



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://naharkatiyacollege.com/wp-content/uploads/2022/05/AQAR-17-18.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<https://naharkatiyacollege.com/academic-calendar#1646283124375-8990f312-529b>

5. Accreditation Details

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

6. Date of Establishment of IQAC

05-Aug-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Book Fair	29-Aug-2018 2	600

Workshop on ICT	24-Apr-2019 2	35
Inter-College Essay Competition on the occasion of International Youth Day	12-Aug-2018 1	25
Field Study of the Department of Assamese	17-Sep-2018 1	25
Orientation Programme on Choice Based Credit System(CBCS) at the Undergraduate level	06-Mar-2019 1	80
Career guidance programme	19-Mar-2019 1	70
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

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

[View File](#)

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

No

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

Book Fair

Plantation Programme

Students Seminar

Celebration of International Womens Day

[View File](#)

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

Plan of Action	Achivements/Outcomes
Inter-College Volleyball Competition	The institution succeeded in instilling interest for sports and physical activities among few students of the College by organising the competition on 26th and 27th October, 2018
undefined	undefined
Appointment of Contractual teachers	Five Contractual teachers are appointed in Economics, Education, English, Political Science and Sociology
Preparation of routine	The routine was prepared under CBCS as per Dibrugarh University guidelines
undefined	undefined
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14. Whether AQAR was placed before statutory body ?

Yes

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

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

13-Feb-2019

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 to carry out curriculum delivery and conduction of student-related affairs meticulously on the basis of the comprehensive academic calendar released by the affiliating university. The affiliating university provides the curriculum specifying and delineating 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 the texts books to be read, reference books to be consulted, related topics to be studied and mode of assessment. Each academic department sets its own plan and programme for effective delivery as well as academic development of the students. The Central Library of the college procures the texts books and reference books to support the departments to deliver the curriculum efficiently. It owns digital facilities and facilitates more than 200 seating capacity for the students and faculties towards utilization of the resources of the Library. The institute also supports the teachers through its internet connectivity and subscription to e-journals, e-books to access the latest teaching and reference materials and download the same, if necessary. The institution also has the required infrastructural facilities i.e. classroom with required furniture, green board and all required tools like digital equipment, LCD and multimedia facilities. The college authority facilitates the deserved faculties to attend UGC based Refresher Courses, Orientation programme, FDPs, Short Term Courses, Workshops and Seminars to update their academic information. 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 system of maintenance of Teachers' Diary has been implemented where each teacher records their daily progression of courses. Each academic department also has a Departmental Library with adequate number of texts and reference books for the use of concerned faculty and students. The college has a 24 hours power back-up system to avoid interruption in academic progression. It has two well furnished Seminar Halls for conducting Students' Seminar and Group Discussions by the academic departments. The Institution also coordinates the conduction of Class tests and Sessional Examinations by respective departments on regular intervals.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

Certificate

Diploma Course

No Data Entered/Not Applicable !!!

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Information Technology	01/06/2018	7
Information Technology and Its Application in Business	01/06/2018	34
Communication Skill	01/06/2018	194
Computer Skill	01/06/2018	57
Travel and Tourism Management	01/06/2018	74
Teaching in Elementary Level	01/06/2018	8
Entrepreneurship Development	01/06/2018	12
Photoshop and Web Design	01/06/2018	20

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education (Major)	15
BA	Travel and Tourism Management	69
BA	Entrepreneurship Development	12
BA	Assamese (Major)	29

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback was received from students, teachers, alumni and parents. The feedback from students was collected through a set of questionnaire and analyzed for various aspects-such as learning value in terms of skills concepts, knowledge, analytical abilities etc. The feedback was also analyzed to find out whether the different facilities such as library facilities, computer facilities, sports facilities were adequate or not. The feedback was also used to identify the students problems and steps were taken to solve them. Feedback were also received from parents, teacher and alumni through meetings. These feedback were used to upgrade academic and institutional infrastructure.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major in Assamese	25	25	17
BA	Major in English	10	5	0
BA	Major in Education	20	20	17
BA	Major in Political Science	35	23	20
BA	Major in Economics	15	18	14
BCom	Accounting & Finance	30	30	30
BCom	Human Resource Management	10	12	10
BA	General	250	270	266
BCom	General	20	28	26

