



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

Naharkatiya College

- Name of the Head of the institution **Dr. Jyoti Prasad Konwar**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9101919856**
- Mobile No: **9957067308**
- Registered e-mail **nhkcollege@gmail.com**
- Alternate e-mail **iqacnhk@gmail.com**
- Address **Naharkatia**
- City/Town **Dibrugarh**
- State/UT **Assam**
- Pin Code **786610**

2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Dr. Ananta Kumar Baruah**
- Phone No. **7896900935**
- Alternate phone No. **9435907067**
- Mobile **7896900935**
- IQAC e-mail address **iqacnhk@gmail.com**
- Alternate e-mail address **nhkcollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://naharkatiyacollege.com/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://naharkatiyacollege.com/upload/acalender/Academic%20Calendar%202021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66	2005	28/02/2005	27/02/2010
Cycle 2	B	2.40	2015	15/11/2015	14/11/2020

6. Date of Establishment of IQAC

05/08/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Naharkatiya College	Sanitization	DHE, Assam	29/10/2021	17000.00

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. Rongali Bihu Celebration 2. Blood donation camp 3. "Only One Earth" World Environment Day Celebration 4. International Yoga Day: Yoga for harmony and peace 5. Awareness Programme On Importance of Paying Taxes

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

Plan of Action	Achievements/Outcomes
To organise Training programme on ICT for Effective Implementation of LMS (Learning Management System)	Organised a One Day Training Programme For teacher and Non-teaching Staff On ICT
To organise a soft skill development program for students	One day workshop On Investment awareness and Soft Skill Development was organised
To increase the number of MOUs	MOU between Deptt. of Commerce, Naharkatiya College and Deptt. Of Commerce, Sonari Commerce College was signed
To organise career counselling program for students	A counselling program was held on different avenues after graduation
To hold the annual college week for extra curricular development	Annual College week was organised

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• if yes, whether it is uploaded in the Institutional website Web link:	http://naharkatiyacollege.com/upload/acalender/Academic%20Calendar%202021-22.pdf				
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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	15/02/2023
15. Multidisciplinary / interdisciplinary	
<ol style="list-style-type: none"> The college already has some multidisciplinary/ interdisciplinary courses like Environmental Studies, NSS, Retail Management, Multidisciplinary Course, Entrepreneurship Development, Travel and Tourism Management, Teaching in Elementary Level etc. in the existing undergraduate level. To cope up with the requirement of NEP and to offer integrated course with science and humanities, a proposal has been submitted to the Director of Higher Education, Govt. of Assam, for opening science stream in the college. The courses on Environment Education and involving project works are already integrated in the present curriculum as designed by the affiliating university. The Skill Enhancement Course on NSS covers the community engagement aspect as required under NEP. Being an affiliated college, the respective guidelines regarding multiple entry and exit mechanism as formulated by Dibrugarh University will be implemented. 	
16. Academic bank of credits (ABC):	
<p>Being an affiliating college and a non-certifying institution the college cannot register in ABC on its own. However the ABC framework for the colleges as designed by the affiliating university in due course of time will be implemented.</p>	
17. Skill development:	
<ol style="list-style-type: none"> The college is conducting several skill enhancement courses such as web design and photo shop, Travel and Tourism 	

Management, Teaching in Elementary Level, Library and Information Sciences, Retail Management, Entrepreneurship Development etc. as a part of the regular degree course.

