

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)**

**Submitted
To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**

BY

**NAZIRA COLLEGE, NAZIRA
P.O.NAZIRA
DISTRICT: SIVASAGAR, ASSAM
785685
FOR THE YEAR - 2015**

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

Part – A

1. Details of the Institution

1.1 Name of the Institution

NAZIRA COLLEGE

1.2 Address Line 1

BOARDING ROAD, NAZIRA

Address Line 2

P.O.NAZIRA

City/Town

NAZIRA

State

ASSAM

Pin Code

785685

Institution e-mail address

naziracollege@yahoo.in

Contact Nos.

03772280127

Name of the Head of the Institution:

DR. RAJU PHUKAN

Tel. No. with STD Code:

03772280127

Mobile:

9435057218

Name of the IQAC Co-ordinator:

DR. AJIT CHANDRA BORAH

Mobile:

9435058854.

IQAC e-mail address:

ajitchandraborah@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

-

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

Ec/54/RAC/092dtd. 8/1/11

1.5 Website address:

www.naziracollege.com

Web-link of the AQAR:

www.naziracollege.com/IQAC/AQAR 2014

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	-	2004	5 YEARS
2	2 nd Cycle	C	-	2010	5 YEARS
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

18/07/2005

1.8 AQAR for the year

2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 22/06/2011
- ii. AQAR 31 /12/2012
- iii. AQAR 31/12/2013
- iv. AQAR 02/07/2016 for 2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

DIBRUGARH UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

University with Potential for Excellence	N/A	UGC-CPE	N/A
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	any other (<i>Specify</i>)	B. Voc Programme
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	10(Ten)
2.2 No. of Administrative/Technical staff	01(One)
2.3 No. of students	00
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. 05 Faculty 04
Non-Teaching Staff Students	01 Alumni 01 Others 01
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, mention the amount	Nil

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. UGC Sponsored National workshop on “Micro Teaching for Better Teacher” Organised by Department of Education
2. Departmental Seminar on “Radhakrishnan”, organised by Department of Education
3. Voter Awareness Programme.
4. “Contribution of Syed Abdul Malik to Assamese Literature”, Organised by Syed Abdul Malik Study Centre.
5. Workshop on – “Skill Development”
6. “Kabi Shandhi”, Organised by Department of Assamese
7. International Women Day observed/ a Seminar on “Sexual Harassment”.

2.14 Significant Activities and contributions made by IQAC

1. Initiated B. Voc programme.
2. Student Feedback on Teachers was conducted.
3. IQAC motivated research publication and 06 papers were published in National and International Journals.
4. Two National Seminars, One National Workshops were organized.
5. IQAC Newsletter was published on 16.12.2015
6. ‘**Image**’ – A Research Journal of Nazira College Teacher Unit is published on 16/12/2015.
7. In order to conduct Academic Audit, a Committee, comprising the Principal, IQAC Coordinator and one Senior faculty, was constituted
7. Voter awareness programme, Librarian Day Observed, Workshop on Exam for Bank P.O.
8. Anti-ragging drive conducted
9. International Yuga Day observed in collaboration with “Patanjali Yuga Pith”, Sivasagar, Assam

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievement
To organised National Seminar and Workshop	Two National Seminar and One National Workshop were organised in the college
To cater the needs of slow learners through remedial course	Remedial classes were conducted to help the slow learners to improve their academic performance
All the Seats are to be filled up by admission	All the seats were completed
Drops out percentages to be reduce	Drops out percentage reduced to 5.40% from 9.41% in the previous tear
Academic Audit to be conducted	Academic Audit were conducted
News letters to be published	IQAC News letter was published
To organised awareness programme	A comprehensive programme for plantation on the campus and Voter awareness programme was conducted. Campaigned for Green Environment.

* Attach the Academic Calendar of the year as Annexure. (ANNEXURE – 1)

2.16. Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body

Provide the details of the action taken

- 1) 'Junior Software Developer' course conducted under Udaan Skill Foundation Partnership with National Skill Development Corporation (NSDC).
- 2) Starting of B. Voc Programme from the Academic Session 2015 – 16 in Information Technology and Fashion Designing Course.
- 3) Organised Students Seminar, Debating, Quiz Competitions, Student

Part – B

Criterion –

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	05	01	-	-
UG	04(BA,BCA, BMC)	02	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02(CCA & CCC)	01	-	-
Others	-	-	-	-
Total	10	4	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	-
Annual	01

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure (See Annexure – 2)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi are updated by the University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

‘Fashion Designing’ and ‘Information Technology’ courses are introduced under B.Voc. programme.

