



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		NAHARKATIYA COLLEGE
Name of the head of the Institution		DR. KALYAN BARUAH
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919957067308
Mobile no.		9101919856
Registered Email		nhkcollege@gmail.com
Alternate Email		iqacnhk@gmail.com
Address		Naharkatia
City/Town		Dibrugarh
State/UT		Assam
Pincode		786610
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Mr. Krishna Dey
Phone no/Alternate Phone no.	+919435283056
Mobile no.	8473879225
Registered Email	kdey271@gmail.com
Alternate Email	kdeyinhk@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://naharkatiyacollege.com/self-study-report
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://naharkatiyacollege.com/academic-calendar

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66	2005	28-Feb-2005	27-Feb-2010
2	B	2.40	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	05-Aug-2005
---	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Talk on Food, Nutrition and Healthy Life	24-Jul-2015 1	200

NSS Orientation Programme	17-Aug-2015 4	60
Counselling Programme on Career in Military service	01-Sep-2015 1	158
Career Counselling Programme	22-Mar-2016 1	100
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shri Dhiraj Kr. Das	MRP	UGC	2015 730	185000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC conducted two seminars for the students in collaboration with departments of Assamese on 21/09/2015 and 27/09/2015

The IQAC coordinated the NAAC Peer team visit to the institution for the purpose of 2nd cycle assessment and accreditation on 5th and 6th October, 2015.

IQAC held a meeting between the parents and the teachers regarding performance of the students in the Unit test with reference to their attendance in the classes on 10/02/2016.

IQAC arranged Yoga training classes for the selected students of the college on 21st June, 2016 on the occasion of International Yoga Day.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Enhancement of facilities for Physical Fitness	Installation of a Multi Gym
Improvement of Purified Drinking Water facility	Upgrading drinking water facility
Encouraging Research Culture among Faculties	Micro Research project done by teacher. Granting necessary Leaves to attend research related seminars and conferences. Eight teachers actively engaged in research.
Improvement of classroom facilities	Creation of one Digital classroom
Improvement of ICT facilities	Computer purchased, Installation of LAN in the college campus
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of Naharkatiya College	19-Nov-2020

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

Yes

Date of Visit

05-Oct-2015

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2016

Date of Submission

13-Feb-2016

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution prepares its own academic Calendar for curriculum delivery on the basis of the Comprehensive academic calendar provided by the affiliating university. The affiliating university provides the curriculum specifying the scheme of courses for each subject of study. The scheme of courses also specifies the objectives of the courses, outcome of the course, course contents number of lectures to be delivered, marks allotted to each unit of the course, list of text books to be read and reference books to be consulted. Each academic department chalks out its own plan for effective delivery of course contents. The institution provides every department with a copy of the schemes of course to prepare the departmental teaching plan for effective curriculum delivery. The Central Library of the college procures the text books and reference books to support the departments to deliver the curriculum effectively. The institution also supports the teachers through its internet connectivity and subscription to more than e-Journals to access the latest teaching and reference materials and to download the same, if necessary. A teacher is allowed to borrow ten books from the library to prepare his/her lecture notes. The institution also has the required infrastructural facilities ie. Classroom with required furniture, green board and all required tools like digital equipments, LCD and multimedia facilities. The institution prepares its own class routine ensuring that at least 45 classes are held in each course/ paper of a particular subject in a semester. The institution has a Central Library with digital facilities and more than 200 seating capacity for the students and faculties for utilizing the resources of the Library. The institution has two operational silent generators to ensure uninterrupted power supply during the working hours to maintain conducive academic ambience in the campus for carrying on teaching and learning activities It has two well furnished Seminar Halls for conducting students Seminar by the academic departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
--	-------------	----------------

No Data Entered/Not Applicable !!!

