



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

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

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Mr. Krishna Dey
Phone no/Alternate Phone no.	+919435283056
Mobile no.	8473879225
Registered Email	Kdey271@gmail.com
Alternate Email	kdeynhk@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://naharkatiyacollege.com/archives/3d-flip-book/aqar-16-17">https://naharkatiyacollege.com/archives/3d-flip-book/aqar-16-17</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://naharkatiyacollege.com/academic-calendar#1646283121392-27c56e14-0398">https://naharkatiyacollege.com/academic-calendar#1646283121392-27c56e14-0398</a>

### 5. Accreditation Details

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

<b>6. Date of Establishment of IQAC</b>	05-Aug-2005
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Training programme for the students on	21-Sep-2017 3	276

preparation of seminar paper		
Meeting with the parents regarding attendance and performance of the major students in the Unit test examination	16-Oct-2017 3	250
Training programme on Disaster Management (Fire & Drill)	20-Jan-2018 10	12
Professional Development Programme for the support staff	14-Jun-2018 3	9
Yoga training classes for the students on the occasion of International Yoga Day	21-Jun-2018 1	65
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Naharkatiya College	Students Excursion	DHE, Assam	2017 365	100000
Naharkatiya College	Infrastructure Grants to Colleges	RUSA	2018 730	10000000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Arranged Yoga training classes for the selected students of the college on 21st June, 2017 on the occasion of International Yoga Day.

Each department conducted seminar for students

Held a meeting with parents regarding attendance and performance of the students in the Unit test examination

Construction of Gymnasium building was started by internal Fund and Equipment for Gymnasium was procured by RUSA Fund.

Library building was extended using internal fund. Further books were purchased by RUSA Fund.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Plantation Programme	NSS organised plantation programme for environment conservation
Training programme on Disaster Management. (Fire & Drill)	Eleven days training programme on Disaseter Management was organised in collaboration with Civil Defence, Namrup
Training and Refresher programme for support staff	Organised three days programme for support staff
Trekking Expedition in Jaipore Rainforest	Conducted trekking expedition for students
Awareness Programme for Women Menstrual hygiene Management.	Women Study Cell conducted awareness Programme for Women Menstrual hygiene Management
Procurement of text and reference books and journals for the Central Library	Books purchased and journals subscribed
Gymnasium Hall to be constructed	Partially completed
Completion of Seminar cum Tutorial Hall construction	Completed
Departmental Seminars for student	Nine departmental seminars were held
Yoga to be adopted as way of life	International Yoga day observed

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	17-Feb-2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	31-Jan-2018
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

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

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

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

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

	Certificate	Diploma Course
<b>No Data Entered/Not Applicable !!!</b>		

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Information Technology	01/06/2015	66
Information Technology and its application in Business	01/06/2015	43
Communication Skill	01/06/2015	72
Computer Skill	01/06/2015	144
Travel and Tourism Management	01/06/2015	40
Teaching in Elementary Level	01/06/2015	15
Entrepreneurship Development	01/06/2015	7
Photoshop and Web Designing	01/06/2015	32
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Travel and Tourism Management	39
BA	Entrepreneurship Development	6
BA	Education	12

BA	Assamese	50
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback was received from students, teachers, alumni and parents. The feedback from students was collected through a set of questionnaire and analysed for various academic aspects.. The feedback was also analysed to find out whether the support facilities were adequate or not. The feedback was also used to identify the students' problems and steps were taken to solve them. Teachers' feedback was used to improve infrastructure facilities and teaching learning environment Feedbacks from alumni was used to upgrade various academic and other aspects of the institution. Parents' feedback was assessed for their satisfaction on the performance of the students in the continuous comprehensive evaluation.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese	25	24	24
BCom	General	20	13	13
BA	General	250	260	253
BCom	Human Resource Management	10	3	3
BCom	Accounting and Finance	30	25	25
BA	Political Science	35	33	32
BA	Economics	15	11	11
BA	English	10	5	4
BA	Education	20	25	19