2. The institution is planning to introduce the certificate, diploma, degree and PGDCA courses on computer as add-on-course in collaboration with CEC, Guwahati.
3. A diploma course on beauty and self enhancement is being carried out for the girl students.
4. There is a plan to introduce a diploma course on Tea Technology to meet the demand of the locality as the college is surrounded by tea gardens, tea production & packaging factories

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

1. Promoting Indian art and culture by integrating them in the main curriculum has been a primary concern of the college, as recommended by the NEP, 2020. Therefore, all curriculum and pedagogy envision in the college strongly prioritises inclusion of indigenous knowledge that is rooted in Indian tradition.
2. Bilingual (English and Assamese) mode curriculum transaction is available and Hindi and Bengali are taught as MIL subjects along with Assamese and Alternative English in the UG level.
3. The departments like English, Assamese, Hindi and Bengali have been teaching all time popular classics like The Mahabharata, The Ramayana, Upanishads, and Vedas etc.
4. Classical music and dance, folk song and dance, multi coloured cultural procession showcasing diverse Indian culture and heritage are significant parts in different programmes and Annual College Week organised by the college.
5. Training and practice of Yoga and Meditation are conducted in the college premise under the guidance of Yoga Guru.
6. The college plans to start a garden of rich medicinal plants with an aim to preserve the traditional medicinal knowledge, treatment as well as to aware the new generation about the century long tradition of India.

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

1. The departments have formulated course outcomes based on the framework of the affiliating university which are displayed in the college website so that the students have academic clarity in mind. Though the course outcomes and

programme outcomes are informed to the students through the students' induction programme and accessibility of prescribed syllabus, the college also arranges some co-curricular and other student engagement activities to reach the outcome more effectively.

2. The departments take the initiative to organise field visits, excursion, and seminars etc.in accordance with need of the courses.
3. The college has made efforts for assessing the levels of attainment of programme and course outcomes and on the basis of the findings, measures are taken for the slow learners and the advanced learners. Extra classes are taken to develop the slow learners and for advanced learners higher order skill development questions are practised regularly.

20.Distance education/online education:

1. The college is offering distance education both in UG and PG levels. Presently, there are two study centres for distance education in the college. a) Krishna Kanta Handique State Open University (KKHSOU) that offers UG programmes in Arts and Commerce and (b) The Directorate of Open and Distance Learning, Dibrugarh University (DODL, DU) which offers the undergraduate and post graduate courses in arts and commerce.
2. The college adopts ICT in classroom and uses virtual platforms for disseminating knowledge and information to students.
3. The teachers use various technological tools like online platforms, website links etc. for teaching- learning activities. During lockdown period, regular classes were conducted successfully through online mode and thereafter, blended mode was also being used.

Extended Profile

1.Programme

1.1

53

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

File Description	Documents
Data Template	View File

2.Student2.1 **643**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **180**Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **235**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **34**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	53
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	643
Number of students during the year	

File Description	Documents
Data Template	View File

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File Description	Documents
Data Template	View File

3. Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	34
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	37.11
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	75
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

The institution prepares its own academic Calendar 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. 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 e-Journals to access the latest teaching and reference materials and to download the same, if necessary. The institution also has the required infrastructural facilities i.e. 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. It has two well furnished Seminar Halls for conducting students seminar by the academic departments.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The college prepares its academic calendar on the basis of the comprehensive academic calendar of Dibrugarh 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 carries out the following functions for effectively conducting the CIE.

1. Two Sessional Examinations are conducted in every semester at considerable interval to assess the progress of the students. 2. Group discussions on different topics are held and assignments are given on compulsory basis in each semester for internal evaluation. 3. Departmental seminars are organised for both Major and Non Major students where every student have to participate. 4. Oral test are taken at the end of a particular topic on regular basis to keep the students engaged in active learning process 5. Class test are taken at the end of an unit.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

<p>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</p>	<p>C. Any 2 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="76 680 523 757">File Description</th> <th data-bbox="523 680 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 757 523 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="523 757 1394 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 936 523 1003">Any additional information</td> <td data-bbox="523 936 1394 1003" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
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<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
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Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>0</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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 college offers various courses which are related to gender, environment and sustainability, human values and professional ethics. Gender related topics are included in the syllabus of different core subjects like political science, education and sociology. There is a compulsory course on environmental studies which brings awareness on environmental consciousness and sustainable development. Courses that teach human values in its curricula are Political science, Commerce, English, Education. Professional ethics are integrated in the courses of English, Commerce and Education subjects.