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	28	9	19	0	0

2.2. No. of permanent faculty with Ph.D. 06

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	01	01	-	-	-	-	-	-	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	16	01
Presented papers	-	04	-
Resource Persons	-	-	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

ICT-enabled teaching-learning process followed. Student-centred teaching strategies were introduced.

2.7 Total No. of actual teaching days during this academic year 183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Double Valuation

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01 - -

2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (B.A. 6 th Sem)	140	0.71	20.71	22.87	10.00	46.42

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- ❖ By conducting academic audit through interaction with Departments
- ❖ By suggesting the conduct of remedial programmes for slow learners
- ❖ IQAC encourages faculty to utilize modern techniques in the delivery of knowledge and encourages students to familiarize themselves with computers and other IT methods
- ❖ IQAC regularly monitors the admission process, time-tables, Academic Calendar, syllabus, seminars, tutorials, internal examination, co-curricular activities, evaluation of etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	04
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	150
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	01	0	0
Technical Staff	00	0	0	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ❖ Research is one of the significant activities of our college. IQAC promotes faculty members to registers PH.D and M.Phil degrees. Special leaves are sanctioned for course work, conferences and seminars. During this academic year 1 research scholars have obtained Ph. D. In order to promote quality research, we published one research journal. Besides it, three periodical namely 'Rodali', 'Ahnlic' and 'Sikshajyoti' are published annually. IQAC encourages faculty to engage in various field of research.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	06	00	00
Outlay in Rs. Lakhs	00	13,05000/-	9,37,500/-	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	06	03
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-	-	-	-
Minor Projects	02	UGC	13,05000/-	9,37,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	Six Months	Self Finance	Not Recorded	-
Any other(Specify)	-	-	-	-
Total		-	13,05000/-	9,37,000/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	01	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

❖ A Seminar on ‘Sexual Harassment’ was held on 2015; Resource persons were Mrs. Monika Saikia, Sivasagar College and Mr. B. Borthakur, Advocate, Bar Association, Sivasagar. A Workshop on Career Counseling was organized in collaboration with Students and Youth Welfare, Govt. of Assam on 19th September, 2015. Mr. Debabrata Saikia, Member Secretary, Students, and Welfare, Govt. of Assam was present in the workshop. Awareness Programme, Cleaning programme were also done by the College NSS unit in different times in different places.

Activities of STAND outreach programme:

S. No	Programmes	No. of Programmes	No of Villages	Total No of Beneficiaries
01	Cleanness Programme	01	Charaideo Moidam, Sivasagar	Neighbouring areas
	Cleanness Programme	01	Namati High school, Nazira	Namati High School

	Cleanness Programme	01	Nazira College Campus	
02	D. El. Ed	01	50 Schools	73
03	NSS Training Programme	01	Nazira Town and neighbouring areas	500
04	Skill Development	01	Nazira College	300
09	Voters awareness Programme	01	Nazira Town and neighbouring areas	500
10	International Yuga Day	01	Nazira college and Neighbouring School	400

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.31 Acre area	00	-	9.31
Class rooms	17	03	UGC & college fund	20
Laboratories	02	01	UGC	03
Seminar Halls	02	00	State Govt & UGC	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	02	UGC	12
Value of the equipment purchased during the year (Rs. in Lakhs)	-	14,80,209/-	UGC & College fund and State govt. fund	1568988/-
Others	-	400,410/- +30,000/-	UGC & General	Rs.400,410/- +30,000/-

4.2 Computerization of administration and library:

- ❖ The computers and its accessories are regularly maintained by the college.
- ❖ The library provides open access to staff and students.
- ❖ At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- ❖ Journals and magazines are kept in open racks.
- ❖ The librarian and two library assistants ensure the use and security of resources in the Library.
- ❖ CC TV has been established in the library for security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5625	Rs.1278236/-	253	Rs.124047/-	5888	1402283/-
Reference Books	8533	2235260	514	127023	9047	2362283
e-Books	N - LIST	FREE	-	-	-	-
Journals	01	2884	2	1440	15	
e-Journals	N – LIST	FREE	-	-	-	-
Digital Database	SOUL 2.0	-	-	-	-	-
CD & Video	35	10316	05	free	40	10316
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	01	03	01	01	08	00
Added	21	-	-	-	-	-	00	-
Total	61	01	01	03	01	01	08	00