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### 2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2017	852	Nil	32	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	Nil	8	3	3	3

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

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

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

Mentoring system is accessible to all the students who pursue the honors programme in Assamese/Economics/English/Education/Political Science in Arts stream and a specialty course in Accounting and Finance/Human Resource Management in Commerce stream. The departments are given lists of students enrolled in the major course of study in different semesters. The students are encouraged to come to the departmental Teacher's common room to discuss any issue with teachers after taking prior permission. The students of the Non honors programme are also encouraged to meet the respective teachers of various departments to seek guidance for their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
852	32	1:27

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	31	3	Nil	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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**No Data Entered/Not Applicable !!!**

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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BA	UG	6th Semester	23/05/2018	14/07/2018
<a href="#">View File</a>				

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

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

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

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

### 2.6 – Student Performance and Learning Outcomes

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

<https://naharkatiyacollege.com/programme-outcome#1646285229147-6b46cd74-43d5>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	General	9	2	22
UG	BA	English	10	8	80
UG	BA	Education	12	7	58
UG	BA	Political Science	30	20	67
UG	BA	Economics	9	6	67
UG	BCom	Accounting and Finance	23	20	87
UG	BA	General	89	9	10
UG	BA	Assamese	20	11	55

[View File](#)

### 2.7 – Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0
No file uploaded.				

#### 3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	0
<a href="#">View File</a>			

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

Department	Number of Publication
Library	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Null	0	0	Null
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Null	Null	Null	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Null	14	Null	Null
Presented papers	Null	4	Null	Null
<a href="#">View File</a>				

**3.4 – Extension Activities**

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Training Programme on Disaster Management	NSS Unit, Naharkatiya College in collaboration with Civil Defence, Namrup	1	10
Awareness Programme for Women Menstrual Hygiene Management.	Womens Study Cell, Naharkatiya College in Collaboration with Oil India Ltd. Duliajan	12	203
Project Lakshya.	NSS Unit, Naharkatiya College in collaboration with District Administration, Dibrugarh	1	12
Plantation Programme	NSS Unit, Naharkatiya College in Collaboration with	1	40

	Oil India Ltd. Duliajan		
Free Health Checkup Camp for Women	Womens Study Cell, Naharkatiya College in Collaboration with Oil India Ltd. Duliajan	20	150
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Training Programme on Disaster Management	NSS Unit, Naharkatiya College in collaboration with Civil Defence, Namrup	Fire and Drill	1	10
Project Lakshya.	NSS Unit, Naharkatiya College in collaboration with District Administration, Dibrugarh	Aid in Teaching	1	12
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	5000609

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10866	1642542	650	261950	11516	1904492
Reference Books	12612	1917431	1732	699256	14344	2616687
Journals	25	4767	25	31198	50	35965
Digital Database	1	Nil	Nil	Nil	1	Nil
Library Automation	11	64048	2	405140	13	469188
Others(s pecify)	11	136826	3	179559	14	316385
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
0	0	0	Null
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	0	30	7	21	12	10	1	0
Added	48	47	0	0	0	1	0	0	0
<b>Total</b>	<b>98</b>	<b>47</b>	<b>30</b>	<b>7</b>	<b>21</b>	<b>13</b>	<b>10</b>	<b>1</b>	<b>0</b>

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

<b>No Data Entered/Not Applicable !!!</b>
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3317629	3317629	702085	702085

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

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

internal funds of the college. The computer center is maintained by the institution with its own internal resources. In this center practical classes of students offering Information Technology and Information Technology and its Application in Business are held. The classrooms are constructed with assistance from UGC and internal resources of the institution. However maintenance expenses are incurred by the institution from its own resources.