NSS unit and Women study cell of the college performs co-curricular and extra-curricular activities to address the issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainable development. Some of such activities are - tree plantation, cleanliness drive, polythene free drive,

World Environment Day, Swachh Bharat Abhiyan, celebration of Independence Day and Republic Day, International Yoga Day, Blood donation camp, awareness program on women health and hygiene, Voter's Awareness Program etc are organized from time to time.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

360

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

173

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

The distinction between slow and advanced learners is identified through their performance in the sessional tests, class tests, seminar paper presentation, group discussion and home assignments. The institution encourages the best female graduate by providing an annual scholarship. Remedial classes are organized for slow learners, but due to the pandemic situation it could not be arranged for the current session. Moreover, the slow learners are intimated for personal counseling as well.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
643	30

File Description	Documents
Any additional information	No File Uploaded

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

Student centric methods are applied for enhancing learning experience through experiential learning, participative learning and problem solving methodologies. Experiential learning and participative learning are supported by group discussion, seminar, field projects etc. Department of education follows experimental learning methods through laboratory works related to human psychology and behavior. Students are given home assignments for focusing on self study and to encourage independent learning. Different student support facilities such as, Library, Computer Lab, Language lab, Reading Room, Network Resource Centre etc are available in the college. Importance is given to all-round development of students through extracurricular, co-curricular and field based activities. Annual sports and cultural competitions are organized, where students exhibit their talent in various events to foster the spirit of togetherness and leadership.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The ICT enabled tools are used for effective teaching learning process during this academic year. Teachers used video conferencing platforms such as Google meet, Zoom, Webex etc to support the teaching learning process. E-mails, Social Networking tools like WhatsApp groups, You Tube and blended learning tool like Google classroom are also used by teachers to make the teaching learning process student friendly. Desktop and Laptops, Projector, Photocopier/Printer, Interactive Board, Smart Board etc. are available in the college to promote effective teaching learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://naharkatiyacollege.com/post?post=25

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

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

13

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

608.5

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 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. Two Sessional Examinations are conducted in every semester at considerable interval to assess the progress of the students. Group discussions on different topics are held and assignments are given on compulsory basis in each semester for internal evaluation. Departmental seminars are organised for both Major and Non Major students where every student have to participate. Oral and class test are taken at the end of a particular topic on regular basis to keep the students engaged in active learning process.

Evaluated answer scripts of the Sessional tests are shared with

the students for resolving their doubt and complain. Notifications of Internal assessment marks are circulated in classrooms, displayed on notice boards as per the assigned dates in the academic calendar. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned teacher. No favourism is encouraged while assigning internal assessment marks.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Evaluated answer scripts of the Sessional tests are shared with the students for resolving their doubt and complain. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned teacher. The grievances raised by the students after declaration of end semester examination regarding internal assessment marks are immediately addressed by the Examination Conducting Committee (ECC). The ECC in consultation with the respective academic department makes necessary corrections if any and submit the revised statement of marks duly signed by the officer in charge to the controller of examination, affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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 Programme and course outcomes are notified in detail through the college website. At the beginning of the course, teachers describes about the expected programme and course outcome to make the students aware about the importance of the course they are pursuing. The hard copy of the programme and course outcome are made available in the form of syllabus in each department for both teachers and students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://naharkatiyacollege.com/programme-outcome
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of programme outcome is measured by combining the marks secured in final examination in different courses within the programme. Besides, the faculty members continuously try to assess the development of critical thinking ability, communication skills, creative attitude etc among the students. The information about their success in different competitive examinations, placement or engaging in higher studies etc. is also taken into account while evaluating the achievement of programme outcomes. Regarding course outcomes, continuous assessment procedure is followed by each academic department, which consist of sessional examinations, attendance, oral tests, group discussion etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

199

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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)

<https://naharkatiyacollege.com/feedback.php>

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

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

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

15

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 college has collaborated with Helping Hand, a local NGO to procure an Ambulance for local community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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**

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

1

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

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.

