



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		NAHARKATIYA COLLEGE
Name of the head of the Institution		Dr. Jyoti Prasad Konwar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919957067308
Mobile no.		9101919856
Registered Email		kdey271@gmail.com
Alternate Email		iqacnhk@gmail.co
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.	09435283056
Mobile no.	8473879225
Registered Email	kdey271@gmail.com
Alternate Email	kdeynhk@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://naharkatiyacollege.com/wp-content/uploads/2022/05/AQAR-18-19.pdf
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#1646283119609-49b468df-a558

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
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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
Ram Prashad Chaliha Memorial Lecture	07-Feb-2020 1	423

Summer Mathematics Workshop	09-Jul-2019 10	120
Workshop on Ojapali (Curricular excavation program)	28-Sep-2019 1	360
Gyanom: a Counseling Programme	12-Dec-2019 5	300
Awareness programme on importance of commerce education for school level students.	20-Dec-2019 5	640
National Webinar on Academic and Research Integrity	27-May-2020 2	502
Virtual Workshop on Design and development of Digital Repository using D Space	30-May-2020 2	338
Virtual Orientation Programme on Electronic Resources and E-Learning platform	08-Jun-2020 1	212
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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
Naharkatiya College	Infrastructure Grants to Colleges	RUSA	2020 730	500000
Naharkatiya College	Infrastructure Grants to Colleges	RUSA	2019 730	4500000
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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)	
National Webinar on Academic and Research Integrity conducted by IQAC and Central Library, Naharkatiya College on 27 & 28 May, 2020	
Virtual Workshop on Design and development of Digital Repository using D Space conducted by IQAC and Central Library, Naharkatiya College on 30 & 31 May, 2020	
A Workshop on Ojapali (cultural excavation programme) conducted by Department of Assamese in collaboration with IQAC, Naharkatiya College on 28 September, 2019.	
The IQAC and Department of Political Science jointly organized a programme on 150 Years of Gandhi Jayanti on 1st and 2nd October, 2019.	
Virtual Orientation Programme on Electronic Resources and E-Learning platform conducted by IQAC and Central Library, Naharkatiya College on 08/06/2020	

[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
To encourage faculty members to publish papers, books, chapters.	Faculty members of the college has presented papers in national/international seminars and have also published research papers in various journal and books.
To conduct awareness programme on importance of commerce education for school level students.	Conducted awareness programme on importance of commerce education in various schools by the Department of Commerce, Naharkatiya College.
To celebrate 150 Years of Gandhi Jayanti.	The IQAC and Department of Political Science jointly organized a programme on 150 Years of Gandhi Jayanti on 1st and 2nd October, 2019.
To celebrate Children's Day among the school students	The IQAC in association with the Women's Study Cell observed the Children's day on 14/11/2019 in Dihing Kiner Nocte Gaon L.P. School. Literary and cultural competitions were held and prizes were distributed to the winners.
To organise Ramprashad Chaliha Memorial	Conducted Ramprashad Chaliha Memorial

Lecture	Lecture on 07-02-2020				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body of Naharkatiya College</td> <td>09-Sep-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body of Naharkatiya College	09-Sep-2021
Name of Statutory Body	Meeting Date				
Governing Body of Naharkatiya College	09-Sep-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	2020				
Date of Submission	31-Jan-2020				
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 college follows the curriculum for the under graduate programmes designed and prescribed by the affiliating university. During 2019-20, Choice Based Credit System was introduced. 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 the texts books to be read and reference books to be consulted. Each academic department chalks out its own plan for effective delivery of the course content. The college mechanism not only plans the schedule for admissions, lesson plan, class routine, internal examinations, but also important co-curricular activities and skill oriented programmes at the beginning of each academic session. During this session the classes of the even semesters (2nd, 4th and 6th) were badly affected due to the outbreak of Covid19 particularly after March, 2020. During the pandemic days, the faculties of the college continued teaching learning process through online mood. The Central Library of the college supported teaching with its rich collection of text and reference books. Each academic department has also a departmental library with adequate number of text and reference books for the use of concerned faculty and students. 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 Refresher Courses, Orientation programme, Short Term Courses, Workshops and Seminars for their academic upliftment. 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 teaching departments conduct class test, unit test, sessional examination, regularly to evaluate the continuous academic progress of the students. The extra-curricular activities such as quiz, extempore speech, class room seminar, group discussion, special talks, sports events etc. are organized for overall improvement of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours	01/07/2019
BA	Non Honours	01/07/2019
BCom	Honours	01/07/2019

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

	Certificate	Diploma Course
Number of Students	0	0

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	01/07/2019	2
Information Technology and Its Application in Business	01/07/2019	24
Communication Skill	01/07/2019	36
Computer Skill	01/07/2019	147
Travel and Tourism Management	01/07/2019	25
Teaching in Elementary Level	01/07/2019	16
Entrepreneurship	01/07/2019	50

Development

[View File](#)