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Skills	01/06/2015	11
Communication Skills	01/06/2015	187
Information Technology	01/06/2015	15
Teaching in the Elementary Level	01/06/2015	29
Travel and Tourism Management	01/06/2015	2
Information Technology its Application in Business	01/06/2015	28
Entrepreneuership Development	01/06/2015	28
Creative Writing	01/06/2015	2
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Travel and Tourism Management	2
BA	Education (Major)	12
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback was received from students, teachers, alumni and parents. The feedback from students was collected through a set of questionnaire and analysed for various aspects- such as learning value in terms of skills concepts, knowledge, analytical abilities etc. The feedback was also analysed to find out whether the different facilities such as library facilities, computer facilities, sports facilities were adequate or not. The feedback was also used to identify the students' problems and steps were taken to solve them. Teachers' feedback was used to improve infrastructure facilities and teaching learning environment. Feedbacks from alumni was used to upgrade sports facilities in the institution. Parents' feedback was assessed for their satisfaction on the performance of the

students in the continuous comprehensive evaluation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major in Assamese	40	25	21
BA	Major in English	20	14	11
BA	Major in Education	20	21	15
BA	Major in Political Science	40	45	36
BA	Major in Economics	30	12	9
BCom	Major in Accounting & Finance	40	32	26
BCom	Major in Human Resource Management	40	Nil	Nil
BA	General	300	205	161
BCom	General	60	16	12

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	676	Nil	32	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	16	7	3	3	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is available only for those students who pursue a major course of study in Assamese/Economic/English/Education/Political Science in Arts stream and a specialty course in Accounting and Finance/Human Resource Management in Commerce stream. The system has been introduced to maintain personal relationship and contact between the teachers and the students and to guide the students in academic matters. Each teacher of an academic department is provided with a list of students admitted into the major course of his/her subject in different semesters. The students of each semester either individually or in a group can meet any teacher with his/her prior consent in the departmental teachers' common room once a week, if they have any problem with their course of study and seek guidance from the teacher to solve the problem.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
676	32	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	32	2	Nil	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Nil	Nil	Nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated to Dibrugarh University and follows the examination pattern of the university. Dibrugarh University guidelines are strictly adhered to with respect to evaluation process. There are two internal tests conducted in every semester. The schedules of internal assessments are communicated to the students and the teachers in the beginning of the semester through the college academic calendar which is prepared on the basis of the comprehensive academic calendar of the affiliating university. The examination conducting committee prepares guidelines for conducting CIE in line with the calendar of the Affiliating University. The ECC has carried out the following reforms for effectively conducting the CIE. • The programme for each Internal Examination (sessional Test) is centrally prepared by the ECC and the test is conducted by the department. • The question paper for the sessional test is set by the concerned teacher of the respective departments and scrutinized by the Head of the concerned Department to ensure the standard of the question paper. • After completion of the sessional examination, the concerned teacher evaluates the

answerscripts and distributes to the students for doubt clarification or re correction. Then the teacher collects the re corrected scripts and stores the same in the concerned department and marks are displayed on the notice board of the department. • A meeting of the department is held to review the result and to devise ways for further improvement of the result. Performance of the students in Internal Assessment is used to identify the slow learners in respective subjects. The slow learners are encouraged to improve their performance in future by providing additional reading materials and counseling.

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

The college is affiliated to Dibrugarh University. The college prepares its academic calendar on the basics of the comprehensive academic calendar of Dibrugarh University. The semester end examinations are held in accordance with the examination schedule incorporated in the University academic calendar. The college prepares its own schedule for conduct of internal tests and the tests are held, answer scripts are evaluated and marks lists are hung up in the notice boards of the respective departments in accordance with the schedule prepared by the college. The academic calendar of the college is communicated to the students through the college prospectus and the website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://naharkatiyacollege.com/programme-outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
---------------------------	-------------------	------

No Data Entered/Not Applicable !!!

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Assamese	5	Nil
National	Political Science	1	Nil
International	Commerce	2	Nil
National	Commerce	1	Nil
National	Education	1	Nil
National	History	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	1
Commerce	1
History	1
English	7
Education	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
--------------------	----------------	------------------	---------------------	----------------	------------------------------	---------------------

					mentioned in the publication	excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	7	Nil	6
Presented papers	1	13	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Orientation Programme on Swachh Bharat Abhiyan	NSS, Naharkatiya College in collaboration with Town Committee, Naharkatia	3	70
Plantation Programme	NSS, Naharkatiya College in collaboration with Department of Forests, Govt. of Assam	2	10
NSS Orientation Programme for Volunteers	NSS, Naharkatiya College in collaboration with Nokte village, Joypur	5	60
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
--------------------	---	----------------------	--	--

No Data Entered/Not Applicable !!!

