



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NAHARKATIYA COLLEGE

**P.O.- NAHARKATIYA DISTRICT- DIBRUGARH
786610**

www.naharkatiyacollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Naharkatiya College, one of the premier institutions of higher education in the easternmost part of Dibrugarh district of Assam, is situated in a sprawling greenery of tea gardens and cultivation lands. The college was established on 27th June, 1964, with the aim of providing higher education at an affordable cost to the socio-economically backward people, mostly small scale farmers and tea garden workers of the surrounding rural and sub-urban areas. Starting as a co-educational night college with Arts stream in the premises of Naharkatia Higher Secondary and Multi-purpose School, the college has grown into a full-fledged higher education institution now with own campus spread over a plot of land measuring approximately 14.88 acres (45 bighas) and adequate infrastructure to accommodate more than one thousand students from higher secondary to undergraduate level in both Arts and Commerce streams.

The college is affiliated to Assam Higher Secondary Council for higher secondary level and Dibrugarh University for undergraduate level. The college introduced a wide range of programmes and courses through 11 departments, including a few self-sustaining ones. It has been following the Three Year Degree Course in semester system since 2011 and adopted CBCS programme as per the recommendation of the affiliating university from the year 2019. The college was recognized by the UGC under section 2(f) and 12(b) in 1978. It has gone through NAAC Assessment and Accreditation twice in 2005 and 2015 and awarded C++ and B Grade in the 1st and 2nd cycles respectively. The college is committed to create a vibrant environment by boosting participative and decentralized system by the involvement of students, teachers, alumni, guardians and local community in various perspectives and activities.

Vision

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 qualitative education to the under privileged section of people in this remote and backward region and advancing their knowledge and skills through in campus and distance modes. The goal of the institution is to cater to the quality higher educational needs of the younger generations of this remote underdeveloped area bordering Arunachal Pradesh, the eastern most hill state of the country and to help them to acquire advance knowledge and skills for participation in the process of development of the region.

Mission

The mission statements of the college aim at translating the institution’s vision in to action plans and define the specific tasks of the college’s engagement and endeavour:

1. To make constant endeavour to expand the reach of quality education among the younger generations in this remote, rural and underdeveloped region of the country.
2. To encourage the students to acquire advanced knowledge and skills to meet the challenges of life in the age of fast technological development.
3. To foster the spirit of peaceful co-existence in the multicultural and multilingual social set-up by

- drawing students from different communities and ethnic groups.
4. To ensure the academic intellectual, cultural and physical development of the students and staff through facilitating participation in curricular and extra- curricular activities.
 5. To stimulate the faculty members to undertake research to enhance their professional competence in the age of globalization and devise innovative methods of teaching and learning.
 6. To collaborate with the Affiliating University in the evaluation of students' performance and quality.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The faculty members are well educated, dedicated and the supporting staffs are also efficient and technically enabled.
2. Active participation of students and faculty members in various curricular, co-curricular and extracurricular activities like NSS, sports, cultural, extension work etc.
3. The college campus is full of greenery and regular plantation and cleanliness activities are carried out to keep the campus environment friendly.
4. Seminars, webinars, workshops, training programmes for students on various topics are held regularly.
5. The NSS unit, students' union and women study cell function actively in and around the college campus.
6. The college has adopted zero tolerance policy against ragging and the campus is declared as ragging free.
7. The college has good infrastructure for sports with a standard football / cricket play ground, volley ball complex and a well equipped gymnasium hall.
8. The Women Study Cell organizes programme related to health and hygiene, nutrition, gender sensitization etc. to create awareness among girls' students and women of the neighbouring areas.
9. The college has study centres for UG and PG courses in Open and Distance mode offered by KKHSOU and DODL of the affiliating university aiming to expand higher education for those unable to enrol in regular mode.
10. The college has good infrastructure like ICT enabled classrooms, seminar hall, confidential room for examination and a resourceful semi-automated modern library.
11. Under Industry tie up initiative, MOU with Bajaj Finserv Ltd. has been signed to organise employability skill development programmes for students.
12. At present there are nine active MOUs with other institutions and industries
13. The college Governing Body and Administration always provide full support in all activities leading to the overall development of the college.

Institutional Weakness

1. Lack of good quality students resulting into low progression rate to higher education.
2. The socio economic condition of the students (majority of which belong to tea garden labourer community) are not efficient to support their learning specially to manage the regular expenses, procuring learning materials, internet access etc.
3. Many of the senior faculty members lack proper training on ICT enabled mode of teaching which creates problems in effective implement of blended mode of learning.
4. The paucity of adequate fund and tangible resources are perennial problems as mobilisation of its own

fund is very limited. The college is funded by the UGC and the Govt. of Assam but it is not sufficient to cater to the growing needs.

