle of accreditation, Collaborative learning, Paperless communication, Eco-

sensitivity, Encouragement to attend RC/OC/FDPs, Circulate the information about seminar/workshop/symposia/conferences, and also organize the same in the Institute for faculties, staff and students, Organizes national festivals and important days (national/international) in the institute are some of the significant activities of IQAC of the College during 2020-21.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/05/6.5.1-final.pdf">http://naziracollege.in/wp-content/uploads/2022/05/6.5.1-final.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**Teaching and learning process reviews:** The IQAC of the college is very attentive to review the teaching and learning process of the institution periodically to maintain the standards of teaching and learning. The IQAC of the college organises staff /HOD's meeting regularly to review the teaching-learning process.

**Structure and methodologies of operations and learning outcomes at periodic intervals:** The College formed Internal Semester Monitoring Cell to evaluate timely conduction of semester examinations declaring results of the departments, co curricular activities of the assigned courses like the seminar, group discussions, micro teaching etc.

**Students Feedback:** In each academic year, the IQAC provides feedback form to the sixth semester students very confidentially, collects the data and takes necessary steps for the same.

**Semester wise Results Analysis:** The IQAC of the college analyses the end semester results in all the odd and even semester.

**Teaching Plan Evaluation:** The IQAC frequently evaluates the teaching plans of the course teachers and effectiveness of the same.

**Academic Committee:** Academic Committee reviews timely completion of courses as per the syllabus guidelines and takes necessary action.

The HOD meeting reviewed the terminal examination of the college

held in on line mode and decided to maintain the standard of the examination.

File Description	Documents
Paste link for additional information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/6.5.2.NET.pdf">http://naziracollege.in/wp-content/uploads/2022/07/6.5.2.NET .pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://naziracollege.in/wp-content/uploads/2022/07/Annual-Report-2021 compressed-Copy.pdf">http://naziracollege.in/wp-content/uploads/2022/07/Annual-Report-2021 compressed-Copy.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 year

#### **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. 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 internal complaint committee is set up as per the UGC guidelines. The college staff has assigned campus supervision to maintain discipline in the campus. College organizes lectures through eminent personalities to create legal awareness, health and hygiene among the students & self defence training specially for girls students. College has a separate Girls' Common Room with sanitary napkin vending and destroyer machine.

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 personal problems of the girl students discussed within the committee are kept confidential.

File Description	Documents
Annual gender sensitization action plan	<a href="http://naziracollege.in/wp-content/uploads/2022/07/7.1.1.1.pdf">http://naziracollege.in/wp-content/uploads/2022/07/7.1.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://naziracollege.in/wp-content/uploads/2022/07/7.1.1.2.pdf">http://naziracollege.in/wp-content/uploads/2022/07/7.1.1.2.pdf</a>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>B. Any 3 of the above</b>

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive 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. Cleaning or emptying of the dustbins is being done on a regular basis.

The institute is on the verge of becoming paperless as most of the documents, forms, and payments are done on online mode. Most of the official communication and correspondence is done by email, social media and college website.

The faculty members and students are regularly advised & motivated to dump waste in separate bins and meaningful slogans are displayed.

The old question papers, magazines and other teaching-learning materials can be retrieved and download from the libraries Web OPAC.

There is a committee for e- waste management. The non-working & damaged computers, monitors, printers and batteries etc. are sold following the rules of purchase committee. The computers are sometimes repaired and reused.

The college has set up sanitary napkin vending machine with destroyer placed in washrooms used by the girl students. Liquid waste generated mainly from canteen, and washrooms is segregated and disinfected and let out as effluent into a common drainage facility.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://naziracollege.in/wp-content/uploads/2022/07/7.1.3-gEOTAG-PHOTTO1.pdf">http://naziracollege.in/wp-content/uploads/2022/07/7.1.3-gEOTAG-PHOTTO1.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**B. Any 3 of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 200 words).