Since there was a need as well as demand from the students side that a Gymnasium was needed in the college, although lack of fund halted the decision to construct one. This year decision was made to construct the gymnasium using internal fund of the college. Gymnasium equipment ware also purchased by RUSA grant. Further a decision was made to extend the library building so as to accommodate students in its reading room and further to keep and stack the newly bought books. With the extension of library Books were purchased and 18 number of seats were added in the library reading room.

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

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Best Graduate(Girl) sponsored by Women Study Cell	1	1000
Financial Support from Other Sources			
a) National	"Ishan Uday" Special Scholarship Scheme for North Eastern Region	10	540000
b)International	Nil	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Awareness Programme on Yuga	21/06/2018	65	Art of Living, Naharkatia
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

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

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

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

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.A	Economics	Dibrugarh University	MA(Economics)
2017	1	B.A	Education	Dibrugarh University	MA(Education)
2017	1	B.A	English	Assam Women University, Jorhat	MA(Library Science)
2017	1	B.A	Pol. Science	Dibrugarh University	MA(Performing Arts)
2017	1	B.A	Pol. Science	DODL, Dibrugarh University	MA(Pol. Science)
2017	2	B.A	Pol. Science	DHSK, Law College, Dibrugarh University	LLB
2017	1	B.Com	Commerce	IGNOU	M.Com(Marketing &H.R)
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
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Quiz Competition	Institution Level	300
College Week	Institution Level	550
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

The College have a student Union body. They offer support to the management and the staff to create an environment conducive for learning. They help the administration to identify and solve the problems encountered by the students they actively participate in the various activities of the college and also help in organizing them. The union body shoulder the responsibility of organizing the freshman social to welcome the new students and the annual college week and festivals as well. Under the supervision of the teachers the union body made all the necessary arrangements for celebrating the Saraswati Puja. They equally contributed in organizing the Foundation Day celebration of the college. The student's union Body along with the students coordinate in the smooth conduct of the annual college week which include a number of competitions from, Sports to cultural activities. Along with, the union organized a cultural procession showcasing the cultural facets of the seven sister states of the North East. Apart from the Union body the students are also the members of the other Committees and advisory bodies of the College such as Women Cell, Naharkatiya College and NSS Unit, Naharkatiya College.

During the session 2017-2018 students participated with their voluntary activities in the Health Checkup Camp organized by the women Cell Naharkatitya College. The students members along with their group leaders have actively participated in the Programmes conducted by the NSS Unit Naharkatiya College such as Plantation programme programme, Project Lakshya ( A Voluntary Teaching programme in the government schools of the catchment areas of the college initiated by District administration, Dibrugarh), International Yoga Day etc.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

Although, the Alumni association is not registered yet it is active and takes part in the developmental activities of the College. With the extension of the building activities there was a need to cater to the clean drinking water facility. to meet the same requirement the Alumni association has donated the water shed installed in front of the central library of the college.

5.4.2 – No. of enrolled Alumni:

230

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

0

#### 5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association is active and took part in different activities of the college. They proposed to introduce PG courses in Distance mode. They have donated a set of water purifier and cooler to the college.

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 – Institutional Vision and Leadership**

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

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

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

No

#### **6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
Curriculum Development	For the smooth flow of the syllabus, each department makes their lesson plan for every semester. The authority and the IQAC ensure quality in curriculum development through regular meeting with HODs.
Examination and Evaluation	The college follows the semester system as per the directives of the Dibrugarh University and conducts unit tests, class tests for the degree students regularly. The college also asses student's performance through internal assessments like- tests, attendance, seminar, group discussion etc. The end semester examinations are conducted by Dibrugarh University.