5. Poor communication skills of students coming from rural background.
6. Despite the alumni being a major stake holder of the college, the financial support is still very meagre.

Institutional Opportunity

1. Scope for introduction of multidisciplinary and interdisciplinary courses with Arts, Science, and Commerce faculties. We already submitted a proposal to the Govt of Assam to introduce some science subjects in the college.
2. To continue the commitment for social service, community development through more extension activities by NSS unit and Women Study Cell.
3. To introduce certificate and diploma courses on computer application, make- up and beautician, weaving etc. to generate self employment by the students.
4. More scope of collaboration with organisations and industries for providing skill development and add on courses such as Tea Technology, Tea Tourism etc.
5. To tie-up with other higher education institutions both within and at interstate level for socio cultural and academic exchange.
6. Presently, the college has a girl's hostel with a capacity of around 50 boarders and there is provision for increasing the capacity.
7. To upgrade ICT infrastructure and facilities of smart class room.

Institutional Challenge

1. Decreasing rate of enrolment due to the growing weakness among the students and guardians as well towards town based institutions and skill based and vocational courses.
2. Being an affiliated college, the college has certain limitations to open new courses on its own.
3. Due to the rural background with low economic condition of the students at large, it is difficult to plan new self financing programmes.
4. The full potential of the alumni is yet to be utilised.
5. In the light of the NEP, 2020, although a proposal has been submitted to DHE, Govt. of Assam for opening up of a few of the trending science subjects. Otherwise it may cause problems for upgrading it to a institution offering multidisciplinary programmes.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college prepares an academic calendar on the basis of the comprehensive academic calendar provided by the affiliating university every year. The academic departments prepare the departmental teaching plan for effective delivery of the course content. The class routine is prepared by a Routine Committee to hold the classes in a disciplined manner considering the equitable distribution of work load.

The internal evaluation of the students is carried out as per the guidelines fixed by the affiliating university. Two sessional examinations are conducted in each semester by the Examination Conducting Committee (ECC)

and group discussions and seminars are organised by the concerned departments. The departments also conduct oral tests or give assignments on its own to keep the students engaged in the learning process.

The college has been regularly entrusted with the end semester evaluation zone of affiliating university. The faculties of the college actively participate in this evaluation process. Some of the faculties are also entrusted the responsibility of paper setters of end semester examination by the affiliating university.

The college primarily provides undergraduate programs in Arts and Commerce in regular mode. Besides study centres for UG and PG programmes in open and distance mode are also available. Presently all the programs are on Choice Based Credit System (CBCS) as implemented by the affiliating university since 2019.

Being an affiliated college it has limitations to alter the curriculum fixed by the university. However the crosscutting issues like gender sensitisation, environment etc. are already integrated in the courses designed by the university. Moreover, outside curriculum the NSS unit takes up environment conservation programmes regularly and the Women Study Cell organises programs related to women welfare etc.

A few courses of the BA/B.Com programmes need project works to be carried out by the students. The evaluation of the same is done through an external examiner appointed for that purpose.

The college collects feedback from students through a structured questionnaire. Feedbacks from parents, alumni and teachers are also collected and analysed. The findings and suggestions of the stakeholders are taken into account while formulating the future plans of the institution.

Teaching-learning and Evaluation

All relevant informations about admission, institutional faculties, rules and regulations are made available through the college website and prospectus. The college ensures wide publicity and transparency in the admission process through news paper advertisement of the admission schedule. In its admission policy, the institution follows the reservation policy of the state government and in addition to the statutory reservations, 2 seats in each programme are reserved for candidates with outstanding performance in sports and cultural activities. An Admission Committee is formed to supervise the admission procedure.

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. Personal counselling and special classes if required are arranged to improve the performance of the slow learners. For the advanced learners to develop their higher order thinking skill suggestions are provided regarding advance learning materials.

Student centric methods are applied for enhancing learning experiences. Participatory learning is always encouraged by the teachers through organising group discussions, seminars etc. A Few of the courses require field based projects preparation as a part of the experiential learning. The teachers adopt modern approach to teaching learning process by using internet, PPT presentation, field study etc. Students are also provided with academic, personal and motivational support and guidance.

The teaching learning and evaluation are organised in accordance with the academic calendar prepared by the IQAC. The marks of the internal evaluation are displayed on the respective departmental notice board to make the evaluation system transparent. The students can raise their grievances and get them resolved. Regarding

grievances related to end semester examination all sorts of assistance and guidance are provided by the college.

The college has a pool of qualified and dedicated full time and temporary teachers. 14 fulltime faculties are awarded with Ph.D degree.

