

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	NANDA NATH SAIKIA COLLEGE
1.2 Address Line 1	TITABAR
Address Line 2	DISTRICT-JORHAT
City/Town	TITABAR
State	ASSAM
Pin Code	785630
Institution e-mail address	nnscollege@gmail.com
Contact Nos.	94354-90134 98542-51461
Name of the Head of the Institution:	DR. LITTOOL BARUAH
Tel. No. with STD Code:	03771-248446
Mobile:	94354-90134
Name of the IQAC Co-ordinator:	DR. NAZIM FORID ISLAM
Mobile:	98542-51461
IQAC e-mail address:	nnscollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10677

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.nnsaikiacollege.org

Web-link of the AQAR:

http://www.nnsaikiacollege.org/AQAR 2016-17.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.25	2003	
2	2 nd Cycle	B	2.65	2015	
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

27-12-2003

1.8 AQAR for the year (for example 2010-11)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 submitted to NAAC on 29-04-2014
- ii. AQAR 2012-13 submitted to NAAC on 30-04-2014
- iii. AQAR 2013-14 submitted to NAAC on 25-07-2015
- iv. AQAR 2014-15 submitted to NAAC on 08-09 -2015
- v. AQAR 2015-16 submitted to NAAC on 30-06-2017

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

DIBRUGARH UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>	
University with Potential for Excellence	<input type="text"/>	UGC-CPE <input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE <input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST <input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>) <input type="text"/>
UGC- COP Programmes	<input type="text"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="3"/> Faculty <input type="text" value="1"/>
	Non-Teaching Staff <input type="text"/> Students <input type="text"/> Alumni <input type="text"/> Others <input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="0"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/>
(ii) Themes	<input type="text"/>

2.14 Significant Activities and contributions made by IQAC

- Increased use of ICT-based teaching-learning
- Contributes towards preparation of academic calendar before the commencement of new academic session to ensure effective implementation of the curriculum
- Organized orientation programme for B.A./B.Sc. 1st semester Major and Non-Major students
- Steps taken for proper upkeep of permanent record
- Organised guardian and students meeting
- Periodical meetings/ discussions with department faculty representatives were conducted to collate the data pertaining to various activities of the departments
- Every Faculty and Department were asked for continuous updating of information and supplying the same to IQAC at the central level

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action

Plan of Action	Achievement
Promoting teaching excellence	<ul style="list-style-type: none"> • Faculty members were encouraged for ICT based teaching learning processes • Regular counselling with students • Supply of study materials to students • Conducting extra classes for slow learners • Students were encouraged to participate in seminars, group discussions etc.
Sensitizing/ Promoting research climate in the institution.	<ul style="list-style-type: none"> • 3 Minor research projects funded by UGC were under continuation. • 13 International, 11 National research papers in reputed journals, 2 books and 7 chapters in edited books were published during this period.
Promoting career oriented workshop	<ul style="list-style-type: none"> • The career counselling cell is encouraged to conduct career oriented workshop for grooming students
Encouraging students to excel in various sports events.	<ul style="list-style-type: none"> • 16 nos. of students has participated in various state/university level sports and cultural competitions, out of which 2 nos. of students won medal/ awards in sports events and 2 in cultural events.
Preparation of academic calendar	<ul style="list-style-type: none"> • Academic calendar has been prepared before the commencement of new academic session to ensure effective implementation of the curriculum
Transparency in the Admission Process	<ul style="list-style-type: none"> • Admissions of the students were done completely on the basis of merit. Updated prospectus had been made available to the students.
To organise programmes for Fresher's	<ul style="list-style-type: none"> • Orientation programme was organised for B.A / B.Sc 1st Semester Honours & General students was conducted to make them aware of different curricular & co curricular activities of the college.