Library, ICT and Physical Infrastructure / Instrumentation	The Central Library of the college is well equipped with digital library facilities. INFLIBNET Registration of faculty members is available for excess of e-journal and e-book. Each department of the college has its own library that provides books to the honours students. The number of books available in The Central Library are: 23478 (2017-2018)
Human Resource Management	The college appoints staff whenever there is a shortage of teaching or non-teaching staff for the smooth running of the teaching-learning process and office works.
Admission of Students	Admission of the students are made on merit basis and existing reservation policy is also followed in the admission.
Industry Interaction / Collaboration	The women cell, Naharkatiya College had organised a Free health checkup camp in collaboration with OIL India Ltd. Duliajan. Apart from NSS unit Naharkatiya College had also adopted a plantation programme in association with OIL India Ltd. Duliajan.
Teaching and Learning	The College encourages Educational Excursion and these are considered to be the part of teaching learning process. Each department of the college hold seminar and group discussion for enhancement of learning skills of the students through their active participation. The students are also encouraged to take part in cultural activities to nurture their creative talents.

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

E-governance area	Details
Administration	Official works are maintained both manually and through a computerized system
Finance and Accounts	Finance and Accounts are maintained through the files - soft copy and hard copy. Some bills are disbursed through PFMS.

#### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Professional Development Programme for the support staff	14/06/2018	16/06/2018	Nil	9
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	26/07/2018	01/08/2018	7
Short Term Course	1	25/04/2018	29/04/2018	5
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Welfare Scheme and Group Savings Linked Insurance Scheme, GPF, Death cum Retirement Gratuity, Pension/ Family Pension, Leave Encashment Benefit	Welfare Scheme and Group Savings Linked Insurance Scheme, GPF, Death cum Retirement Gratuity, Pension/ Family Pension, Leave Encashment Benefit	Women cells scholarship for best female graduate of the college, Financial aid for the poor students.

## 6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

919194
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	By government Auditor	No	By Local Auditor

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

1. Parents have free access to the teachers to know the progress of their wards in studies. 2. They are free to contact the teachers to offer any suggestion regarding improvement of teaching learning process. 3. Three parents represent the parent association in the top management(Governing Body).

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

1. One Day Refresher workshop on Bank and treasury related works. 2. One Day Refresher workshop on the use of MS Excel. 3. Motivational lecture for holistic Development of the supporting staff.

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

1. Proposal to introduce Directorate of Open and Distance Learning Centre under Dibrugarh University. 2. Sports equipment were purchased 3. Installation of Computer Laboratory 4. Installation of Language Laboratory 5. Purchased Laboratory equipment for Education Department

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2017	Training programme for the students on preparation of seminar paper	21/09/2017	21/09/2017	23/09/2017	276
2017	Meeting with the parents regarding attendance and performance of the major students in the Unit test examination	16/10/2017	16/10/2017	18/10/2017	250
2018	Training programme on Disaster Management (Fire Drill)	20/01/2018	20/01/2018	30/01/2018	12
2018	Professional Development Programme for the support staff	14/06/2018	14/06/2018	16/06/2018	9
2018	Yoga training classes for the students on the occasion of International Yoga Day	21/06/2018	21/06/2018	21/06/2018	65

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Award of Excellence for Best Female Graduate	01/07/2017	30/06/2018	1	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

1. On the occasion of world Environment day on 5th June, 2018 a programme on Environmental Consciousness was held in which teachers and students participated and planted tree in the college campus. 2. Students are made aware of the necessity of environment for sustainable development. The basic knowledge of eco system, natural resources, bio-diversity and its conservation, environmental pollution, social issues related to environment and human health hygiene is imparted to all undergraduate students as a part of the course of their studies in the form of a paper titled Environmental studies. Initiative for renewable energy sources is yet to be made.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	1	08/07/2017	10	Summer Mathematics Workshop	Addressing the problem of fear among High school Students and making the subject interesting	360
2017	1	Nil	07/08/2017	30	Project Lakshya	To support Teaching in Schools of Catchment areas	12
2017	Nil	1	13/10/2017	4	Orientation Programme	Trainning for newly inducted NSS Volunteers	60
2018	1	Nil	08/01/2018	1	Free Health	To address	150