Adequate infrastructure and physical facilities like classrooms, seminar rooms, digital classrooms, laboratory, library, sports complex, computer centre etc. are available in the college for effective teaching- learning.

There are 35 classrooms which are well furnished with adequate no of desks- benches, green boards and lighting facilities to make the classroom environment student friendly. The institution also posses three digital classrooms and two seminar cum tutorial halls with LCD projector facilities.

The college has a computer centre for the department of

Information Technology and a language laboratory, a laboratory of the department of education and a computer laboratory. The college owns total 75 computers to support all the technical and academic works.

The central library is highly enriched with text and reference books including encyclopedias. It has about 140 seating capacity for students and teachers. Every year latest edition of text and reference books are added to the Library. A Network Resource Centre with 7 computers is attached with the library where students surf the internet for electronic resources. Besides, the library owns 7 computers for smooth functioning of its activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college owns an auditorium with good sound system, stage, sitting capacity and other required accessories to promote cultural activities and various instruments for cultural performance.

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 college acquires a well equipped gymnasium hall with two multi station gym, treadmill, cycling pad, iron barbell set, dumbbell sets etc. Moreover, it has a rich number of sports equipments such for cricket, football, volleyball, badminton, table tennis, athletics accessories, arm wrestling, tae Kwando etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

37.11 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library has made a regular progress through its collection and services. The area of the College Library is about 5000 sq. ft (Reading Room is about 2500 sq. ft). The library is running with open access facilities that help easy access to the users. The library has total 28,611 books including text and reference books, 10 journals, 7 daily newspaper, 15 numbers of thesis etc. The library has access to N-List consortium provided by INFLIBNET Centre, Gandhinagar, Gujrat, for e-books and e-journals. The library is partially automated with KOHA, a cloud based open source library management software for creating books and members' database and is being regularly updated. Two separate computers are provided to the library users for searching the books on Online Public Access Catalogue (OPAC). The library has provided in campus Institutional Repository service using a dedicated server with Dspace open source software.

Name of ILMS software - KOHA

Nature of automation (fully or partially) - PARTIALLY

Year of Automation - 2015 (SOUL) and 2020 (KOHA)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://naharkatiyacollege-opac.kohacloud.org/

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.97

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

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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

IT facility is always changing and it needs to be updated from time to time. The college IT facilities have also been updated and maintained regularly. IT tools like Desktops and Laptops, Projectors, Photocopiers, Printers, , Scanner, Barcode scanner, speakers and etc. are installed in the college.

The whole college has been made wifi enabled through the services provided by BSNL Broadband. Due care has been taken to update the IT tools and facilities as and when required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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 institution maintains and utilizes physical, academic and support facilities like laboratory, library, sports complex, computer centre, classrooms and seminar rooms. It follows the policy of enriching the library and expanding IT facilities with UGC assistance, state government grants and with internal resources.

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. The play grounds including the volleyball complex are provided to different local organizations for holding sports events.

The central library is highly enriched with text and reference books including encyclopedia. It has 140 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 computer center is maintained by the institution with its own internal resources. In this center practical classes of students relating to Information Technology course 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

26

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

27

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

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	C. 2 of the above
File Description	Documents
Link to institutional website	<p style="text-align: center;">Nil</p>
Any additional information	<p style="text-align: center;">View File</p>
Details of capability building and skills enhancement initiatives (Data Template)	<p style="text-align: center;">View File</p>
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
90	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
90	
File Description	Documents
Any additional information	<p style="text-align: center;">View File</p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p style="text-align: center;">View File</p>
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	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

17

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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.**

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 has an elected body of Students' Union with tenure of 1 year. This union comprises of following portfolios - President, Vice-President, General Secretary, Assistant General Secretary, Major games Secretary, Minor Games Secretary, Cultural Secretary, Social Service Secretary, Literary and Magazine Secretary, Girls' Common Room Secretary and Boys' Common Room Secretary. Each office bearer is supervised by a Teacher-in-charge. The student union organises different sports and cultural competitions and events amongst the students and also social service activities in localities nearby the college.