* Attach the Academic Calendar of the year as Annexure. (Annexure I)

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed before the college authority for suggestion, addition and omission. After verification, the report was modified accordingly and forwarded to NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core/Elective

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As the college follows the syllabus of Dibrugarh University, there is no scope for revision/update of regulation or syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Proposal has been sent to Dibrugarh University seeking permission for starting PGDCA programme

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	44	25	19		

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	13								

2.4 No. of Guest and Visiting faculty and Temporary faculty

		14
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		4	3
Presented papers	2	4	1
Resource Persons			2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The present system of teaching and learning involves active participation of both faculty and students in a bidirectional way. The students are encouraged to participate in departmental seminars and to deliver speech on the topic of their choice. Besides, the students are encouraged to carry out short term projects based on curriculum. Field visits and educational excursions are also carried out from time to time to acquaint the students in their respective discipline with the real life situation. Teachings through audio-visual aids were routinely carried out in the two well equipped smart class rooms to elicit subject interest among students. Problem solving and demonstration using charts, models etc. are also adopted. The central library as well as departmental library serves as an added advantage to student community in terms of issue and consultation of books and other study materials. Moreover, provisions are there to provide printed study materials in some departments. Students are also provided Xerox facility at a subsidised rate in the college library.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As the entire process of examination and evaluation process is governed by the affiliating university, there is very little scope for any Examination / Evaluation reforms Initiated by the college. However, the institution holds continuous evaluation to analyze the academic progress of the students like-

- Evaluation of students are carried out through continuous assessment (internal) and through end semester examinations (external).
- Through periodical tests, seminars, assignments, projects etc.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop

4

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	178	7.9	29.3	70.7	0	78.7
B.Sc.	72	18.2	36.4	63.6	Nil	45.8

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Some of the activities of the IQAC for the development of teaching and learning processes were-

- There exists a close coordination between IQAC and Principal of the college. Positive discussion relating to utilization of ICT facilities, Smart Room and library facility are regularly discussed.
- The IQAC ensures quality in Teaching - Learning, Research and extension activities of the college.
- IQAC suggest the departments to maintain up-to-date profiles of the students in standard Performa to track their overall performance.
- The IQAC encourages the students to develop their extra-curricular and co-curricular skills
- IQAC and Academic planning and monitoring committee prepares an academic calendar to convey the Examination schedule, teaching days, days for organizing different events and celebrations, results, holidays, vacations ,etc.
- IQAC organises various programmes from time to time for the betterment of student community.

- Supports and encourages the faculty members to take up Major/ Minor research projects.
- IQAC also takes keen interest in the exposure and quality enhancement of the faculty members of the college. It encourages the faculty of the concerned departments for participation in academic seminars and conferences
- Promotes publication of research papers and articles
- The members of the IQAC are also the members of different committees of the college who directly participate in various policy making and policy implementation activities.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	1
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	3
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	7		
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC in association with the research committee of the college conducts training programme on preparation of research project proposal and research report. IQAC also gathers information regarding various funding agencies communicates the same to the faculty members and encourages them to submit research proposals. Moreover, the IQAC and research committee urges the authority to provide necessary facilities to carry out research work by the faculty members. In addition, the committee suggests the departments to involve students in research activities in the feasible and relevant areas of knowledge. The basic infrastructure for research in almost all the Departments and have been renovated and upgraded.
- IQAC encourages the departments to organise national/ international seminars and to establish linkage/ collaboration with reputed research organisations/ institute for promotion of research.
- Teachers, who have not pursued research activities including Ph.D. work, are being encouraged to undertake.
- Various Extension Services/Activities are regularly organised under the aegis of the NSS, NCC, Teachers Unit , Employees Associations and women’s unit.
- The college has its adopted villages for promotion of different extension activities for the betterment of the society.
- A Memorandum of Understanding has been signed by the college with the Martial Arts and Sports Association (MASA) for promotions of Martial Art Sports owing to the growing demand for self defence and physical fitness among the youth of the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	Biotech Hub	-	-
Outlay in Rs. Lakhs	81.61	6.42	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	8	3	-	-
Outlay in Rs. Lakhs	18.76	1.28	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	5	-
Non-Peer Review Journals	-	1	5
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1	-	1	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="6"/>	Any other	<input type="text" value="2"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- World Environment Day celebrated in the adopted village and several awareness programmes have been conducted
- Organised a yoga training camp in the college campus on National Yoga Day
- Health and sanitation camp organized at Kachari Gaon, Titabar. College authority has constructed three sanitary toilets for three families of the village.
- Swacha Bharat Avhiyan programme organized in nearby villages
- Plantation programme was undertaken in and around college campus by 40 NSS volunteers
- Two days Digital banking training for students was organized
- Digital marketing awareness programme among the traders of Titabar was organized
- NSS volunteers has participated in 10 days adventure camp held at Dirrang, Arunachal Pradesh
- Students also observed National Voters Day on 25th January, 2017 to promote participation in elections and increase voter enrolment especially of youngsters in the 18 to 19 years age group.
- Organized student seminar on Human rights: concept and practice on 10th March, 2017
- Organized international women's day in the adopted village.
- Organized workshop on Bihu (a cultural importance).