					Checkup Camp	the issue of anemia among females	
2018	Nil	1	05/06/2018	1	Plantation Programme	Development of students interest as well as participation in environment Conservation	40
2018	Nil	1	21/01/2018	10	Training programme on Disaster management. (Fire Drill)	Enabling Students for Disaster response	10
2018	1	Nil	30/01/2018	1	Trekking Expedition in Jaipore Rainforest	Encourage the students to be physically fit and to make them aware about the characteristics of Rainforest	120
2018	Nil	1	24/05/2018	1	Awareness Programme on Women Menstrual hygiene Management	Bringing awareness on women menstrual hygiene	203

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus	12/07/2018	Prospectus contains general rules regarding students' responsibility inside the college campus as well as outside. It also includes etiquette



to be followed in the library.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Project Lakshya.	07/08/2017	06/09/2017	12
Independence Day	15/08/2017	15/08/2017	40
Republic Day	26/01/2018	26/01/2018	50
Orientation Programme for NSS volunteers	13/10/2017	16/10/2017	60
Observation of World Environment Day	05/06/2018	05/06/2018	70

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

1. Plantation programme on the occasion of World Environment Day. 2. Use of silent and low polluting gensets. 3. Special plantation drive as part of Govt. Directive to plant saplings by fee-waived students. 4. Regular campus cleaning drives at the initiative of NSS volunteers 5. Appointment of gardener and sweeper to and keep the campus clean and ecofriendly. 6. Use of LED bubs for lighting.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Title 1: Tutorial classes for Major students--** (a) Context: Students attend classes and takes note of the lectures delivered by their teachers in the classes not in proper note form, but in haphazard manner. They don't even attempt to organize the notes in proper format at home and prepare well planned answers to the questions to horn their skill of writing in a systematic and logical manner. Consequently in the semester end examination most of the students fail to answer the essay type questions in an analytical and logical manner. They reproduce memorized answers which are some information only and not sequentially related and logically presented answers. In this context tutorial classes were initiated. (b) Objective of the practice : The main objective of the practice is to hone the writing skill of the undergraduate students. It also aims at developing the critical thinking of the students and logical presentation of their ideas on the theme and to discourage the students to produce the readymade answers found in the notebooks haphazardly. (c) The practice: In the class routine a class is allotted as a tutorial class for the students offering a major/ specialty course of studies. In the class the concerned teacher takes up a question for analytical discussion. The teacher makes a presentation of different aspects of the questions. Students are also free to add any relevant point or express their ideas or thinking on the matter. As the discussion progresses, students jot down the points. At the end of the discussion the teacher explains and demonstrate the process of note making using signs, symbols and recognized abbreviation etc. the students make notes of the points and show their notes to the teacher who makes necessary modifications/ corrections in the notes and returns the same to the students. The students are, then, advised develop the notes in a full fledged answer at home and submit the same to the teacher in the next tutorial class for evaluation and suggestion for further improvement needed, if any. In the next class the teacher evaluates the answer submitted and points out any aspect/

relevant point left out or mistakes, if any. After evaluation the answer sheets are returned to the students who share one another's answer and are mutually benefitted. (c) Obstacle if any : The main obstacle in holding the tutorial class is that a period of one hour duration is not sufficient for the purpose. At least two hours are needed to complete the process. Another obstacle is lack of sufficient number of spacious classrooms with digital facilities to smoothly conduct the tutorial classes. (d) Strategies adopted to overcome the obstacles: Sometime a tutorial class is combined with the next class if the students have no classes in the next period. Sometime a tutorial class is split up into two periods taken up in two days. The second obstacle is overcome by allotting only two tutorial classes on a particular day. (e) Impact of the practice: It is seen that as a result of attending and participating in the tutorial classes, writing skills of the students improved considerably. They can write answers in language free from silly mistakes. Their answers are more or less free from spelling and grammatical mistakes. They can also present the different aspects of the problem in logical and analytical manner to some extent. Another visible aspect is that as a result of constant practice of writing their hand writing is improved and can be read without efforts. (f) Resources required: No financial resources are required for the practice. A well furnished classroom with a projector and screen is required. Teachers use their own laptops for power point presentation.