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	986	0	31	0	0

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-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
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	Resources)				
31	0	7	3	3	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The Mentoring system starts from the day when a student gets admitted into any programme of study in the institution. The students who pursue honours programme and non-honours programme are provided brief idea of the courses on the day of admission itself. After the commencement of classes, students are familiarised to use the library resources. They may avail the facility to borrow text and reference books from the college library and departmental library. Moreover, they are also encouraged to visit the departmental teachers common room and discuss their academic and other issues with respective teachers. Besides, remedial classes are arranged by the departments amidst the session to address the weakness of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
986	31	1 : 32

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	0	11

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
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
BA	UG	1st, 3rd, 5th Semester	30/11/2018	13/02/2019
BCom	UG	1st, 3rd, 5th Semester	30/11/2018	13/02/2019
BA	UG	2nd, 4th, 6th Semester	31/05/2019	16/07/2019
BCom	UG	2nd, 4th, 6th Semester	31/05/2019	16/07/2019

[View File](#)

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

The college is affiliated to Dibrugarh University and follows the examination pattern of the university. Dibrugarh University guidelines regarding evaluation process are strictly followed. There are two internal tests conducted in every semester. The schedules of internal assessments are communicated to the students and the teachers in the beginning of the semester through the college academic calendar which is prepared on the basis of the comprehensive academic calendar of the affiliating university. The examination conducting committee prepares guidelines for conducting CIE in line with the calendar of the Affiliating University. The ECC has carried out the following reforms for effectively conducting the CIE. • In every Semester, two Sessional Examinations are conducted as per the guidelines of Dibrugarh University. • Home Assignments are assigned to all the Semester students which are checked and shown to the students. • Seminars and Group discussions are also organized for the Honours Students and their participation is made compulsory. • Class tests/ Unit tests are also conducted at the end of a particular topic/ unit. • Sudden tests are also conducted to assess students ' academic performance.

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 basis 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 to conduct internal tests. The answer scripts of the internal tests 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#1646285228331-d5879873-fd04>

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	11	0	0
UG	BA	Assamese	20	9	45
UG	BA	English	9	5	56
UG	BA	Education	15	12	80
UG	BA	Political Science	13	5	42
UG	BA	Economics	15	9	60
UG	BCom	Accountancy and Finance	24	10	42
UG	BCom	Human Resource Management	5	3	60

UG	BA	General	109	9	8
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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
Minor Projects	730	UGC	1	0.5
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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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
History	1
Bengali	2
Commerce	1
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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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	10	6	Nill
Presented papers	1	10	Nill	Nill
View File				

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
Inter College Essay Competition	IQAC, NSS, Naharkatiya College and District Administration, Dibrugarh	4	25
Plantation Programme	IQAC, NSS, Naharkatiya College and Department of Forest, Govt. of Assam	4	25
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Awareness	Womens Study Cell and IQAC	Popular talk	10	80
Swachh Bharat	IQAC and District Water and Sanitation Committee	Cleaning Awareness Programme	3	20
Awareness Programme	IQAC, Womens Study Cell and NSS	Talk and Essay Competition	10	90
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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 !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

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

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7259581	7259581

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11516	1904492	1326	623201	12842	2527693
Reference Books	14344	2616687	374	224400	14718	2841087
Journals	25	35965	0	31198	25	67163
Library Automation	13	469188	3	37556	16	506744
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	98	47	30	7	21	13	10	1	0

g									
Added	10	0	0	0	10	0	0	0	0
Total	108	47	30	7	31	13	10	1	0

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

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1053000	1053000	3141767	3141767

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 college has maintained a well equipped gymnasium hall with two multi gyms, treadmills, automatic cycles, barbell sets etc. 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 140 seating capacity for students and teachers to study and to take notes. Every year latest edition of text and reference books are added to the Library. The books during the academic year were procured with RUSA and 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 IT 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 and RUSA fund. The Seminar cum Tutorial hall was constructed with UGC funds. The language lab and computer lab were completed with State Government Fund and RUSA funds.