To assess the satisfaction of the students, feedbacks are collected from them related to both curriculum and overall facilities available in the college. Besides alumni, guardian and teachers” feedback are also collected to improve the overall atmosphere of the college.

Research, Innovations and Extension

The college encourages and extends all possible help to promote research work. Reference books, free internet, reserve space for studies in the library are made available for faculty members to facilitate research works, seminars, workshop etc. Altogether 14 faculty members are Ph.D holders of which 6 were awarded the degree during the last five years. Presently 4 faculty members are pursuing Ph.D. Research papers in national and international seminars were presented by faculties. Articles in UGC listed journals, books; chapters in edited books are also contributed by the faculties.

The college undertakes extension activities in different fields like health and hygiene, blood donation, mental hygiene, health check-up, education, awareness on commerce education, workshop on popularization of science and mathematics, environment such as plantation, swachha bharat etc.

Infrastructure and Learning Resources

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

There are 33 classrooms well furnished with desk-benches, green boards etc. including 4 digital classrooms and two seminars cum tutorial halls with LCD projector facilities.

The college has a computer centre in the department of Information Technology, a language laboratory, a laboratory of education department and a digital laboratory. The college has 101 desktop computers and 4 laptops to support all academic and administrative activities.

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

The institution acquires a standard play ground for football and cricket and a volleyball complex with gallery, four rooms and office chamber for the players and officials. Rich number of sports items for football, cricket, valley ball, badminton, table tennis, arm wrestling taekwondo, athletics etc are available. Moreover the college has a gymnasium hall with modern equipments. The sports facilities are also provided to different local organisations for holding sports events.

The central library is highly enriched with text and reference books, a networking centre, news papers and journals, e-journals and periodicals. Every year latest edition of text and reference books are added to the library. Presently the central library has 44853 books and references, 15 periodicals and 7 daily news papers.

Moreover, each department has its own departmental library which facilitates the students and teachers of the respective department. The college has subscription of NLIST and INFLIBNET for e-learning. The central library is partially automated with SOUL 2.0 and KOHA software.

Student Support and Progression

The college publishes its prospectus annually where admission procedure, fee structure, library facilities, courses offered, financial support and other relevant informations are provided clearly. There are provision for institutional scholarship and free ships. The best girl graduate is awarded with an annual scholarship sponsored by Women Study Cell and two best library user awards are given every year. Scholarship is given to the SC/ST/OBC and economically weaker sections by the state government and UGC. The institution annually publishes students' magazines to nurture the creative and critical thinking ability of the students. All the departments publish departmental wall magazines. Academic counselling for admission and career counselling programmes are held regularly. Besides, the college has a Grievance Redressal Cell, Gender Sensitization and Complaint Committee for Sexual Harassment and Anti Ragging Committee to address the issues raised by the students.

The college constantly provides encouragement to the development of sports and cultural skills of the students. The Annual Sports and Cultural Week is organised every year with lots of enthusiasm where students show their talents in various events. The students also take participation in various sports and cultural activities such as Inter College Sports and Youth Festival organised by the affiliating university. Students also participate in different sports events at district, state and national level and few of them are awarded medal in the events.

Many passed out students are rendering their services at different positions in both Govt. and private organisations.

The college also organised programme on personality and soft skill development, health and hygiene, Yoga etc. for the overall development of students.

The college has an elected body of students' union with tenure of 1 year. The students' union organises various sports and cultural events and competition among the students and social service activities in nearby areas. There is provision for student representation in the IQAC core commit

The Alumni Association of the college is not registered yet, but still they always support in different academic and other activities of the college.

Governance, Leadership and Management

The governance of the college is aimed at decentralization and participative management. The Governing Body of the college is the highest authority for policy making and implementation. The college has an efficient internal management system for designing and implementation of its policies and plans effectively through various committee and cells constituted by the Governing Body.

Over the last five years, the college adopted e-governance in three vital areas - Administration, Finance and Accounts and Student Admission etc.

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. The appointment of faculties and office staff are carried out in accordance with the Assam Government Regulation released of from time to time. To meet the shortage of teachers and office staffs, the Governing Body makes temporary appointments at a consolidated pay managed from the internal resources of the college.

The performance appraisal of the faculties and librarian are carried out in accordance with 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. Depending upon the performance of the teachers and librarian, the college authority submits a confidential report at DHE, Govt. of Assam, for their promotion to next higher grade.

The Department of Higher Education, Government of Assam, UGC and RUSA are the primary suppliers of fund for smooth running of the institution. The responsibility of effective utilisation of funds and other resources is entrusted with the principal being the DDO. Several committees are formed to assist him in the process of optimum utilisation and monitoring. The utilised amounts in all aspects are also subject to audit as per the regulation of Govt. of Assam and RUSA.