Title 2: Library Orientation Programme-- (a) Context : Most of the students of the institution hail from villages and they have studied in the school where there is hardly any library with multifarious collection of books on different subjects and internet facilities. As such they have no idea as to how rewarding learning experience can be gained by consulting reference books in addition to the books prescribed in the courses of studies. Besides this, in schools they have attended classes at a stretch without any break except for tiffin time. But in colleges they have two to three off periods. In this context the library orientation programme is initiated with a view to acquaint the students with different ways of engaging in reading newspapers, journals, magazines in the library reading room to update their general knowledge. And so at the beginning of every academic session the librarian of the college arranges a few classes for fresher's to train them on the modes of using the college library and inform them the rules and regulations of the library. (b) Objective of the practice : The objective of the Library Orientation Programme is to familiarize the students with ways to spend fruitfully their off periods. It is a strategy to engage the students in reading newspapers, journals, magazines in the library reading room to update their general knowledge. It also aims at acquaint the new comers how to use the library resources for their advancement of knowledge and improvement of skills. (c) The Practice : At the beginning of every academic session two classes for every newly admitted student are fixed for library orientation programme by the librarian. All new comers are given the library cards on the fixed dates. Then the librarian conducts the orientation programme by dividing the students into several groups. He welcomes each group separately and explains the objective of the programme. He deliberates on some of the best ways of utilizing the library resources for expanding their knowledge and for cultivating the habit of reading books outside the prescribed syllabus. He gives information on different aspects of the library and the resources available in the library for the benefit of the students. Then they are shown different sections of the library like stack area, circulation section, news paper and periodical section, reference section, processing section, photo coping section etc. They are taught how to use Online Public Access Catalogue to search necessary reading materials. They are also informed about book bank facility, old question paper facility, library caution money, career and employment information corner, best library user etc. At last, they are taken to the Network Resource Center for practical demonstration of using internet to access the e-resources. They are also shown how to avail e-resources like e-

journals and e-books through NLIST Consortium provided by INFLIBNET. (d) Obstacles : The main obstacle is that most of the new comers hailing from the rural vernacular medium schools are not conversant with and feel comfortable in use of English language as a medium of the programme. (e) Strategies adopted to overcome the obstacles : To overcome the obstacle the strategies adopted are 1. The original schedule in the orientation programme is revised and extended for two or three more days. So that no new comer is left out. 2. The whole orientation programme is repeated in Assamese for the better understanding of the students. (f) Impact of the practice : 1. The impact of the practice is evident from the fact that number of library users among the students has substantially increased. 2. They are cultivating and developing a reading habit as they are visiting library to borrow book of varied interest. 3. Students are seen reading newspapers, magazines and journal in the reading room. 4. Some students regularly do internet browsing in the Network Resource Center. (g) Resources required : Financial Resources to the tune of Rs 1,08,000/- required to install CCTV in the library to keep a close vigil on the increasing number of students visiting the library.

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

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

### 7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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

### 8.Future Plans of Actions for Next Academic Year

- As per the advice of Alumni Association it is decided to submit proposal to introduce Distance and Open Learning Centre under Directorate of Distance and Open Learning, Dibrugarh University.
- The college always promotes to encourage the student community towards extra-curricular activities. So it is proposed to hoist Inter-College Volley Ball Competition under Dibrugarh University.
- As a

policy measure of inclusive education the academic departments are advised for taking up more field-based studies with students. • To inculcate reading habit among the students and motivate them to select books by offering a local platform it is planned to organize a Book Fair. • The proposed Choice Based Credit System has created chaos among the faculty members of higher education. So to make familiar with the new system a One Day Orientation Programme on CBCS is to be organized.