No file uploaded.

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
--------------------	-------------	-----------------------------	----------

No Data Entered/Not Applicable !!!

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
-------------------	----------------------	---	---------------	-------------	-------------

No Data Entered/Not Applicable !!!

No file uploaded.

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

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

No Data Entered/Not Applicable !!!

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
--	--

1190000

1004000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing
Others	Newly Added

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10252	1537800	282	45978	10534	1583778
Reference Books	12505	1875750	81	36926	12586	1912676
Journals	Nil	Nil	25	12312	25	12312
Digital Database	Nil	Nil	1	Nil	1	Nil
Library Automation	Nil	Nil	7	44280	7	44280
Others (specify)	Nil	Nil	8	112972	8	112972

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
---------------------	--------------------	---------------------------------------	-----------------------------

No Data Entered/Not Applicable !!!

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	0	1	7	16	12	9	1	0
Added	6	0	0	0	5	0	1	0	0
Total	50	0	1	7	21	12	10	1	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
510000	480000	1135000	1105000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution maintains and utilizes physical, academic and support facilities like laboratory, library, sports complex, computer centre, classrooms and seminar room i.e. digital classrooms for effective teaching and learning. It follows the policy of constructing classrooms enriching the library and expanding IT facilities with UGC assistance, state government grants and with internal resources. In the classrooms classes and examinations are held and in the digital classrooms seminars, workshops etc are conducted. The institution maintains a play ground well protected with boundary walls. A volleyball complex with gallery for 500 spectators with four rooms and one office room for physical instructor is available. The play ground and volleyball complex are maintained with internal resources of the college and sports competitions are held in the play ground. The play grounds including the volleyball complex are provided to different local organizations for holding sports events. The laboratory of the Department of Education is utilized for holding practical classes of students offering major course of studies. The central library is highly enriched with text and reference books including encyclopedia. It has 100 seating capacity for students and teachers to study and to take notes. Every year latest edition of text and reference books are added to the Library. The books during 2015-16 academic years were procured with internal funds of the college. The computer center is maintained by the institution with its own internal resources. In this center practical classes of students offering (i) Information Technology and (ii) Information Technology and its Application in Business are held. The classrooms are constructed with assistance from UGC and internal resources of the institution. However maintenance expenses are incurred by the institution from its own resources.

<https://naharkatiyacollege.com/physical-academic-support-facilities>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Best Graduate(Girl) sponsored by Women Study Cell	1	1000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Counselling programme on career in Military Service	Nil	158	Nil	Nil
2016	Career counselling programme	Nil	100	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2015	9	BA	Various departments	DODL, Dibrugarh University	MA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6
View File	

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

Activity	Level	Number of Participants
Open Quiz Competition	Institution	423
College Week	Institution	367
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Third position	National	1	Nil	Nil	Pronami Gogoi
2016	Third position	National	1	Nil	Nil	Magdali Horo
2016	Third position	National	1	Nil	Nil	Elina Ekka
View File						

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

Objectives of Students Union are: To promote a sense of unity among the students belonging to different caste, creed, language and religion. To promote discipline among the students. To work for developing the spirit of teamwork To develop leadership quality and to shoulder social responsibilities in time of natural disaster like flood. There is an elected students' union in the college. Members of the union are elected for one academic year. Election for the following portfolios are held. (i) The Vice President (ii) The General Secretary (iii) The Assistant General Secretary (iv) The Cultural Secretary (v) The Magazine Secretary (vi) The Literary and Debating Secretary (vii) The Major Game Secretary (viii) The Minor Game Secretary (ix) The Football Secretary (x) The Cricket secretary (xi) The Gymnasium Secretary (xii) The Social service Secretary (xiii) The Festival Secretary (xiv) The Boys Common Room Secretary (xv) The Girls Common Room Secretary The students union plays an active role in organizing extracurricular activities. It organises annual sports and cultural week. It also organizes sports competitions and cultural programmes. The General Secretary of the students' union is the member of the anti ragging committee. There are two student representatives, viz. one girl and one boy in NSS Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