The IQAC is always involved in formulation of different academic and administrative policies of the college. Many quality initiatives are taken by the IQAC like result analysis, seminars, memorial lectures, collaboration with other institutions etc. It also suggests and assists the academic departments and cells to arrange such programmes.

Institutional Values and Best Practices

Remembering the dreams and aspirations of the initiators, the college has been continuously endeavouring to deliver quality education in this rural and underdeveloped area for its academic and socio-cultural growth. The college provides an inclusive environment for all the students coming from diverse socio-economic and cultural background.

The college always promotes gender equity through providing equal opportunity and treatment to both male and female.

The non biodegradable and e-waste are accumulated and handed over to local vendors for re-cycling. The biodegradable wastes are used as natural fertilizer for the plants. The college has initiated the green campus programme through plantation and allied activities to build a sustainable and eco friendly environment.

To promote harmony and inclusive environment, the college has a fixed code of conduct for students to be followed by all irrespective of their cultural, regional, linguistic and communal diversities. The college celebrates several national and international commemorative days, events and festivals throughout the year with an aim to inculcate human values, ethics and sense of equity, integration etc. Two best practices of the college include Ram Prasad Chaliha Memorial Lecture, an annual lecture honouring the founder principal Late Ram Prasad Chaliha and Maintenance of Clean and Green Campus.

The college always tries to achieve its moto “Culture Alone Evolves-The Superman” by spreading light of education, sports and culture among the marginalised inhabitants of the locality.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAHARKATIYA COLLEGE
Address	P.O.- Naharkatiia District- Dibrugarh
City	Naharkatia
State	Assam
Pin	786610
Website	www.naharkatiyacollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	JYOTI PRASAD KONWAR	0374-2999625	8473879225	-	nhkcollege@gmail.com
IQAC / CIQA coordinator	Ananta Kumar Baruah	-	7896900935	-	baruahananta4@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	01-12-1978	View Document
12B of UGC	01-12-1978	View Document

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O.- Naharkatiia District-Dibrugarh	Rural	14.88	6876.55

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HIGHER SECONDARY	Assamese,English + Assamese	35	33
UG	BA,Assamese	36	HIGHER SECONDARY	Assamese	300	110
UG	BA,Bengali	36	HIGHER SECONDARY	Bengali	60	4
UG	BA,Hindi	36	HIGHER SECONDARY	Hindi	60	9
UG	BA,English	36	HIGHER SECONDARY	English	15	11
UG	BA,English	36	HIGHER SECONDARY	English	60	40
UG	BA,History	36	HIGHER SECONDARY	English + Assamese	50	20
UG	BA,Political Science	36	HIGHER SECONDARY	English + Assamese	200	32
UG	BA,Political Science	36	HIGHER SECONDARY	English + Assamese	35	32
UG	BA,Economics	36	HIGHER SECONDARY	English + Assamese	15	11
UG	BA,Economics	36	HIGHER SECONDARY	English + Assamese	100	56
UG	BA,Education	36	HIGHER SECONDARY	English + Assamese	200	28
UG	BA,Education	36	HIGHER SECONDARY	English + Assamese	25	24
UG	BCom,Commerce	36	HIGHER SECONDARY	English + Assamese	50	6
UG	BCom,Commerce	36	HIGHER SECONDARY	English + Assamese	50	33
UG	BCom,Com	36	HIGHER SE	English +	50	0

	merce		CONDARY	Assamese		
UG	BA,Sociology	36	HIGHER SE CONDARY	English + Assamese	200	142
UG	BA,Information Technology	36	HIGHER SE CONDARY	English + Assamese	100	14

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				22			
Recruited	0	0	0	0	9	3	0	12	11	9	0	20
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	0	7	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	8	0	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	9	2	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	3	0	5	3	0	15
M.Phil.	0	0	0	0	1	0	1	3	0	5
PG	0	0	0	5	0	0	5	4	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	7	0	7
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	257	0	0	0	257
	Female	320	0	0	0	320
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	16	9	9	12
	Female	13	7	11	13
	Others	0	0	0	0
ST	Male	18	15	26	9
	Female	18	20	17	14
	Others	0	0	0	0
OBC	Male	97	85	90	61
	Female	116	78	89	64
	Others	0	0	0	0
General	Male	54	45	61	59
	Female	68	31	51	72
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		400	290	354	304