<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 Student	1	2000
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship and MLA Scholarship	10	540000
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	110	Art of Living
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance Programme	0	70	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2018	8	BA	Assamese	DODL(Dibrugarh University District Computer Centre(Naharkatia) Basic Teacher Training Centre(Chabua) Industrial Training Centre(Jorhat)	M.A ,PGDCA
2018	7	BA	English	DODL(Dibrugarh University); B.ed(Gauhati University); L.L.B(DHSK Law College, Dibrugarh); PGDCA(Dibrugarh University); IGNOU	M.A PGDCA L.L.B B.ed
2018	4	BA	Education	PGDCA(Dibrugarh University); D.el.ed(Naharkatia Higher Secondary School)	PGDCA M.A
2018	9	BA	Political Science	M.A(Dibrugarh University); Basic Teacher Training Centre(Chabua); District Computer Centre(Naharkatia); IGNOU	M.A PGDCA M.A in Hindi
2018	7	B.Com	Commerce	IGNOU; DODL(Dibrugarh University; Institute of CMA(Duliajan)	M.Com; CMA
View File					

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

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

Items	Number of students selected/ qualifying
NET	1
Any Other	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay and Slogan Competition	Institutional	20
College Week	Institutional	450
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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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

310

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet organized on 24.01.2019.

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 college has a clearly defined organizational structure for optimum and effective decision making. The vision, goals and objectives of the college reflect the nature of governance, plans and perspectives. Participation of the teachers in decision making and working bodies of the college contribute to transparent governance in the college. Various bodies like Governing Body, 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 etc. are there in the institution with the help of which the governance of the institution is carried out. The Governing Body is the highest decision-making body of the college which executes all Govt. Rules and regulations. Governing body works for identifying possibilities, planning, organizing implementation and monitoring all the activities of the college. This committee comprises of a government-appointed President, two University nominees, principal as secretary, vice-principal, two teachers' representatives, two guardian representatives, librarian, one donor member and a member from the office staff.

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
Industry Interaction / Collaboration	Career guidance programme conducted by Kaziranga University (19.03.2019)
Admission of Students	Admission of the students are made on a merit basis and the existing reservation policy is also followed in the admission.
Teaching and Learning	Class teaching has been supported by fieldwork, survey, Educational Trips, Home assignments, Student mentoring etc. Each department of the college holds seminars and group discussions for the enhancement of the learning skills of the students through their active participation. The College encourages educational excursions and these are considered to be part of the teaching-learning process.
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-journals and e-books. 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 for the specific year is 27,827.
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 work.
Curriculum Development	For the smooth flow of the syllabus, each department makes its lesson plan for every semester. The authority and the IQAC ensure quality in curriculum development through regular meetings 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 assesses students' performance through internal assessments like- tests, attendance, seminar, group discussion etc. The end semester examinations are conducted by Dibrugarh University.

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

E-governance area	Details
Finance and Accounts	Finance and Accounts are maintained through the files - soft copy and hard copy
Student Admission and Support	Students avail library services through computerized library management software (SOUL 2.0) and digital library software (DSpace).
Administration	Official works are maintained manually as well as through a computerized system