--

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The governing body of the college is the top management body of the college. The principal is the ex officio secretary of the G.B. The college is managed in accordance with the Assam Non Government College Management Rules 2001 (as amended up to date) and the Assam College employees (Provincialisation) Act 2005. Under these rules no authority/ power is vested in the top management to bring about any organizational change. However for the efficient and expedient management of the institution the top management follows the policy of decentralisation and participative management so that equal responsibilities and involvement of teachers and non teaching employees can be ensured for the continuous development of the institution. The top management decentralises authority to the departmental heads and provide them autonomy to prepare departmental teaching learning evaluation plan to conduct student seminar and to select students for admission into major course of studies of the concerned department and to distribute workload among the teacher of the department and monitor the progress of the course. The college practices the policy of participative management at different levels to involve the teaching and non teaching staff in the overall management and development of college such as: 1. Representation of teaching and non teaching staff is provided in the top management. 2. Teaching staff are included in the Examination Conduct Committee to hold all internal and external examinations in the college. 3. Teachers and representatives of the students are involved in the Anti Ragging Committee constituted for prevention of ragging in the college campus.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	To get best performance from the teachers and the librarian, the candidates qualified as per latest UGC norms are recruited through interview by a selection committee constituted as per the guidelines of the state government. The junior office assistant and 4th grade employees are recruited as per the qualification prescribed by the state government. In all appointments the reservation policy of the state government is strictly

followed. To retain the best talents, promotion is given to those teachers who fulfill the criteria of promotion as per PBAS devised by the UGC. The teachers and the non teaching employees are managed as per provisions of Assam Non- Government College Management Rules, 2001 (as amended up to date) and the Assam College Employees' (Provincialisation) Act, 2005.

Library, ICT and Physical Infrastructure / Instrumentation

There is a partially computerized central library with around 23,000 nos of text and reference volumes, a reading room of 110 seating capacity, a Network Resource Centre and NLIST Consortium for journals. Internet facilities are available in the Network Resource Centre and Information Technology Centre. There is one digital classroom with facilities for LCD projector and multimedia presentation. There are 24 classrooms equipped with desk benches, green board with uninterrupted electricity supply for teaching-learning activities. A laboratory is attached to the department of education with equipment and apparatus for practical classes. The institution also maintains a playground, a volley ball complex and a auditorium for extra-curricular activities and for outdoor and indoor games. A separate spacious room houses Internal Quality Assurance Cell which is well furnished with ICT connection for its activities.

Teaching and Learning

The college prepares an academic calendar based on the comprehensive academic calendar of the affiliating university to carry on teaching learning and evaluation. The teachers supplement the traditional lecture method by innovative methods using ICT tools. Group discussions, seminars for students and tutorial classes are organized to train students to develop logical and critical thinking and the skills of written and oral communication. Students are allowed to access electronic resources in the Network Resource Center to search for latest information they need for paper writing. This helps them acquire the skill of using ICT for data collection

Curriculum Development

The affiliating university provides the curriculum, the scheme of courses for each subject detailing the

objectives of the course, course contents, number of lectures to be delivered, marks allotted for each unit of the course of a programme, list of text books and reference books. The academic departments take step by step processes for positive improvement in curriculum development. First the departments prepare their respective teaching plans. Secondly the departmental heads distribute the work load (the portion of the course to be taught) among the teachers. Thirdly, the teachers chalk out their own plan of teaching strategies.

Examination and Evaluation

The college follows the semester system of examination of the affiliating university. Students are evaluated through a combination of external and internal assessments. External assessment is done through semester end examination of 80 marks in each paper by the university and internal assessment is done by the college for 20 marks in each paper. The college conducts internal tests through objective and short answer type questions. Internal assessment is done on the basis of two internal tests, attendance in the class and their participation in seminar/group discussion or submission of assignment. For a fair and impartial assessment and to identify the advanced students, questions of three levels are set (i) Easy (ii) Average and (iii) Advanced in each course.