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	a. The college already has same multidisciplinary/interdisciplinary courses like Environmental Studies, NSS, Retail Management, Multidisciplinary Course, Entrepreneurship Development, Travel and Tourism
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	<p>Management, Teaching in Elementary Level etc. in the existing undergraduate level. b. To cope up with the requirement of NEP and to offer integrated courses 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. c. 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. d. Being an affiliated college, the respective guidelines regarding multiple entry and exit mechanism as formulated by Dibrugarh University will be implemented.</p>
2. 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>
3. Skill development:	<p>a. 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. b. The institution is planning to introduce the certificate, diploma and PGDCA courses on computer as add-on-courses in collaboration with CEC, Guwahati. c. A diploma course on beauty and self enhancement is being carried out for the girl students. d. 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 .</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>a. 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. b. 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. c. The departments like English, Assamese, Hindi and</p>

	<p>Bengali have been teaching all time popular classics like The Mahabharata, The Ramayana, Upanishads, and Vedas etc. d. 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 in Annual College Week organised by the college. e. Pre Rongali Bihu has also been celebrated since the year 2022 in the month of April to inculcate the values of Assamese tradition among the students. f. Training and practice of Yoga and Meditation are conducted in the college premise under the guidance of Yoga Guru. g. 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.</p>
5. Focus on Outcome based education (OBE):	<p>a. 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. b. The departments take the initiative to organise field visits, excursion, and seminars etc.in accordance with need of the courses. c. 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.</p>
6. Distance education/online education:	<p>a. The college is offering distance education both in UG and PG levels. Presently, there are two study centres for distance education in the college. (i) Krishna Kanta Handique State Open University (KKHSOU) that offers UG programmes in Arts and Commerce and (ii) The Directorate of Open and Distance Learning, Dibrugarh University (DODL, DU) which offers the undergraduate and post graduate courses in arts and commerce. b. The college adopts ICT in classroom and uses virtual platforms for disseminating knowledge and</p>

information to students. c. The teachers use various technological tools like online platforms, website links etc. for teaching- learning activities. During lockdown period, regular classes were conducted successfully in online mode and thereafter, blended mode was also being used.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	No
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NIL
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Casting votes in the elections is very crucial to preserve the democratic values and also for proper functioning of all the democratic institutions in the country. In line with that the faculty members of the Political Science department of the college participated as resource persons in a series of programmes named "Walk for Democracy" organised by the Naharkatia Revenue Circle to inculcate the democratic values and to create awareness about casting votes.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college with active participation of teachers from Political Science Department organises awareness programmes among the students to register themselves as voters, who are above 18 years of age. The faculty members provided guidance to the students on the process of registration.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
577	641	742	765	913

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 51

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
33	29	29	32	34

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
61.52	52.95	51.99	34	199.59

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

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. The institution prepares its own class routine ensuring that the minimum number of classes prescribed by the university are held in each course/ paper of a particular subject in a semester. 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 Academic Committee of the college comprising of the principal as chairperson and all head of the departments as members holds its meeting at the beginning of every session to sort out the academic and non academic programmes to be carried out in each semester. The Central Library of the college procures the text books and reference books to support the departments to deliver the curriculum effectively. All the academic departments have desktop computer with internet connectivity to access the latest teaching and reference materials. Sessional examinations and class tests are regularly conducted and the students are allotted assignments in each course. Field trips and excursions are arranged to gain exposure to the varied culture and firsthand knowledge. The institution also has the required infrastructural facilities i.e. Classroom with required furniture, green board and all required tools like digital equipments, LCD projectors etc. It has two well furnished Seminar Halls for conducting students' seminar by the academic departments.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment**1.3.1**

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

Response:

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, and Education. Professional ethics are integrated in the courses of English, Commerce and Education subjects.

NSS unit and Women study cell of the college perform extension activities to address the issues relevant to Society, Professional Ethics, Gender, Human Values, and Environment and Sustainable development. Some of such activities are - tree plantation, cleanliness drive, polythene free drive, world environment day celebration, swachh bhara 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 are organized by the college from time to time.

File Description	Document
Upload Additional information	View Document

1.3.2

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

Response: 5.2

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 30

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 52.3

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
221	304	354	290	400

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
600	600	600	600	600

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 55.19

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
84	118	137	129	149

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

2022-23	2021-22	2020-21	2019-20	2018-19
222	224	224	224	224

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 17.48

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Student centric methods are applied for enhancing learning experiences 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. The NSS unit of the college regularly takes up programs involving students from different departments which bring a sense of collaborative learning. Annual sports and cultural competitions are organized, where students exhibit their talent in various events to foster the spirit of togetherness and leadership. There are five ICT enabled classrooms, one digital seminar cum tutorial hall, one digital laboratory & a Network Resource Centre for internet surfing by the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 76.59

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
41	41	41	41	41

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 54.78**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
22	17	16	16	15

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms**2.5.1****Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