The college includes a student member (either the General Secretary of the President of Students' Union) in the I.Q.A.C. Core Committee. The college always involves student members in different organising committees of events organised in the college. Moreover there are student representatives in Anti Ragging committee, Sexual Harassment committee etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

4

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	View File

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

Although the alumni association of the college is not registered, but it supports different academic and other activities of the college through active participation of the members. The association helps in taking different important decisions by sharing its views and suggestions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Naharkatiya College, situated near Joypur, is a rural college, surrounded by forests and paddy fields. The people living in this area are mostly farmers, small entrepreneurs, office job holders and daily wage earners. Naharkatiya College is the only institution of higher education, imparting the light of knowledge in this economically backward region. So the aim of this institution, from its very inception, is to provide the students of the locality the opportunity of a better life through education as well as uplifting the socio-cultural atmosphere of the region. Besides, it also aims to impart universal human values and ethics which are very well reflected in its motto, inscribed on the main entrance gate: "Culture Alone Evolves"- Superman. Keeping in mind its priority, Naharkatiya College, always encourages the local students to enroll in to the institution by not strictly adhering to a cut-off-mark.

In addition to classroom teaching, students are encouraged to take part in seminar presentation, group discussions and project preparation which urges them to acquire in-depth knowledge on relevant topics. The college ensures all round development of the students by organizing cultural, literary and sports activities and encourages students to participate in such activities at Local, District, State and National level. The college undertakes different extension activities through NSS,

Women Study Cell, and other Government and Non- government organizations. The IQAC takes feedback from different stakeholders and their suggestions are taken into consideration while taking financial and academic decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Department of Higher Education (DHE), Government of Assam is the supreme administrative authority of the college. However, the Governing Body is vested with sufficient authority and power at institutional level to implement the plans and policies of the department. This committee comprises of a government-appointed President, two university nominees, principal as secretary, two teachers' representatives, two guardian representatives, librarian, one donor member and a member from the office staff. The principal is selected on the recommendation of a committee headed by the Vice- Chancellor of the affiliating university and the appointment is made by DHE, Assam. The principal is responsible for implementing the orders and decisions of DHE and Governing Body.

The college has a clearly defined organizational structure for decentralization and participative management. Participation of the teachers and students in decision making and working bodies of the college contribute to transparent governance. Various bodies like IQAC, Routine preparation committee, Construction Committee, NSS, Admission Committee, Anti-ragging committee, Examination Committee, Women's Study Cell, Sexual Harassment Committee, Library Committee, RUSA Project Monitoring Unit, Students' Union etc. take part in the decision making process. The Principal of the College holds regular meetings with the teaching and non-teaching staff and students' union.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college deploys strategic plan regarding the following aspects:

The departments prepare their respective teaching plans and the departmental heads distribute the work load among the teachers. The teachers chalk out their own plan of teaching strategies.

The college prepares an academic calendar based on the comprehensive academic calendar of the affiliating university. The students are encouraged to take part in various co-curricular and extra-curricular activities for all round development.

The college follows the semester system of examination of the affiliating university .Students are evaluated through a combination of external (80%) and internal assessments (20%).

The faculties are always encouraged by the top authority to engage themselves to for both micro and macro level research works like, MRP and PHD etc.

There is a partially computerized central library with rich collection of text and reference volumes, a reading room of 140 seating capacity, a Network Resource Centre.