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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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)
2019	Orientation Programme on Choice Based Credit System (CBCS) at the Undergraduate level	Nil	06/03/2019	06/03/2019	80	Nil
2019	Workshop on ICT	Workshop on ICT	24/04/2019	25/04/2019	30	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	08/06/2018	06/07/2018	28
Orientation Programme	1	04/01/2019	31/01/2019	6
Faculty Development Programme	4	09/02/2019	14/02/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Welfare Fund, Group Insurance Scheme, GPF, Death cum Retirement gratuity, Pension/ Family Pension, Leave encashment benefit	Teachers Welfare Fund, Group Insurance Scheme, GPF, Death cum Retirement gratuity, Pension/ Family Pension, Leave encashment benefit	Govt. Scholarships, MLA Scholarships, Best girl student of the year award given by Women's Study Cell

6.4 – Financial Management and Resource Mobilization

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

The college has been conducting both internal and external audits regularly. The internal audit is done by an auditor appointed by Governing Body of the college and the external audit is done by an auditor appointed by the State Government.

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
1.Golden Jubilee Fund, Naharkatiya College 2. Oil India Limited 3.Indian Air Force, Tezpur	134100	College Development, plantation and playground repairing
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6.4.3 – Total corpus fund generated

3683181.08

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	Null	No	Null
Administrative	No	Null	No	Null

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

1. Parents are free to access and contact the teachers personally or in the department to know the progress of their wards in studies or discuss any other issues related to psychological and emotional issues. Their valuable suggestions on the improvement of teaching-learning process have always been welcomed and considered. 2. Many parents attend the foundation day program, sports, cultural programmes and other events organised by the College. 3. There are provision of two guardian representative in the governing body of the College.

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

1. Construction of Security Hut for Chowkidar near entrance gate 2. Salary hike for contractual support staff 3. Increase in number of support staff to reduce individual work load.

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

Sports infrastructure strengthened Opening of Gymnasium Complex Academic support facilities upgraded

6.5.5 – Internal Quality Assurance System Details

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

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
2018	Book Fair	30/08/2018	29/08/2018	30/08/2018	600
2019	Orientation Programme on CBCS	06/03/2019	06/03/2019	06/03/2019	80
2018	Inter-College Essay Competition on the occasion of International Youth Day	12/08/2018	12/08/2018	12/08/2018	25
2018	Field Study of the Department of Assamese	17/09/2018	17/09/2018	17/09/2018	25

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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
Awareness programme cum Popular Talk on Menstrual Hygiene and Health	28/05/2019	28/05/2019	60	30
College Week	07/01/2019	11/01/2019	250	200

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, 2019, a tree plantation programme on Environmental Consciousness was held by the Department of Education, in which teachers and students participated and planted saplings 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. 3. The IQAC also encouraged to organise an Inter-College Essay Competition in association with NSS Unit, Naharkatiya College and the Department of Forest, Govt. of India on 12-08-2018. Around 25 students participated in the Competition. The IQAC also supported a Plantation Programme which carried out by NSS Unit, Naharkatiya College in collaboration with the Department of

Forest, Govt. of India at DihingKinar Nocte Village on 12-08-2018. 5. Under Tree Plantation and Environment Protection initiative of Oil India Limited a plantation programme was held at Naharkatiya College on 22.10.2018, total 421 nos. of saplings of precious tree were planted in the College campus for protection of the environment. In this auspicious occasion, Aranya Manab, Padmashri Jadab Payeng also graced the occasion. 4. The IQAC carried out Cleaning Awareness Programme inside the premises of the College following the Trashtag Challenge of Swatch Bharat Mission in association with District Water and Sanitation Committee on 02-05-2019. Around 20 students participated in the programme.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
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
2018	1	1	12/08/2018	1	Plantation Programme	Soil Erosion	60
2019	1	1	22/05/2019	40	Civil Defense	Crowd control and disaster management	120
2019	1	1	28/05/2019	1	Menstrual Hygiene Awareness	Health and Hygiene	90

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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	01/07/2018	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.
.Hoardings on Students Conduct	Nil	There are five nos. of Hoardings on students conduct, which are written in English