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

<p>❖ Every department has been provided with computers and LCD system with Smart Classrooms. A Orientation programme has been organized to trained the faculty for using smart classrooms.</p> <p>❖ Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.</p> <p>❖ Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.</p>

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.11880/-
ii) Campus Infrastructure and facilities	Rs.114909/-
iii) Equipments	Rs.29820/-
iv) Others	Rs.409150/-
Total :	Rs.565759/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Some of the prominent Student Support Services available on the Campus are:

- ❖ Computer education.
- ❖ Sport facility for students
- ❖ Financial assistance extended to economically weaker students and personal counseling given by Counsellors and Teachers minimize the dropout rate in the college.
- ❖ The institution publishes its updated prospectus annually.
- ❖ Environment consciousness through plantation, Tobacco-free displaying Banner etc.
- ❖ Encourages students by providing beneficial aids to participate in Campus Interview in other

5.2 Efforts made by the institution for tracking the progression

- ❖ The Placement Cell conducts training programmes for students and arranges job fair in Collaboration with employers. The Alumni Association maintains consistent correspondence with alumni.
- ❖ Departments regularly keeps a track on attendance, regularly interact with the students and address their grievances, provide counseling at the time of admission to help them to select subjects and after examination in job placements
- ❖ NSS Team regularly keeps record of plantation, water and air parameters and effective cleanliness in the campus

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
741	15	NA	51

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
110	17	08	453	-	588	117	25	24	517	-	792
									626		

Demand ratio

1:157

Dropout %

5.40%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- ❖ Bank P.O Training programme organized in collaboration with ‘PROBAH’
- ❖ Encourage students by providing beneficial aids to participate in Campus interview in other institution.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

❖ College Career, Guidance, Counseling, Training, and Placement Cell regularly conducts programmes in the above regard. Regular counselling sessions with students for selection of subjects are conducted.
 The Placement Cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. It is very gratifying to record that many students get employment after the completion of their studies on their own efforts. Efforts to propagate the idea of the need for training oneself for employment, honing one’s skills and acquiring additional skills, especially communication skills, are the key activities of the Career Guidance and Placement Cell. In addition, the following are the initiatives during this academic year.

No. of students benefitted

150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	02

5.8 Details of gender sensitization programmes

❖ The Nazira College, organized a special programme on “Sexual Harassment” on 2015. Mr .B. Borthakur, and Mrs Monika Saikia were special invitees, shared their fruitful thoughts. International Women’s Day was celebrated.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	46188/-
Financial support from government	77	206780/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NO

Criterion – VI

6. Governance, Leadership and Management

Vision of the Nazira College:

—To mould young men and women as leaders in all walks of life so that they may serve the people, especially the poor and the oppressed of our nation in truth, justice and love.

Mission of the Nazira College:

- To achieve a synthesis of academic excellence and formation of character
- To ensure social justice through equity and access
- To equip students with global competencies
- To engage in relevant research activities

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

❖ Curriculums are developed by the University

6.3.2 Teaching and Learning

❖ ICT-enabled teaching-learning process has made students “active participants” in the classroom.
❖ Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
❖ Inquiry-based learning is provided through community survey, case study, industrial visit and fieldwork.
❖ Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.
❖ Peer learning is promoted within and outside the class hours.

6.3.3 Examination and Evaluation

Semester system with Internal Assessment (IA) is followed.
❖ The Principal and the Heads of the Department monitor the performance of the students by making an analysis after every internal test and external examination.
❖ The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
❖ The performance of students is analyzed in Academic Council meeting in February and Governing Body meetings.

6.3.4 Research and Development

❖ Research is a significant activity of the college. During this academic year 11 research papers were published in National and International Journals.
❖ 1 research scholars have obtained their Ph. D. 1 major projects and 6 minor projects are ongoing on, 1 engaged in Ph. D Programme and 1 applied for Ph. D

6.3.5 Library, ICT and physical infrastructure / instrumentation

❖ Digitization of records
❖ Cataloguing and Computerization
❖ Maintenance of equipments

6.3.6 Human Resource Management

Job guidance and Liaison,
❖ Efficient and timely disposal of files by administrative and technical staff
❖ Interaction with visiting scholars, civil society, Govt. Official and departments and NGOs etc.

6.3.7 Faculty and Staff recruitment

- ❖ Advertisement of vacant faculty positions
- ❖ Appointment is done through statutory selection committee
- ❖ The regulations laid by UGC, AICTE, NCTE, MCI etc. are rigorously followed
- ❖ The reservation policy of the State Govt. is strictly adopted

6.3.8 Industry Interaction / Collaboration

- Internship in
- ❖ Local, Regional and National industries
 - ❖ Media

6.3.9 Admission of Students

❖ Students are selected for admission on the basis of past academic record meritorious students, poor students are given preference in admission. As the college is an aided institution, admission of students is done as per Government norms.