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.1 acre			10.1
Class rooms	21		UGC	21
Laboratories	18		UGC	18
Seminar Halls	1		UGC	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others			State Govt., DBT, DST	

4.2 Computerization of administration and library

<p>Administration:</p> <p>The College Administration is partially computerized. The modules implemented under Management Information System (MIS) are: Employees salaries, students admission, Scholarships, SMS alert system, Employee Information, Students Information and various processes pertaining to examinations.</p> <p>Library:</p> <p>Library has been partially automated using SOUL (Software for University Libraries). All housekeeping activities including cataloguing accessioning and circulation have been computerized.</p>
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19741	-	1016	496138	20757	-
Reference Books	1617	-	287		1904	-
e-Books	-	-	N-LIST	5000	-	-
Journals	14	-	-	-	14	-
e-Journals	-	-	N-LIST	5000	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	16	-	9	-	25	-

(Others: Thesis & Dissertation-9, Magazines-11, News papers- 5)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	-	Broadband, Wi-Max	4	22	8	11	9
Added	-	-	-	-	16	-	1	-
Total	53	-	-	4	38	8	12	9

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Computer/Internet access is available at all the departments and at the Central Library for both faculties and students. Facilities for in house/remote access to e-publication, INFLIBNET facilities are available. Computer systems are available for downloading, printing at computer lab and office.

4.6 Amount spent on maintenance in lakhs :

i) ICT	21335
ii) Campus Infrastructure and facilities	176019
iii) Equipments	11300
iv) Others	343131
Total :	551785

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through orientation programme on student support service for the fresher's
- Through announcement of important information in class room and displaying notification in notice board
- Anti Ragging Cell is constituted to prevent ragging on the fresher's
- Through installation of complain box in the college at three locations-Girls common room, Boys common room and at administrative building to receive the grievances of the students

5.2 Efforts made by the institution for tracking the progression

Progressions of students are regularly monitored through class tests, sessional examinations, group discussions and students seminars. Guardian and staff meetings were organized at regular intervals and their feedbacks were taken into account.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1016	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	542	53.3		474	46.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
157	76	195	403		831	203	102	205	506		1016

Demand ratio 4:1

Dropout % 2.2

5.4 Details of student support mechanism for coaching for competitive Examinations (If any)

The Career and Counselling Cell (CCC) supports the students for their enhancing career prospects in all directions which focuses on:

- Development of Communication ability to face the challenge in competitive tests on job training
- Proficiency in English language
- For independent critical thinking
- To gather information on job avenues and placement in different institutions.
- To analyze the information at local, regional and national level.
- To organize seminar, workshop and seek guidance for students.
- To promote discipline, healthy outlook and positive attitudes.

No. of students beneficiaries

5.5 No. of students qualified in these Examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

The students Counselling Cell has been established in the college to provide career guidance and counselling to students. The cell arranges orientation/interaction programmes for the benefit of the students by inviting experts, senior officials from different organizations. Some of the activities undertaken by the cell during this period are:

- Organized one day seminar on employability skills and career choice, dated 19th September 2016
- Organized 5 days workshop on personality development, banking exams & skill based training for corporate jobs

No. of students benefitted

171

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The college authority works towards the sensitization of the cross cutting issues by emphasizing equal treatment to all irrespective of gender, culture, caste, religion etc. of the students. Programmes of NCC (boys & girls), NSS (boys & girls), Women Cell, Sports etc. promotes awareness of gender equality. Besides, N.N. Saikia College Teacher's Unit *Sampriti* Women's cell organizes different events from time to time pertaining to sexual harassment, intimidation and exploitation.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	64400
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- Initiated plantation programme in adopted village on 13th August 2016
- Undertaken cleanliness drive in and around college campus on 14th August 2016
- Conducted health & hygiene camp on 23rd March 2017
- Celebrated yoga day on 21st June 2017
- Digital marketing awareness programme among the traders

5.13 Major grievances of students (if any) redressed: _____

Some of the major grievances of students are more facilities for sports, upgradation of toilet facilities, for boys and girls common room, recreational area etc. The college authority has redressed all of them and work on providing facilities for more outdoor games is in progress.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The institution is committed to provide excellent infrastructure with modern facilities and impart quality education for enriching knowledge, skill and personality conducive for life time enrichment and welfare of the society.