The schedules of internal assessments are communicated through the college academic calendar to the students and the teachers in the beginning of each semester 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 tests 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 doubts and complaints. 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 raised by the students, necessary corrections are duly made by the concerned teacher. No favourism is encouraged

while assigning internal assessment marks.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

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

File Description	Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Attainment of programme outcomes 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	Document
Upload Additional information	View Document

2.6.3**Pass percentage of Students during last five years (excluding backlog students)****Response:** 40.26**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
38	146	85	62	66

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

2022-23	2021-22	2020-21	2019-20	2018-19
138	212	218	217	201

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.53**File Description****Document**

Upload database of all students on roll as per data template

[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college always tries to build an ecosystem to encourage the students for acquiring knowledge both from academic and non academic spheres. The Ram Prasad Chaliha Memorial Annual Lecture is organised every year by inviting scholars/ experts from different fields on the occasion of College Foundation Day Celebration. Some of the lectures are published in the form of book series. Motivation and aspiring lectures and talks are regularly organised inviting scholars, experts from different fields for the students. The Career Counselling Cell and academic departments always guide the students for boosting their confidence regarding competitive examinations and to enhance employability. The NSS unit and the Women Study Cell engages the students in various extension activities to gather firsthand knowledge and experience about environmental, social and community based issues.

The college has got a good ecosystem regarding sports and culture through which the students can excel in their respective fields at district, state and national level.

The faculty members participate and present research papers at national and international seminars and

conferences. Research papers, articles are also published by the faculties in national and international journals. A few of the faculties have also got their articles published in UGC care listed journals. The college has a good ecosystem to encourage the faculty members to take up major research like Ph.D resulting into increase in the number of Ph.D holders.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 13

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	4	6	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.1

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

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

Response: 1.14

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

2022-23	2021-22	2020-21	2019-20	2018-19
17	15	5	10	11

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college participated in various extension programmes in the last five years. The IQAC, NSS and Women Study Cell are regularly engaged in different community development, awareness programmes related to environment, health and hygiene, cleanliness, plantation etc. The college adopted a village named Dihing Kinar Nokte village (inhabitant of Nokte tribes) where several extension services are carried out by the NSS unit. The NSS unit has conducted a workshop on Fishery Management for the villag folks. Cleanliness drive of the village community centre.

The NSS unit in collaboration with Civil Defence Department, Govt. of Assam, organised Disaster Response Preparation workshop to train up the students to extend their service to the community when needed. As a part of awareness and community service the Red Ribbon Club and NSS unit organised Blood Donation Camps in collaboration with Assam Medical College, Dibrugarh. Plantation Programmes on special occasions are taken up as well as regular maintenance is carried out by NSS volunteers. Observation of Orunudaya month and providing door to door scrutiny service of Orunudaya beneficiaries by the NSS volunteers on behalf of Government of Assam. The volunteers also took part in the Govt of India popularisation programme named “ Har Ghar Tiranga”.

The Women Study Cell organised a few programmes on menstrual health & hygiene and gender awareness/ sensitisation where both students of the college and women from the local community participated.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

No

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 7

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	0	0	2

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 9

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

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 33 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 ICT enabled classrooms, one seminar hall and one seminar cum tutorial hall with LCD projector facilities. The college has a computer centre for the department of Information Technology, a language laboratory, a laboratory of the department of education and a computer laboratory. The college owns total 105 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 is partially automated with KOHA software. 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 etc. The college has also installed two environment friendly generators for power backup.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 35.19

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
8.56	14.64	34.36	6.46	76.77

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

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 44853 books including text and reference books, 7 daily newspapers, 15 numbers of thesis etc. The library has access to NList 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 (partially), Year of Automation – 2015 (SOUL) and 2020 (KOHA). The library has subscription for good number of Journals of different disciplines and also E-Shodhsindhu. The library is regularly used by both the

students and teachers. There is also a Network Resource Centre attached to the library with a few computers which is used by the students for surfing the internet related to academic needs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

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, Scanners, 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. Each Department has a desktop computer with broadband internet connectivity. The entire college is covered by CCTV surveillance which is monitored from Principal's office. Further, from the session 2020-21, the student admission process has been shifted to online mode. Office management software has also been purchased for managing different office related works. The bandwidth of the BSNL Broadband Internet Connection available in the college is 300 MBPS.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

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

Response: 8.24

4.3.2.1 Number of computers available for students usage during the latest completed academic

year:

Response: 70

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 35.97

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
40.70	19.33	9.98	12.17	61.72

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 8.03

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	57	46	132	56

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 11.43

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	149	40	157	70

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 30.48

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	23	32	19	42

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
38	146	85	62	66

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.39

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	2	6	1	2

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 5

5.3.1.1 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 wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

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

Response: 20

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
31	16	0	25	28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