6.4 Welfare schemes

Teaching	01(Teachers welfare fund)
Non teaching	01(Non Teaching staff welfare fund)
Students	01(Students Aid Fund)

for

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

Yes No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

- ❖ Annual General Body Meeting of Alumni Association was held. More than 100 Members attended the meeting.
- ❖❖ A variety of Cultural programmes were performed. Prizes were given to the participants.

6.12 Activities and support from the Parent – Teacher Association

- ❖ Parent-Teacher Meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made. Keeping this goal in mind, we organized Parent-Teacher Meetings on 18.02.2015.

6.13 Development programmes for support staff

- ❖ Interaction meets
- ❖ Skill development in communication and computational techniques

6.14 Initiatives taken by the institution to make the campus eco-friendly

- ❖ Development of Plantation in the college
- ❖ Plastic-free campus
- ❖ Tobacco free zone

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ❖ Digitization of records
- ❖ Separate new Boys and Girls common room constructed
- ❖ B. Voc Programme is introduced

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Revis

- ❖ Remedial classes were conducted to help the slow learners improve their academic performance.
- ❖ All the seats were filled up.
- ❖ Academic Audit was conducted. 4 meetings were held to facilitate interaction between IQAC and Departments

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

See the Annexure - 4

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- ❖ Plantation, Clean Campus drive, Water saving awareness
- ❖ Avoidance of plastic goods
- ❖ Tobacco free zone

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

IQAC conducted academic audit which served two important purposes:
(i) to help the Departments document quality enhancement activities regularly,
and
(ii) to implement quality related measures in the forthcoming years, especially
before the 3rd cycle of accreditation..

8. Plans of institution for next year

- ❖ Construction of new building is to be completed
- ❖ MOU's from various National and International institutions/Industries will be established.
- ❖ To organize a National Seminar on Teaching-Learning Process
- ❖ To cater to the needs of slow learners through remedial classes
- ❖ To conduct an academic audit of departments
- ❖ To promote collaborative research
- ❖ To augment infrastructural facilities

Name Dr. Ajit Chandra Borah

02/07/2016

Signature of the Coordinator, IQAC

Name - Dr. Raju Phukan

02/07/2016

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II ACADEMIC CALENDAR: 2015-16

- Commencement of the 1st semester classes: 15th June, 2015
- Freshmen Social: 15th-30th June, 2015
- 1st Sessional Examination : 17th - 25th August, 2015
- Student Union's Election (On any one day): 11th - 14th August, 2015
- Students counseling & mid semester feedback assignment: 2nd - 29th August, 2015
- Seminar/Group Discussion etc for Internal Assessment: 1st - 10th September, 2015
- 2nd Sessional examination: 1st - 10th October, 2015
- Form fill-up for End semester Exam: 10th - 15th October, 2015
- Completion of odd Semester Classes: 17th October, 2015
- End Semester Examination: 1st - 30th November, 2015
- Semester Break: 1st -- 31st December, 2015
- College week: Notified later
- College foundation day: 16th Dec, 2015
- Programme for Welcoming New Year : 1st Jan, 2016
- Commencement of the Even Semester Classes : 1st Jan, 2016

N.B.: All programmes are subject to change according to the latest Notification of State Govt./Council/ University & College authority.

Nazira College, Nazira Analysis of feedback – 2015

Feedback from various stakeholders was periodically received by the departments and analyzed for improvement in quality of teachers and infrastructure in the college. Following is the brief outcome of the feedback from students, alumni, and parents:

- ❖ There is a demand by some students for extra classes for weaker section of the students. The College administration has already initiated procedural formalities in this regard.
- ❖ There was another demand by the college students union to change the College Uniform. Accordingly the college uniform is changed from the current session.

Best Practices 2015

1. Grievance Redressal for stake holders in the stipulated time period

The various stake holders of the College such as students, parents, faculty members, administrative officials etc, have the opportunity to put forth their grievances regarding the various services of the college. The college has the objective of making prompt services of the entire grievance redressed in stipulated time period. This is also helping to make the day to day working of the college in fair and transparent manner to the satisfaction of stake holders.

2. The College has evolved practice of participation of students and staff in maintenance of cleanliness of infrastructure. The students are encouraged to participate in the environment management practices.