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education	19
BA	Travel & Tourism Management	25
BA	Entrepreneurship Development	50
BA	Assamese (Major)	30

[View File](#)

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 was also received from parents and teacher through meetings. The feedback was 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
BCom	Accounting and Finance, Human Resource Management (H)	50	46	42
BA	General	200	250	177
BA	Economics (H)	10	11	6
BA	Political Science (H)	30	36	24

BA	Education (H)	25	25	19
BA	English (H)	10	12	5
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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
2019	768	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-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	30	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 Institution provides mentoring to all the students engaging the faculties of various departments. The basic aim of the system is to create a second family for the students so that they become balanced individuals along with good academic progress. A counseling program is conducted prior to the admission of students to help them in selection of courses to be pursued under the BA/BCom programme. 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 as well. 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. Apart from academic mentoring, students of the institution are provided with personal counseling whenever they need it. Issues like career choice, communication problem, financial problem, relationship issues etc. are taken into consideration.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
768	31	1 : 25

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	13

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	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2019	Dr. Dhiraj Das	Assistant Professor	PHD, Dibrugarh University, Assam
2019	Dr. Dilip Bania	Assistant Professor	PHD, University of Science Technology, Meghalaya
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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
BCom	UG	FIFTH SEM	10/12/2019	13/03/2019
BCom	UG	THIRD SEM	11/12/2019	13/03/2020
BCom	UG	FIRST SEM	18/12/2019	13/03/2020
BA	UG	FIFTH SEM	19/12/2019	13/03/2019
BA	UG	THIRD SEM	11/12/2019	13/03/2020
BA	UG	FIRTS SEM	18/12/2019	13/03/2020
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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. But due to Covid19 outbreak, semester end (even) examination are delayed. 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>

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	6	6	100
UG	BCom	Honours	36	33	91.67
UG	BA	Economics	9	7	77.89
UG	BA	Political Science	25	25	100
UG	BA	Education	20	19	95.00
UG	BA	English	4	3	75.00
UG	BA	Assamese	24	20	83.33
UG	BA	General	140	104	74.29

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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)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

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

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

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

No file uploaded.

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

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

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

Department	Number of Publication
English	2
Economics	1
Assamese	4
Commerce	1
View File	

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	3	3	1	15
Presented papers	0	6	0	0
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
Awareness Program on Commerce Education	Naharkatia New H.S, Chachoni HSS, Nigam HS	5	211
Workshop on Ojapali (Cultural excavation Programme)	Assamese Department, Naharkatiya College	27	360
View File			

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
Jal Shakti Abhiyan under swacha Bharat Abhiyan	Public Health Department, Assam in Associationm with Naharkatiya College	Awareness Programme	7	84
View File				

3.5 – Collaborations

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

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

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

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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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
8333761	3333761

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	Nil
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	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 and DSpace	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	12842	2527693	325	61820	13167
Reference Books	14718	2841087	93	14437	14811	2855524
Journals	25	67163	0	0	25	67163
Library Automation	16	506744	2	39275	18	546019

[View File](#)

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

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

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	108	47	30	7	21	13	10	1	0
Added	3	0	0	0	0	3	0	0	0
Total	111	47	30	7	21	16	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
125714	125714	734266	734266

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 100seating 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.

<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	Women Cell	1	2000
Financial Support from Other Sources			
a) National	UGC Ishan Uday, Post Matric Scholarship to OBC and ST students	100	1076000
b)International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Gyanam: a counselling program for students	12/12/2019	300	Central Library Department of Education, Naharkatiya College
Mathematics and Science popularisation	04/07/2019	370	Dibrugarh University

Program			
Workshop on Ojapali (Curricular excavation program)	28/09/2019	360	Department of Assamese and IQAC, Naharkatiya College
View File			

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
No Data Entered/Not Applicable !!!					
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
0	0	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	3	Naharkatiya College	English	DODL, Dibrugarh University	MA
2019	6	Naharkatiya College	Assamese	Dibrugarh University	MA
2019	3	Naharkatiya College	Education	DODL, Dibrugarh University	MA
2019	1	Naharkatiya College	Economics	DODL, Dibrugarh University	MA
2019	1		Political	DODL,	MA

		Naharkatiya College	Science	Dibrugarh University	
2019	1	Naharkatiya College	Commerce	DODL, Dibrugarh University	B.P.Ed
View File					

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

Items	Number of students selected/ qualifying
Any Other	3
View File	

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

Activity	Level	Number of Participants
Annual College Week	College level	352
Workshop on Ojapali (culcaral excavation programmed)	College level	360
View File		

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)

<p>Objectives of Students Union are: 1. To promote a sense of unity among the students belonging to different caste, creed, language and religion. 2. To promote discipline among the students. 3. To work for developing the spirit of teamwork 4. 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. 1. The President 2. The Vice President 3. The General Secretary 4. The Assistant General Secretary 5. The Cultural Secretary 6. The Literary, Debating and Magazine Secretary 7. The Major Game Secretary 8. The Minor Game Secretary 9. The Social service Secretary 10. The Boys Common Room Secretary 11. The Girls Common Room Secretary The students union plays an active role in organizing extracurricular activities. It organises annual sports and cultural week. It also organizes sports competitions and cultural programmes. The General Secretary of the students' union is the member of the anti ragging committee. There are two student representatives, viz. one girl and one boy in NSS Committee.</p>

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

360

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of Alumni Association held on 05/12/2019 to discuss various issues of the association.