Mission

To provide an environment in which its pupils can discover, examine, preserve and transmit knowledge, wisdom and value that will help to ensure the survival of present and future generations with enrichment in the quality of life.

The mission statement of the institution clearly addresses the needs of the contemporary society in terms of by transmitting knowledge, wisdom and value which tries to ensure the survival of society with significant improvement in the quality of life. The institute aims to serve all its students coming from different sections and backgrounds of the society and puts particular emphasis on the upliftment of the student from under privileged categories. The mission and vision of the institution define its tradition and commitment for a better future through the emphasis on inculcating social responsibility, spirit of team work and sense of cooperation, leadership quality and helping attitude and realization of the importance of education in the students.

6.2 Does the Institution has a management Information System

College Management Information System is partially operational. The modules implemented under Management Information System (MIS) are: Employees salaries, students admission, Scholarships, SMS alert system, Employee Information, Students Information and various processes pertaining to examinations.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Being affiliated to the Dibrugarh University, the college follows the syllabus set by the University. To monitor the academic progress of each semester every departments distribute units and allot classes to the teaching members at the departmental meeting. To monitor the academic progress every department appoints a course coordinator in each semester. Apart from the conventional teaching methods, teaching aids including charts, maps, models, projectors, power point presentation and other tools are also used for effective implementation of the curriculum. Workshop and seminars are conducted at regular intervals for the benefits of the students based on course curriculum.

6.3.2 Teaching and Learning

- Enrichment of library with new books, e-library facility, INFLIBNET facility etc.
- Use of ICT based class rooms by the faculty members.
- Students' performance is also assessed by conducting continuous assessment tests, assignments, projects etc.
- Updating faculty members through participation in Refresher and Orientation course from time to time.
- Faculties were also encouraged to involve themselves in updating their knowledge through active participation in seminar and workshop and other knowledge building platforms.
- Mandatory Project works, group discussion and seminar presentation by students
- Educational tour and industrial visit by students.
- Organizing special lectures by inviting eminent academicians and scientists.

6.3.3 Examination and Evaluation

There are two parts of evaluation- In-Semester and End-Semester. In-Semester consists of two sessional examination, seminar/ group discussion and attendance. The In-Semester evaluation process is done by the individual departments. The End-semester evaluation is controlled and conducted by the Dibrugarh University. Besides their regular class tests are conducted to assess the performance of the students.

6.3.4 Research and Development

To promote research activities the college has constituted a research committee comprising of a few experienced faculty members who have exposure to research. The committee conducts training programme on preparation of research project proposal and research report. The committee also gather information regarding various funding agencies communicates the same to the faculty members. The award of major and minor research projects to faculty and collaborations between faculties of different departments underscore the growing importance given to research in the College. Some departments encourage undergraduate research in various ways –by way of projects, seminar papers and assignments. Dr. Hemen Sarma, Faculty from the Department of Botany is undergoing Post Doctoral research at University of Texas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

Well equipped central library for both students and faculty are available. Online resource like INFLIBNET is also available. Internet service, printing and photocopy facility is also available for faculty and students. Separate sections for text books, reference books, journals and magazines, back volume repository, etc. were maintained. Beside this, each department maintains and runs a departmental library.

ICT:

The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit from state-of-the-art equipment, the College has set up four SMART Boards in selected classrooms located in different buildings on campus. Additionally, every department has been provided with a desktop. Departments having practical class have over-head projector. A computer lab provides opportunities for hands-on training.

Physical Infrastructure/Instrumentation:

One auditorium, one seminar hall, 20 classrooms (four class rooms equipped with SMART Boards), buildings to house administrative offices, staff rooms, well equipped laboratories, library, students' common room (one each for boys and girls), games field, canteen, parking area for students and staff are provided. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus. Biometric attendance for faculty and staff has been implemented. Fire extinguishers have been installed on campus at vital location. The last re-accreditation cycle fore-grounded the need for the College to respond to the growing importance of developing a vibrant research culture on campus. As a first initiative to enhance infrastructure to facilitate research and enrich the teaching-learning process, the biotech hub was set up with sophisticated equipment.

6.3.6 Human Resource Management

The institution adopts a participatory and all encouraging strategy in respect of its human resource management. In all the vital decision making process the institutions involves its human resource, which is the faculty members and staff and seeks their suggestions and position on the vital issues. So far governance and leadership are concerned a decentralised strategy particularly in the area of academic issues is preferred. The various committees, subcommittee, clubs, examination committees include the commitment of the institute towards participatory strategy for academic achievement and human resource management.