**The institution believes in equality of all cultures and traditions**

as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities were observed. In Rashtriya Ekta Diwas pledge is taken by staff and students every year. The institution organizes seven days Youth and Cultural festival. NSS and NCC Units of our college participate in various programmes related to social issues. We involve in most of the GOs and NGOs like : SDO Civil office, Nazira Municipal Board, Sub Divisional Court, Nazira Sub Divisional Library, 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 students of our institution organize cultural programme depicting State and National culture. The college plays pivotal role of in the area of peace and national integration.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institute is a role model of best governance and democracy. The students, employees and every citizen of the locality respect the institution for its contribution to social development. The fundamental duties and rights, National Anthem etc. are clearly displayed in the campus that reflects the strong attachment of the stakeholders 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. Teachers deliver lectures on the constitutional obligations, national unity and social harmony in the college and in nearby areas. We observe Independence Day, Gandhi Jayanti, Rastriya Ekata Divas, the 'Constitution Day', National Youth Day, National Voters Day, Republic Day, National integration Day , 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 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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 Competition etc. 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. In 2020-21, due to Covid Pandemic & lockdown only few days were observed. The Republic Day, Independence Day, International Women's Day, Birth Anniversary of Dr. Sarbapalli Radhakrishnan, Birth anniversary of Sardar Vallbhbhai Patel, Birth anniversary of Mahatma Gandhi & Lal Bahaddur Shastri, World Tourism Day, Birth anniversary of Pandit Jawaharlal Nehru, Rabha Divas, Silpi Divas, National integration Day, Human Right Day were observed physically and International Yoga day, Earth Day etc observed in online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICE: I

1. Title: Adopting Digital mode of teaching by use of Digital content source.

#### 2. Objectives:

i. Changing the traditional mode of teaching learning

ii. Making effective use of ICT

iii. Increasing the student's participation

iv. Creating awareness about the ICT tools

3. Context: The problems like Covid -19 pandemic created lot of

challenges in front of educational institutes. Keeping the student's attention and attendance in online class is the toughest task for the teacher. We decided to use the available resources and tools to address this issue.

4. The Practice: The practice is to make the use of unique resource available with the institute.

#### BEST PRACTICE: II

1. Title of the Practice : Nazira College Mobile Library Service
2. Objectives: :

The information literacy is an integral part of the country's overall growth and development. To achieve these goals, Nazira College Central Library introduces such an initiative for the senior citizens, carcinoma patients and differently.

1. The Practice :

About 100 books are carried through two wheeler vehicle to the doorsteps of the end external users. There are presently three such users' categories: Senior Citizens, differently Abled people and carcinoma patients. The service is offered after the college hours and in holidays.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college gives priority on skill development of the students so that they can enhance their employability and entrepreneurial ability after completing their bachelor degree. For that, the college has initiated the following programmes: Skill development programme: The College started a skill development programme on Information Technology (IT) & Fashion Designing (FD) in 2015, under B.Voc Degree Program of UGC 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 & Apparel and Home made

Furnishing Sectors. Certificate Courses in Assistant Fashion Designing & Domestic IT Helpdesk Attendants, Diploma in Web Developer & Fashion Designing and Advance Diploma in Export Manager & Trainer in Software Developer are offered under the B.Voc Programme since 2015. Workshops are organised on different topics like Life Skill Development, Soft Skill Development, Yoga and Webiner on Investor Awareness Program was also organised in this year i.e. 2020-21.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Future Plans of Action for next academic year

1. Submission of AQAR for the session 2021-22,
2. Construction and procurement of Accessories for GIS laboratory
3. Construction of Toilet for Disabled
4. Extension of class rooms
5. Purchase of more computers
5. Installation of more digital classrooms
6. Developed student mentoring system, feedback system of students, teachers, parents and alumni
7. Campus placement programme
8. Career counseling programme
9. Encourage teaching plan, course plan for both online and offline mode
10. Full participation in digital teaching
11. Remedial classes for slow learners

12. More co-curricular and extension activities
13. Various Programme on adopted village
14. MOU signed for academic purpose
15. Organize seminars/Workshops at District/State/National/International level involving students communities
16. Introduce more skill enhancement courses in association with NSDC
17. Introduce more Add on courses
18. Co-up with NEP 2020