Research and Development

Administrative assistance is provided to all teachers who desire to apply for research grants. Research grants sanctioned by the UGC and ICSSR etc are released to the recipients in time. No additional workload is imposed on the teachers pursuing research. Special casual leave is granted to teachers engaged in research to visit university libraries, and to interact with their supervisor of the research work. Facilities are also provided to use ICT tools and access e-journals and e-books of NLIST consortium. The research scholars can also consult the reference materials sections- i) The New Penguin Encyclopedia, 2003 ii) Britannica Reference Encyclopedia iii) Students' Britannica iv) The New Encyclopedia Britannica etc in the college library

Admission of Students	<p>Advertisements inviting application for admission into BA and BCom programmes are published in the local newspapers. Two admission committees, one for BA programme and the other for BCom programme are constituted with faculty members to carry out the admission process to scrutinize the application and to prepare the merit lists. The reservation policy of the state government is strictly followed for different categories of candidates. Besides, a few seats are reserved for applicants with outstanding performance in sports. A few faculty members are entrusted the responsibility of mentors to guide the students to choose the subject combination properly. Some students belonging to financially weaker section of the society are given free admission and some are offered financial aid.</p>
-----------------------	--

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

E-governance area	Details
Administration	All official communication with the office of the Director of Higher Education, Government of Assam is done through e-mail.
Examination	All examination related communication with the affiliating university is carried out through e-mail and internal assessment marks are submitted on-line.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	22/07/2015	19/08/2015	28
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Welfare Scheme, Group Savings Linked Insurance Scheme, GPF, Death cum Retirement Gratuity, Pension/Family Pension, Leave Encashment Benefit	Teachers Welfare Scheme and Group Savings Linked Insurance Scheme, GPF, Death cum Retirement Gratuity, Pension/Family Pension, Leave Encashment Benefit	Financially Weak Students Aid Scheme

6.4 – Financial Management and Resource Mobilization

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

The top Management Body of the College conducts internal and external audit of its all accounts regularly. The internal audit is done by a Chartered Accountant appointed by the top management Body. The external audit is carried out by the Director of Audit (Local funds), Government of Assam. The internal audit report is discussed and approved by the top management. The external audit report is forwarded to the Director of Higher Education, Government of Assam for necessary action.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

Administrative	No	Nil	No	Nil
----------------	----	-----	----	-----

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

1. Parents have free access to the teachers to know the progress of their wards in studies. 2. They are free to contact the teachers to offer any suggestion regarding improvement of teaching-learning process. 3. Parents attend the foundation day program and sports competition, cultural programmes organised in the college. 4. Three parents represent the parent association in the top management body.

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

1. A formal meeting is held with support staff to apprise them of their duties on rotation basis. 2. The library support staff are trained in computer operation to handle library automation activities including issue of books through barcode scanner. 3. The support staff attached to the Principals office are trained to perform bank and treasury related works. 4. Special training is imparted to the support staff to equip them with the expertise of operating silent generator sets.

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

1. Plantation of sapling for clean and green campus. 2. Introduction of tutorial classes for students offering Major Specialty Courses of study. 3. Introduction of wall magazine by Department of Commerce. 4. Ragging free campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Talk on Food, Nutrition and Healthy Life	24/07/2015	Nil	Nil	200
2015	NSS Orientation Programme	Nil	17/08/2015	20/08/2015	60
2015	Counseling program on career in Military Service	01/09/2015	Nil	Nil	158
2016	Career counselling programme	22/03/2016	Nil	Nil	100

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Haemoglobin Check-up for Girl Students	24/07/2015	24/07/2015	200	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
On the occasion of world Environment day on 5th June, 2016 a programme on Environmental Consciousness was held in which teachers and students participated and planted tree in the college campus. Students are made aware of the necessity of environment for sustainable development. The basic knowledge of eco system, natural resources, bio-diversity and its conservation, environmental pollution, social issues related to environment and human health hygiene is imparted to all undergraduate students as a part of the course of their studies. Initiative for renewable energy sources is yet to be made.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	1	20/07/2015	1	Prevention of Soil erosion in Nokte village	Plantation of Olive and Azhar saplings	40
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
College Week, Sports and Cultural Activities	09/01/2016	13/01/2016	367
No file uploaded.			