The college takes steps to appoint staffs whenever there is a shortage of teaching and non teaching staff for smooth functioning of the teaching learning process and office works.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

Department of Higher Education, Government of Assam has the responsibility to frame the policies for smooth running of Higher Educational Institutions in the state. 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. The Governing Body is the top management body of the college and the Principal executes the decisions of the body. The Heads of academic departments ensure that the plans communicated to them by the Principal are implemented systematically. The appointments of faculties and office staff are carried out in accordance with the Assam Government Regulations released from time to time. The service records of the faculty members and office staff are maintained and recorded on the service books by the college authority as per the Govt. guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Teachers Welfare Fund, Group Insurance Scheme, GPF, Death cum Retirement gratuity, Pension/ Family Pension, Leave encashment benefit are available for Teaching Staff

Welfare Fund, Group Insurance Scheme, GPF, Death cum Retirement gratuity, Pension/ Family Pension, Leave encashment benefit are available for Non-Teaching staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

7

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The performance appraisal of the faculties and librarian are carried out as per the circulars issued by the Department of Higher Education, Government of Assam, which is based on the Performance Based Appraisal System as notified under UGC Regulation, 2010. The minimum API scores under different categories are considered for promotion of teachers and librarian to the higher grades. The teachers and librarian are required to submit the details of the academic and professional development activities, viz. Refresher courses, induction programmes, workshops, publication of research papers and articles, participation in seminars etc every year to the IQAC. The involvement of the teachers and librarian in co-curricular and extra-curricular activities is also taken into consideration as part of the performance appraisal. Depending upon the performance of the teachers and librarian, the college authority submits a confidential report at DHE, GOA for promotion to next higher grade.

The promotion of non-teaching staff is made as per service rules laid by Govt. of Assam. The service record and seniority of the office staff is taken into consideration for their promotion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Auditor appointed by the Govt. of Assam as per Assam Financial Rules, conducts the external audit. They verify and confirm all finance related items. The Audit Report and Utilisation certificates are submitted to the finance department, Govt. of Assam as well as the concerned funding agencies like RUSA. The audit reports are also preserved in the college for records. All the vouchers related to the expenditure, updated copy of Bank passbook and all other necessary supporting documents are submitted to the auditor as and when asked for verification and settling any audit objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The funds are primarily received from the Department of Higher

Education, Govt. of Assam as well as from RUSA for smooth running of the institution. The Finance Department, Govt. of Assam sanctions the amount required for salary on the basis of the budget submitted by the college for a given financial year. DHE, Govt. of Assam releases certain funds for academic and infrastructure augmentation to the college from time to time. The college prepares an annual budget comprising of different heads of expenditure.

Though the primary responsibility for Optimum utilization of the fund is entrusted with the Principal (DDO) yet various committees are formed to look after the proper utilization of fund and to assist him. The utilization of funds is subject to audit by the government. A portion of fee collected from the students is expended for maintenance of academic and physical facilities. A fund for the Library is also created to meet the expenses of the library. These funds are utilized for the benefit of students and for meeting other expenses of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 college is actively involved in formulation and implementation of different academic and administrative policies of the institution.

The IQAC in consulation with the various departments frames the policies for admission of students and also prepares the class routine for effective delivery of course contents.

Suggestions are put forwarded to the authority for improvement of academic support facilities of the college.

Faculty members are always encouraged to participate in orientation and refresher courses, workshops, seminars and conferences.

The college also provides platform for the students to participate in Intra- College and Inter -College level cultural and sports competitions.

Meetings of the IQAC are conducted periodically to review the teaching learning process adopted and other matters related to the institutional development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Meetings of the IQAC are conducted periodically to review the teaching learning process adopted and other matters related to the institutional development. Enrollment and result analysis is done regularly and steps are taken to improve the performance wherever necessary. The vice-principal of the college is entrusted with the responsibility of ensuring regular clauses and coverage of complete syllabus within the time limit prescribed. Guardians' meet is conducted from time to time to inform about the performance of the students and to record their suggestions. Extra classes are arranged for the needy students as per their demands. Feedback is always encouraged from various stakeholders like students, teachers, guardians, alumni etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The college promotes gender equity through different measures such as:-

Safety and Security: The Grievance Redressal Cell, Anti-ragging Committee and Committee for handling cases of Sexual Harassment look after the issues related to girl students at par with the boys and ensure the safety of the students especially the girl students.

Counseling: The woman Study Cell regularly organizes awareness programmes on health and hygiene by inviting health experts. The female teachers counsel girl students in class, library, common room (wherever it suits) about sexual harassment.