Assamese language as mentioned below:
 1.Punishments for involvement in ragging-In this context, it is pertinent to mention that the said rule is under UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutes 2009. 2.Rules and Procedures against sexual Harassment-to prevent of sexual harassment among students, staffs others, a committee constitute by the college authority to conduct enquiry in receipts of complaint from victims. 3.students Character-In this context, College authority has set rules regarding the students' responsibility within the college campus as well as outside the campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2019	80
Celebration of Republic Day	26/01/2019	26/01/2019	70
Orientation programme for new volunteers of NSS	21/08/2018	24/08/2018	60
International Youth day: Inter College Essay Competition organized as instructed by District Administration, Dibrugarh	12/08/2018	12/08/2018	20
Training for Civil Defense: 40-day workshop, 2 hrs. per day contact Organized in association with district Administration, Dibrugarh	22/05/2019	30/06/2019	60

International Womens Day	08/03/2019	08/03/2019	80
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation Environment Protection initiative of Oil India Limited on mass Tree plantation at College Campus
Aranya Manab, Padmashri Jadab Payeng delivered a valuable speech on tree plantation on 22/10/2018
Observation of World Environment Day on 05/06/2019 by Department of Education.
Cleanliness Programme in the College Campus was undertaken under NSS throughout the year.
Few dustbins were installed inside the College premises for maintaining cleanliness.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Title 1: Tutorial classes for Major students-- (a) Context: Students attend classes and take 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 hone their skill of writing in a systematic and logical manner. Consequently in the semester end examination most of the students fail to answer the essay type questions in an analytical and logical manner. They reproduce memorized answers which are some information only and not sequentially related and logically presented answers. In this context tutorial classes were initiated. (b) Objective of the practice : The main objective of the practice is to hone the writing skill of the undergraduate students. It also aims at developing the critical thinking of the students and logical presentation of their ideas on the theme and to discourage the students to produce the readymade answers found in the notebooks haphazardly. (c) The practice: In the class routine a class is allotted as a tutorial class for the students offering a major/ specialty course of studies. In the class the concerned teacher takes up a question for analytical discussion. The teacher makes a presentation of different aspects of the questions. Students are also free to add any relevant point or express their ideas or thinking on the matter. As the discussion progresses, students jot down the points. At the end of the discussion the teacher explains and demonstrates the process of note making using signs, symbols and recognized abbreviations etc. the students make notes of the points and show their notes to the teacher who makes necessary modifications/ corrections in the notes and returns the same to the students. The students are, then, advised to develop the notes in a full fledged answer at home and submit the same to the teacher in the next tutorial class for evaluation and suggestion for further improvement needed, if any. In the next class the teacher evaluates the answer submitted and points out any aspect/ relevant point left out or mistakes, if any. After evaluation the answer sheets are returned to the students who share one another's answer and are mutually benefitted. (d) 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. (e) 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</p>

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. Same 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

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 labourers. 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. Beside its aim for an educated society this institution also aims to impart universal human values and ethics which is very well reflected in its motto, inscribed on the main entrance gate: "Culture alone evolves"- Superman. Keeping in mind its priority, Naharkatiya college, always encourages the local students to enroll in to the institution by not strictly adhering to a cut-off-mark. Naharkatiya college has adopted the DihingKinar Nocte gaon(village), a village of the minority Nocte tribe of Assam and are dedicatedly rendering its services to its inhabitants for their overall betterment. Awareness programmes on the use of sanitary toilets, plantation drive by NSS cell, cleanliness drives are some of the programmes carried out in this village from time to time by different cells of the college. Apart from these, research programmes are also conducted by the college on the life and living of this minority community. Moreover, teachers have dedicated themselves into running teaching-learning activities in the Dihing Kinar Nocteh L.P School located in the village.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

It is planned to accelerate the activities related to submission of pending AQARs and for that purpose criteria-wise sub-committees are to be formed to assist IQAC in assembling the necessary data/ information. It has been planned to develop a new online admission portal for fresh admission from the next academic session. Future plans also include opening up of a study center of DODL, Dibrugarh University.