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

(i) Providing dustbin for waste materials. (ii) Planting of debadaru tree for pure air and beautification. (iii) The use of non-biodegradable items like polythene banned within the college campus. (iv) Use of fuel efficient vehicle by staff for saving carbon-di-oxide is ensured. (v) Regular checking of air filter of the vehicles used by staff is ensured to save 8000 pounds of carbon-di-oxide emission.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title 1: Tutorial classes for Major students-- (a) **Context:** Students attend classes and takes note of the lectures delivered by their teachers in the classes not in proper note form, but in haphazard manner. They don't even attempt to organize the notes in proper format at home and prepare well planned answers to the questions to horn their skill of writing in a systematic and logical manner. Consequently in the semester end examination most of the students fail to answer the essay type questions in an analytical and logical manner. They reproduce memorized answers which are some information only and not sequentially related and logically presented answers. In this context tutorial classes were initiated. (b) **Objective of the practice :** The main objective of the practice is to hone the writing skill of the undergraduate students. It also aims at developing the critical thinking of the students and logical presentation of their ideas on the theme and to discourage the students to produce the readymade answers found in the notebooks haphazardly. (c) **The practice:** In the class routine a class is allotted as a tutorial class for the students offering a major/ specialty course of studies. In the class the concerned teacher takes up a question for analytical discussion. The teacher makes a presentation of different aspects of the questions. Students are also free to add any relevant point or express their ideas or thinking on the matter. As the discussion progresses, students jot down the points. At the end of the discussion the teacher explains and demonstrates the process of note making using signs, symbols and recognized abbreviation etc. The students make notes of the points and show their notes to the teacher who makes necessary modifications/ corrections in the notes and returns the same to the students. The students are, then, advised to develop the notes in a full fledged answer at home and submit the same to the teacher in the next tutorial class for evaluation and suggestion for further improvement needed, if any. In the next class the teacher evaluates the answer submitted and points out any aspect/ relevant point left out or mistakes, if any. After evaluation the answer sheets are returned to the students who share one another's answer and are mutually benefitted. (c) **Obstacle if any :** The main obstacle in holding the tutorial class is that a period of one hour duration is not sufficient for the purpose. At least two hours are needed to complete the process. Another obstacle is lack of sufficient number of spacious classrooms with digital facilities to smoothly conduct the tutorial classes. (d) **Strategies adopted to overcome the obstacles:** Sometime a tutorial class is combined with the next class if the students have no classes in the next period. Sometime a tutorial class is split up into two periods taken up in two days. The second obstacle is overcome by allotting only two tutorial classes on a particular day. (e) **Impact of the practice:** It is seen that as a result of attending and participating in the tutorial classes, writing skills of the students improved considerably. They can write answers in language free from silly mistakes. Their answers are more or less free from spelling and grammatical mistakes. They can also present the different aspects of the problem in logical and analytical manner to some extent. Another visible aspect is that as a result of constant practice of writing their hand writing is improved and can be read without efforts. (f) **Resources required:** No financial resources are required for the practice. A well furnished classroom