Common Room: The College has a common room for girl students as and a specific room is provided to Women Study Cell. Basic medical aid and sanitary napkins are being provided free of cost to girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Women Study Cell, Girls' Hostel, Girls' Common Room

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	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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
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To manage non-biodegradable wastes substantial numbers of dustbins are placed at different parts of the campus and the accumulated garbage are handed over to vendors for recycle purpose. The biodegradable wastes are used as natural fertilizer for the plants in the flower garden. The E-waste is sold to local vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities	D. Any 1 of the above
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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	
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	C. Any 2 of the above
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 institute tries to promote inclusive environment and harmony through various activities. The college has a fixed code of conduct for students displayed at the entrance which has to be followed by all students irrespective of their cultural,

regional, linguistic, communal and other diversities. Annual Sports and cultural programmes are organized during college week, which strengthens the unity and brotherhood among the students .To promote communal harmony the college opens its door of admission to the students of any religion. They are also allowed to participate in the democratic process of forming the students' union. As a part of the socio economic contribution the college has adopted village of Nokte tribes where it arranges different economic, cultural, social, religious programmers and also arranges various awarness programmes for the local community.Organising Blood donation camps and observance of International yoga day, Womens' day etc promote tolerance and hormony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

To sensitize the students and employees of the institution, the College authority ensures the presence and participation of the faculty members, office staff and students in celebration of Independence Day, Republic Day, and also different awareness programmes organized by the local govt. authority. Human Rights Day, National Voters' Day are also organized to make the students aware of constitutional values and obligations.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

D. Any 1 of the above

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	View File

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

The College celebrates various international and national commemorative days like International Yoga Day, International Environment Day, International Women's Day, Republic Day, Independence day, Teachers Day, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1: Tutorial classes Goal: To horn the writing skill, develop the critical thinking, logical presentation of their ideas and discourage the students to produce the readymade answers.

Context: The affiliating University prescribed mandatory tutorial classes in each course of CBCS, the learning of some students is found to be inadequate. **The practice:** Tutorial classes are allotted for the students. The concerned teachers try to develop student specific teaching plan as per requirements. **Evidence of success:** Improved the writing skills and logical and analytical thinking of the students. **Obstacle:** A period of one hour duration is not sufficient and lack of sufficient number of digital classrooms. **Note:** Individual weakness can be identified.

2: Library Orientation Programme
Goal: To encourage the new comers to use library resources for their advancement of knowledge. **Context:** The newly admitted students are not aware about the library resources and its rules and regulations. **The Practice:** Newly admitted students compulsorily attend library orientation programme conducted by the librarian on library use. **Evidence of success:** Increased in number of library users and developed reading habit among students **Obstacles:** One hour class is insufficient. Regular library orientation would be more fruitful. **Note:** Students get encouragement to use the library.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Naharkatiya College is a rural college, surrounded by forests and paddy fields. The people living in this area are mostly farmers, small entrepreneurs, office job holders, tea garden labourers and daily labourers. It is the only institution of higher education, imparting the light of knowledge and uplifting the socio-cultural atmosphere in this economically backward region. It also aims to impart universal human values and ethics which is very well reflected in its motto "Culture alone evolves-The Superman". The college always encourages the local students to enroll by not strictly adhering to a cut-off-mark.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To hold Guardian Meeting in the month of July at the beginning of the new academic session
2. The college is planning to collaborate with other higher educational institutions in the field of academic and cultural exchange etc. it is decided to sign MOU with Mahapurush Srimanta Sankardev Biswavidalaya, Duliajan college and Wangsa Rajkumar Government College, Deomali, Arunachal Pradesh in the coming academic session.
3. To organise a workshop on National Education Policy, 2020
4. To organise awareness programmes on Road Safety, Cyber Security etc.
5. To introduce certificate/ diploma courses in PPP mode as an initiative for skill development of the students
6. To develop the college website.