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

Response:

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. An Executive Committee is formed through democratic process out of the alumni members of the college. This committee sits at regular intervals to discuss various issues related to the association. Many passed out students have been rendering their services at various positions both at government and private organisations. A few of the alumni are contributing to and leading the growth and development of different aspects of society such as socio economic, cultural and civic senses in Naharkatia. The registration process of the alumni association has been initiated.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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"- The 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. 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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

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[1]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 for both micro and macro level research works like, MRP and PHD etc. There is a partially automated 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. 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	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document

6.2.2***Institution implements e-governance in its operations***

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies**6.3.1**

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance Appraisal System & Career Development/Progression

The performance appraisal of the faculties and librarian are carried out as per the circulars issued by the Department of Higher Education (DHE), Government of Assam (GoA), 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. Induction programmes, Refresher courses, 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 to DHE, GoA for promotion to next higher grade. The promotion of non-teaching staff is made as per service rules laid by the Govt. of Assam. The service record and seniority of the office staff is taken into consideration for their promotion. The college always encourages the faculties to take up research works for their professional development and societal contribution. It is reflected in increase in number of faculties having PhD and also presently registered

for the same.

Welfare Measures

Welfare Fund, Group Insurance Scheme, GPF, Death cum Retirement gratuity, Pension/ Family Pension, Group Insurance Scheme, Leave encashment benefits are available for both teaching and non-teaching staff sanctioned by the government.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 32.77

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development

/administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
25	7	8	11	7

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	4	4	4	4

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

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. 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	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

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. Enrollment and result analysis are done regularly and steps are taken to improve the performance wherever necessary. The vice-principal/ academic coordinator of the college is entrusted with the responsibility of ensuring regular classes 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, parents, alumni etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

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

1. **Safety and Security:** The Grievance Redressal Cell 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.
2. **Counseling:** The woman study cell regularly organizes awareness programmes on health and hygiene issues of girls by inviting health experts. It also celebrates the International Women's Day. The female teachers counsel girl students in class, library, and common room (wherever it suits) about their personal and confidential issues and also try to bring awareness about facilities available in the college to handle sexual harassment cases.
3. **Common Room and Other Facilities:** The College has a common room for girl students and a specific room is provided to Women Study Cell also. Basic medical aid and sanitary napkins are being provided free of cost to girl students. Besides a sanitary pad incinerator machine has also been installed in the room of women study cell.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

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 and community. 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 Nockte tribes where it arranges different economic, cultural, social, religious programmes and also arranges various awareness programmes for the local community. Organising Blood donation camps and observance of International yoga day, Womens' day etc promote tolerance and harmony. To sensitize the students and employees of the institution about constitutional obligations and responsibilities the College authority ensures the presence and participation of the faculty members, office staff and students in the celebration of Independence Day, Republic Day etc., 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	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

1. Title: Ram Prasad Chaliha Memorial Lecture

Goal: To provide a platform for academic discussion and research in the areas like Anthropology, History, Culture, Literature, Science and issues related to the state of Assam.

Context: Lecture is organised to mark the occasion of Naharkatiya College Foundation day and to pay tribute to the founder Principal Late Ram Prasad Chaliha and other founder members.

Practice: Social and academic leaders and scholars are invited to deliver a lecture on topics related to the Socio- cultural, anthropological issues of Assam and recent developments in science. Further the lecture is published in the form of a book.

Evidence of Success: A few of the Lectures has been published in book form.

Obstacle: Sometimes appointment issues with the resource persons delay the arrangement of the memorial lecture. Some of the resource persons have not submitted their lectures restricting us to publish them in book form. Moreover, during corona pandemic period the college could not arrange the lecture.

Note: The Lecture enhances knowledge by building comprehension and appreciation towards own cultural heritage and the published books add new knowledge to the academic arena.

1. Title: Maintenance of Clean and Green Campus

Goal: Nature is always thought to be the best teacher ever. So the objective of this practice is to keep the college campus green and clean, so that students can feel the beauty of nature in the midst of learning.

Context: In today's world, environment degradation is the name of development is a common phenomenon. Human beings cannot survive without the existence of the nature. But to preserve the beauty of nature, we must preserve the environmental values of sustainable development.

Practice: To keep the campus green and to preserve the environment, regular plantation activities are carried out by the NSS unit and other cells of the college. To make the students aware about the ill effects of the plastic use, signboards with quotations are displayed at different locations within the college campus. Sufficient numbers of dustbins are also placed in the campus.

Evidence of Success: The number of trees in the campus and the view as well support the existence of the practice. The campus of the college is full of greenery.

Obstacle: Some of the areas within the campus are low land areas and it affects the survival of the saplings during the rainy season.