with a projector and screen is required. Teachers use their own laptops for power point presentation. Title 2: Library Orientation Programme-- (a) Context : Most of the students of the institution hail from villages and they have studied in the school where there is hardly any library with multifarious collection of books on different subjects and internet facilities. As such they have no idea as to how rewarding learning experience can be gained by consulting reference books in addition to the books prescribed in the courses of studies. Besides this, in schools they have attended classes at a stretch without any break except for tiffin time. But in colleges they have two to three off periods. In this context the library orientation programme is initiated with a view to acquaint the students with different ways of engaging in reading newspapers, journals, magazines in the library reading room to update their general knowledge. And so at the beginning of every academic session the librarian of the college arranges a few classes for fresher's to train them on the modes of using the college library and informs them the rules and regulations of the library. (b) Objective of the practice : The objective of the Library Orientation Programme is to familiarize the students with ways to spend fruitfully their off periods. It is a strategy to engage the students in reading newspapers, journals, magazines in the library reading room to update their general knowledge. It also aims at acquaint the new comers how to use the library resources for their advancement of knowledge and improvement of skills. (c) The Practice : At the beginning of every academic session two classes for every newly admitted student are fixed for library orientation programme by the librarian. All new comers are given the library cards on the fixed dates. Then the librarian conducts the orientation programme by dividing the students into several groups. He welcomes each group separately and explains the objective of the programme. He deliberates on some of the best ways of utilizing the library resources for expanding their knowledge and for cultivating the habit of reading books outside the prescribed syllabus. He gives information on different aspects of the library and the resources available in the library for the benefit of the students. Then they are shown different sections of the library like stack area, circulation section, news paper and periodical section, reference section, processing section, photo coping section etc. They are taught how to use Online Public Access Catalogue to search necessary reading materials. They are also informed about book bank facility, old question paper facility, library caution money, career and employment information corner, best library user etc. At last, they are taken to the Network Resource Center for practical demonstration of using internet to access the e-resources. They are also shown how to avail e-resources like e-journals and e-books through NLIST Consortium provided by INFLIBNET. (d) Obstacles : The main obstacle is that most of the new comers hailing from the rural vernacular medium schools are not conversant with and feel comfortable in use of English language as a medium of the programme. (e) Strategies adopted to overcome the obstacles : To overcome the obstacle the strategies adopted are 1. The original schedule in the orientation programme is revised and extended for two or three more days. So that no new comer is left out. 2. The whole orientation programme is repeated in Assamese for the better understanding of the students. (f) Impact of the practice : 1. The impact of the practice is evident from the fact that number of library users among the students has substantially increased. 2. They are cultivating and developing a reading habit as they are visiting library to borrow book of varied interest. 3. Students are seen reading newspapers, magazines and journal in the reading room. 4. Some students regularly do internet browsing in the Network Resource Center. (g) Resources required : Financial Resources to the tune of Rs 1,08,000/- required to install CCTV in the library to keep a close vigil on the increasing number of students visiting the library.

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

institution website, provide the link

<https://naharkatiyacollege.com/best-practice>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Admission to underprivileged and financially weak applicants In consonance with the motto of the college enshrined in the college emblem "Culture alone evolves the superman", the vision of the college is to produce people of exceptional qualities by expanding the reach of the qualitative education to the underprivileged section of people in the remote and backward region and advancing their knowledge and skills through in campus and distance modes. The college constantly endeavors to expand the reach of qualitative education among the younger generation in this remote, rural and underdeveloped region of the country. In keeping with its vision, the college provides opportunities to the socially and economically disadvantaged section to pursue undergraduate courses and to equip themselves with knowledge, skill and expertise for further progression in their studies. During the session 2015-16 out of 278 candidates admitted into the Degree 1st Semester class 215 i.e. 77.33 belonged to the SC, ST,OBC/MOBC communities. The percentage of candidates of this communities admitted is much above the percentage reserved by the State Government. In addition to this, persons with disability, good performance in sports and cultural activities belonging to socially and economically advantaged rural community are admitted without any cut off marks. The institution provides all possible facilities to these students to the mentally and physically fit so that they can excel in both curricular and extracurricular activities and engage them in developmental activities and speed up the progress of the nation.

Provide the weblink of the institution

<https://naharkatiyacollege.com/institutional-distinctiveness>

8.Future Plans of Actions for Next Academic Year

As the number of applicants for admission into BA 1st Semester class has been increasing for the past two years, it has been decided to increase the number of seats from present 150 to 300 and introduce another section in the class to accommodate the students admitted. The construction of women hostel of the college under UGC scheme remains incomplete for past two years due to exorbitant rise in the value of construction materials. Now it is planned to complete the remaining construction work by mobilizing internal resources within next two years. The government of Assam has sanctioned an amount of Rs. 1 Crore for the Infrastructure Development of the college. The Governing Body of the college has approved a plan for construction of three classrooms at the ground floor by demolishing the old dilapidated classrooms. The construction work is going to be started soon.