6.3.7 Faculty and Staff recruitment

The Principal reviews the existing vacant positions for various teaching and non-teaching positions and accordingly seeks permission from Director of Higher Education (DHE), Assam for advertisement and recruitment. Advertisements inviting applications from qualified candidates are published in leading newspapers of the region. Applicants who meet the eligibility criteria laid down by the UGC and the DHE, Assam are called for an interview. The selection committee selects the eligible candidates and the Governing body approve the appointments through prescribed procedures and forward the same to the DHE office for approval of appointment. The selection panel consists of the Chairman of the Governing body, Principal as Member Secretary, Head of the concerned department, two external subject expert nominated by the Chairman and two experts nominated by the Vice Chancellor of Dibrugarh University for faculty recruitment and President of Governing body, Principal and two senior faculty members for recruitment of staff.

6.3.8 Industry Interaction / Collaboration

Chemistry, Physics, Geography & Economics Department carry out Industrial Visits as a part of the curriculum

6.3.9 Admission of Students

Admission of students is made as per merit. Reservation of seats according to government norms are followed during students' admission. Record of admission are maintained through database

6.4 Welfare schemes for

Teaching	GIS, PF,NPS, Cooperative society
Non teaching	GIS, PF,NPS, Cooperative society
Students	GIS, Student Aid Fund, Merit Scholarship, Prize for the best Arts and Science graduates,

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	College Authority
Administrative	No			

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

There is an alumni association of the college. It is an active body which holds meetings and organises various kinds of academic and social activities for all round development of college.

6.12 Activities and support from the Parent – Teacher Association

In each semester each department separately organise parent-teacher meet and discusses the problems/ success of each students with the parents. Positive recommendations and suggestions are welcomed and necessary actions are taken as and when demand required. Parents are cordially invited to different functions of the college. They are encouraged to associate themselves with the development & social activities of the college

6.13 Development programmes for support staff

Support staffs were given autonomy to attend workshops and seminars to excel in their administrative works.

- Three of the staff members have attended a workshop on office management at D.R. college, Golaghat.
- One of the staff members was sent for training on “New web portal for manual cases into DBT mode” held at New Delhi.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Nature and the college authority take measures for maintenance of the campus as eco-friendly by taking following steps.

- Tree plantation in the college campus.
- Maintenance of clean and green environment
- Maintenance of flower gardens and upgradation of landscape at approach driveway and student recreation areas
- Botanical garden for preserving rare and medicinal plants.
- As energy conservation measure, Solar panels have been installation in the campus with 25 KW capacities.
- A tobacco and plastic free campus
- Installation of Dustbins throughout the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college has introduced several innovative practices during the last four years that have created a positive impact on the functioning of the college. These are as follows:

- Departmental wall magazine and handwritten magazines is one of the innovative practices that promote creativity.
- Teachers' and students' were encouraged to take part in seminars, in-house projects and preparation of bulletins, newsletters etc.
- The teachers maintain a cordial and conducive relationship with the students to overcome their hesitation, as most of them are from rural and backward family.
- Encouraging students to publish articles in research journals, to inculcate scientific temper among them.
- The students are given sufficient privilege by the college authority so that they can expose their hidden talents in academic, sports and other extracurricular activities.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Please refer to point 2.15 (Achievement)

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Enhance emphasis on teaching learning and advance researches
- Maintain good relationship with neighbouring villages and engaged in various extension activities

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- World Environment Day celebrated in the adopted village and several programmes have been conducted.
- Cleanliness programme by NSS from time to time in the surrounding villages and market places of Titabar Town.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Qualified, experienced, dedicated and stable staff
- No ragging incidence till date
- Eco-friendly college campus.
- Cordial relationship between teaching staff, non-teaching staff and students
- Central library with adequate and update resources
- Functional college computer centre
- Functional NCC, NSS, Grievance redressal, Sexual harassment and career counselling cell
- Sufficient space for infrastructural expansion
- Well-equipped laboratories
- Well maintain discipline among student community.
- Well maintained hostel facility for girls students.