Note: Green campus and pollution free campus

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

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

Response:

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 are very well reflected in its motto "Culture Alone Evolves -[1]The Superman". The college has been continuously endeavoring to provide higher education in this area by encouraging the local students to enroll into the institution by not strictly adhering to a cut-off-mark.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college has two Open and Distance Learning Centres – one under the Directorate of Open and Distance Learning, Dibrugarh University and one under Krishna Kanta Handique State Open University, Guwahati, Assam. Both the centres provide Undergraduate and Post Graduate Courses in Arts and Commerce streams to the poor needy aspirants and the working class of the surrounding areas.

The college has a women's hostel in the campus with a seat capacity to accommodate around 50 students making higher education possible for girl students from rural and interior villages.

The college introduces Four Year Under-Graduate Programme in Choice Based Credit System (CBCS), as per National Education Policy, 2020 from the academic session 2023-24, as prescribe by the affiliating university.

The college has initiated organic farming in the idle lands within the campus. Seasonal vegetables, fruits and lemon etc are cultivated.

Concluding Remarks :

Besides regular academic and co-curricular activities the college aims to mould its students into loyal and conscious citizens with self-confidence to face the challenges in the highly competitive and fast changing world. The college endeavours to create valuable human resources to contribute towards nation building through a number of programmes regularly to impart life skills such as unity, leadership, ethics, team works, critical thinking, social service etc. The institution seeks to transform itself into a knowledge hub for the surrounding rural and disadvantaged population materializing the dreams of the founders of the college.

The college has been regularly conducting extension works in and around Naharkatia through its NSS Unit and Women Study Cell. Awareness programmes on health & hygiene, cleanliness, child care, legal awareness, government flagship programmes, celebration of National Days etc. are being organized in and outside the campus for the benefit of the local population.

The college has good sports facilities which are open for the students as well as the local sportspersons. It has a well maintained football ground, a volleyball complex and a well equipped gymnasium hall which are often used by local sports organizations for sports events and competitions.

The college has signed several MOUs with other higher education institutions and Industry MOUs to collaborate in the field of education, research, cultural, life skill, and employment skill development etc. The college signed an MOU with Wangcha Rajkumar Government College of Arunachal Pradesh, a neighbour state of Assam to collaborate in academic and cultural activities as well as to boost the decade long tie between the two states. The college established a research centre of Mahapurush Srimanta Sankardeva Viswavidyalaya to facilitate research work on the life, contribution, literature, baishnavite movement in North East region etc. of the greatest mahapurush of Assam, Srimanta Sankardeva.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 52 Answer after DVV Verification: 30</p> <p>Remark : As per the rectified data provided by HEI</p>																																								
2.1.2	<p>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>84</td> <td>118</td> <td>137</td> <td>129</td> <td>149</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>84</td> <td>118</td> <td>137</td> <td>129</td> <td>149</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>244</td> <td>247</td> <td>247</td> <td>247</td> <td>247</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>222</td> <td>224</td> <td>224</td> <td>224</td> <td>224</td> </tr> </tbody> </table> <p>Remark : As per supporting documents provided by HEI</p>	2022-23	2021-22	2020-21	2019-20	2018-19	84	118	137	129	149	2022-23	2021-22	2020-21	2019-20	2018-19	84	118	137	129	149	2022-23	2021-22	2020-21	2019-20	2018-19	244	247	247	247	247	2022-23	2021-22	2020-21	2019-20	2018-19	222	224	224	224	224
2022-23	2021-22	2020-21	2019-20	2018-19																																					
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244	247	247	247	247																																					
2022-23	2021-22	2020-21	2019-20	2018-19																																					
222	224	224	224	224																																					
3.3.1	<p>Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</p> <p>3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years</p>																																								

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	1

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	15	5	17	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	15	5	10	11

Remark : As per supporting documents provided by HEI

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5	1	1	3	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	0	0	2

Remark : As per supporting documents provided by HEI

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career

counseling offered by the Institution during the last five years**5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	149	40	197	70

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	149	40	157	70

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per supporting documents provided by HEI

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5	23	32	19	42

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5	23	32	19	42

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
138	212	218	217	201

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
38	146	85	62	66

Remark : Aligning 5.2.1.2 with metric 2.6.3 and considering passed students

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 last five years**

5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
9	1	0	0	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	1

6.3.3 **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	4	4	4	4

7.1.2 **The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per supporting documents provided by HEI

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>39</td> <td>34</td> <td>33</td> <td>37</td> <td>37</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>29</td> <td>29</td> <td>32</td> <td>34</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	39	34	33	37	37	2022-23	2021-22	2020-21	2019-20	2018-19	33	29	29	32	34
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