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
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.
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.
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.
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.
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 access 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 is: 28522 (2019-2020)
Admission of Students	Admission of the students are made on a merit basis and the existing reservation policy is also followed in the admission.
Research and Development	The college encourages research work of the faculties which is reflected in increasing the number of PhD holder from 8 to 11.

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

E-governance area	Details
Administration	Official works are maintained manually as well as through a computerised system
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).
Examination	Examination form fills up are done through the online portal. https://www.dibruexam.in/ (2019-2020)

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)
2020	Virtual Workshop on Design and development of Digital Repository using DSpace	Virtual Workshop on Design and development of Digital Repository using DSpace	30/05/2020	31/05/2020	5	3
2020	National Webinar on Academic and Research Integrity	Nil	27/05/2020	28/05/2020	27	1
2020	Virtual Orientation Programme on Electronic Resources and E-Learning platform	Virtual Orientation Programme on Electronic Resources and E-Learning platform	08/06/2020	08/06/2020	28	3
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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
Faculty Development	13	03/08/2019	08/08/2019	6

Programme				
Refresher Course	6	03/12/2019	16/12/2019	14
Orientation Programme	1	04/06/2020	01/07/2020	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers' Welfare Fund and GPF	Teachers' Welfare Fund and GPF	1.State Govt.Scholarship 2.Best girl student of the year award is given by Women's Study Cell. 3. U.G.C. Ishan Uday Scholarship

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 the college Governing Body 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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

2593378

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	Yes	By Government auditor	Yes	By Local auditor

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

1. The members of the association actively participate and cooperate in various activities of the college such as college week, Freshman social, farewell, Foundation Day celebration etc. 2. They visit our college and give suggestions

for the betterment of the teaching-learning environment of the college. 3. They lend their support during all the previous NAAC peer team visits.

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

1. Recruitment of Night Chowkidar, 2. separate room and kitchen for chowkidar, 3. increase in salaries

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

1. Construction of boundary wall (2019-2020) 2. Upgradation of CCTV facility (2019-2020) 3. WIFI connectivity (2019 -2020)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b) Participation in NIRF	No
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
2020	Workshop on Ojapali (Curricular excavation program)	28/09/2019	28/09/2019	Nil	360
2020	Ram Prashad Chaliha Memorial Lecture	07/02/2020	07/02/2020	Nil	423
2019	Summer Mathematics Workshop	18/07/2019	09/07/2019	18/07/2019	120
2019	Gyanom: a Counseling Programme	12/12/2019	12/12/2019	16/12/2019	300
2019	Awareness programme on importance of commerce education for school level students.	24/12/2019	20/12/2019	24/12/2019	640

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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
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			Female	Male
College Week	22/01/2020	28/01/2020	194	158

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
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.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4

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
2019	1	Nil	20/12/2019	5	Awareness programme on importance of commerce education for school level students.	Awareness about Commerce Education in daily life	644
2019	Nil	1	09/07/2019	10	Summer Mathematics Workshop	Lack of interest in Mathematics subject among school students.	120
View File							

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	01/07/2019	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
College Week	22/01/2020	28/01/2020	352
Celebration of Independence Day	15/08/2019	15/08/2019	30
Celebration of Republic Day	26/01/2020	26/01/2020	50

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

1. Regular cleanliness programme in the college campus under NSS. 2. Dustbins are placed at various spots within the campus. 3. Environment awareness posters are placed within the campus to create an eco-friendly atmosphere. 4. White-washing of the trees and painting of boundary walls of the campus. 5. Plantation program on the occasion of World Environment Day.

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 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 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 : Every year a good amount is spent for increasing library facilities for the benefit of students and teachers.

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 Dihing Kinar Nocte Gaon, 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, workshop on fishery development and management, plantation drive by NSS cell, children's day celebration in the Nocte village school by Women's Cell, opening of a Namghar (An assamese Vaishnavite worship-house), cleanliness drives etc. 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. Naharkatiya College has a Volleyball Complex under the U.G.C "One College One Sport Scheme". This complex is used for various tournaments from its inception and is a source of inspiration for the students and local people. Our women's volleyball team participated in the Inter College Women's Volleyball Tournament held at Ujani Majuli Kherkatia College on 15 16 Oct, 2019.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. To conduct more webinars by different academic departments on their respective areas with participation of students, teachers and also scholars from other institutions to expedite the quality online learning system. 2. An online induction programme is to be conducted for the benefit of newly admitted students. 3. To introduce online admission system for ease and benefit of students. 4. To encourage the faculties to adopt quality virtual options for online classes