Weakness:

- Some faculty position has been lying vacant since last few years posing hindrance to the overall academic upliftment.
- Lack of boys' hostel.
- Insufficient fund for infrastructural development.
- English communication gap of students due to rural back ground of students

Opportunity:

- Scope for initiating PG and certificate courses.
- Enhancing research environment and promoting collaborative National and International projects.

Threats:

- Attraction of meritorious and talented students to the city colleges and institutions.
- Most of the students are from economically backward marginal families, which bound them to earn their livelihood along with the studies.

8. Plans of institution for next year

- To encourage and provide adequate facilities to the students as well as the faculty members for inter disciplinary and collaborative research
- Filling the remaining vacant faculty position
- To construct a gymnasium
- To increasing the sports facility in the college
- Increasing the infrastructural facilities for the Arts departments
- More seminars and conferences to be conducted
- To acquaint the non-teaching staff on use of computer as other modern tools
- Clean & Green Campus
- More ICT enabled class-rooms

Name: *Dr. Nazim Forid Islam*



Signature of the Coordinator, IQAC

Name: *Dr. Litoal Baruah*



Signature of the Chairperson, IQAC

Academic Calendar
Nanda Nath Saikia College, Titabar

Session 2016-2017

(From 1st June 2016 to 30th May 2017)

Date	Events
1 st -30 th June, 2016	<ol style="list-style-type: none"> 1. Admission to B.A/B.Sc. 1st, 3rd and 5th Semester classes 2. Notification of the course plan/ Departmental class routine 3. Commencement of the 1st, 3rd & 5th Semester classes
5 th June, 2016	World Environmental Day celebration
17 th June, 2016	Orientation programme for the B.A/B.Sc. 1 st semester students
1 st -31 st July, 2016	Summer vacation for the teaching staff
22 nd July, 2016	Establishment day of the college
1 st August, 2016	Recommencement of the B.A/B.Sc. 1 st , 3 rd and 5 th Semester classes
3 rd August, 2016	Freshmen Social
10 th August, 2016	Staff meeting
10 th -13 th August, 2016	1 st Sessional Examination of the B.A/B.Sc. programme
15 th August, 2016	Independence Day celebration
20 th August, 2016	Students Union election
16 th -23 rd August, 2016	Counselling for the B.A/B.Sc. 1 st Semester students and mid Semester feedback assessment
25 th August, 2016	Last date of notification of the 1 st Sessional Examination marks
3 rd September, 2016	Observation of Sankardeva Tithi
5 th September, 2016	Teachers Day celebration by students
1 st -15 th September, 2016	Internal Assessment through Seminar/ Group discussion of the B.A/B.Sc. programme
28 th September, 2016	<ol style="list-style-type: none"> 1. Last date for the assignment submission by the students of the B.A/B.Sc. programme 2. Last date of form submission of the B.A/B.Sc. End Semester Examination
5 th -10 th October, 2016	2 nd Sessional Examination of the B.A/B.Sc. programme

15 th October, 2016	<ol style="list-style-type: none"> 1. Last date of notification of 2nd Sessional Examination marks 2. Completion of Odd Semester classes of the B.A/B.Sc. programme
1 st -30 th November, 2016	End Semester Examination of the B.A/B.Sc. programme
1-30 th December, 2016	Semester end vacation for the teaching staff
1 st January, 2017	<ol style="list-style-type: none"> 1. Notification of the course plan/Departmental class routine 2. Commencement of Even Semester classes of the B.A/B.Sc. programme
5 th January, 2017	Staff meeting
26 th January, 2017	Celebration of Republic Day
10 th -15 th February, 2017	1 st Sessional Examination of 2 nd , 4 th and 6 th Semester B.A/B.Sc. programme
25 th February, 2017	Last date of notification of the 1 st Sessional Examination marks of the B.A/B.Sc. programme
1 st -5 th March, 2017	Counselling for the B.A/B.Sc. programme students and Mid Semester feedback assessment
1 st -25 th March, 2017	Internal Assessment of the B.A/B.Sc. programme through Seminar/group discussion
3 rd -8 th April, 2017	2 nd Sessional Examination of the B.A/B.Sc. programme
20 th April, 2017	<ol style="list-style-type: none"> 1. Last date of assignment submission by the students of the B.A/B.Sc. programme 2. Last date of notification of 2nd Sessional Examination marks 3. Completion of the Even Semester classes of the B.A/B.Sc. programme
3 rd May, 2017	Staff meeting
1 st -30 th May, 2017	End Semester Examination of the B.A/B.Sc. programme