



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	NANDA NATH SAIKIA COLLEGE
• Name of the Head of the institution	DR. LITOO BARUAH
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03771248446
• Mobile No:	9435490134
• Registered e-mail	nnscollege@gmail.com
• Alternate e-mail	joyprakash16@gmail.com
• Address	TITABAR, DIST. JORHAT
• City/Town	TITABAR
• State/UT	ASSAM
• Pin Code	785630
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Mr. Joy Prakash Oza				
• Phone No.	03771248446				
• Alternate phone No.	8638993271				
• Mobile	9435490134				
• IQAC e-mail address	iqacnns@gmail.com				
• Alternate e-mail address	nnscollege@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://nnsaikiacollege.org/images/IQAC/aqar/AQAR_2019_2020.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://nnsaikiacollege.org/images/academic_content/AC2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	67.25	2004	08/01/2004	07/01/2009
Cycle 2	B	2.65	2015	15/12/2015	14/11/2020
6. Date of Establishment of IQAC			27/12/2003		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Laboratory Equipment	State Government	2020-2021 (1 year)	250000	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> The improvements made in teaching and learning by adding ICT tools in more classrooms and encouraging the teachers to attend workshops on the use of ICT. 		
<ul style="list-style-type: none"> The consistent effort maintaining an eco-friendly, green campus by plantation drives, cleanliness drives, adoption of healthy waste-disposal methods etc. 		
<ul style="list-style-type: none"> Incorporation of N-LIST among other facilities of the College Central Library to enable the users access the online sources of information and addition of 966 new books to the college library. 		
<ul style="list-style-type: none"> Improvement of drinking water facilities by using the project of Arsiron Nilogon for the removal of arsenic from drinking water. (Arsiron Nilogon is a technical project developed by the department of Chemical Science, Tezpur University) 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To train local farmers on relevant agri-based subject	Conduction of a one-day Training Programme among local teag growers on Organic Tea cultivation and marketing on 19/02/2021 with 99 trainees.
To promote financial empowerment among female students of the college after graduation	Conduction of a training programme among girl students and women of nearby villages on small-scale commercial enterprises on International Women's Day.
To enhance the eco-friendly initiatives of the college	Green audit is successfully completed.
To organize Covid awareness programmes	The NSS unit of the college runs awareness drives among neighboring localities on Covid-19 and distribution of masks and hand sanitizers, soaps and food packets among the less privileged people by the teachers. Moreover, the college serves as a vaccination centre where the NSS unit volunteered their service to the community.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC EXECUTIVE COMMITTEE	24/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2018-19	27/02/2019

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	12
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1102
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	454
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	177
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	44
File Description	Documents
Data Template	View File
3.2	55

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	5
4.3 Total number of computers on campus for academic purposes	83
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college has developed a scientific mechanism for the effective implementation of the curriculum set by the Dibrugarh University. Usually the college has to follow the syllabus of Dibrugarh University for UG level. However the role of the college in update and modification of the syllabus is practically nil. All the teachers of the institution have to submit action plan for the effective implementation of syllabus at the beginning of the semester. The college takes initiatives for the publication of academic calendar in advance with some modification of the academic calendar set by the parent university and published in the college prospectus and uploaded in the college website. Our parent university put emphasis on the outcome based approach for curriculum planning and development. Each faculty member had to submit lesson plans as per the programme of study and course. Periodical tests, seminar presentation, group discussion, practical and field projects are regularly conducted for monitoring the progress and development of the students. The faculty members were encouraged to use blended mode for the deliberation of the topics. Some faculty members also engaged in creating e-resources for the benefits of the students. Remedial classes were also conducted for the mediocre students. Each</p>	

department maintain a departmental library which cater the need of students along with the central library. Faculty members of each department contribute books and journals for the enhancement of the academic resource of the college. Head of the departments took care of the completion of syllabus within the stipulated time. These healthy practices proved fruitful in planning and deliberation of curriculum in the institution.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar is set by the parent university i.e. Dibrugarh University for the whole year advance. The institution need to follow the guide lines of that academic calendar. In the beginning of the academic session the students are acquainted with academic calendar and same is uploaded on the college website or displayed on the notice boards. However, the principal of the college can implement it with minor modification as advised by the HOD of the various departments. Every teacher is assigned with various papers of the subjects to be taught in the prescribed academic year. In the beginning of the schedule of all the sessional examinations and seminar presentation are given to the students by their respective departments. All the HOD of the departments carefully keeps record of the attendance of the students. Some of the departments also lead their students to conduct field projects and group discussion for the effective learning of the programme. Remedial classes are also conducted for improvement of the quality of teaching learning. The principal of the college reviewed the internal assessment on a regular basis. The type and schedule of the internal evaluation is planned with the consultation of the HOD of the departments. An examination committee is formed with a convenor and members to conduct all the examinations. The HOD of the various departments are liable to furnish the internal assessment marks to the committee before the commencement of the said examination. The committee sent the accurate information to the University for Evaluation.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

02

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

09

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

09

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The college had made efforts to integrate crosscutting issues such as gender, human rights, Employability skills, exploring ethnic diversity of the region, environmental sustainability, ICT, etc. development of scientific outlook into the curriculum.

A number of research papers from scholars, faculties and students from different parts of the country were presented on the ICSSR (New Delhi)sponsored National Seminar on Exploring Local History and Folk Culture of the Indigenous people of North East India with special reference to Assam" was organised by the Department of History at Nanda Nath Saikia College, Titabar, Jorhat (Assam). A preceding volume of the selected papers was published which help to explore the ethnic diversity of the region.

Besides Women Cell of N. N. Saikia Teachers Unit actively organise different community development and gender sensitization programmes involving various local communities from neighbouring areas of the institution. Both female and male students actively took part in such programmes which were helpful in inculcating moral ethics and gender sensitivity among the students. A awareness programme on health and hygiene of women was organised under the initiatives of Women Cell to promote healthy lifestyle among the girl students of the institution.

Every year National Science day is observed on 28th February in the institution. Students from nearby institutions took part in the different competition that helps in the development of scientific outlook among them.

The environmental day is observed every year on 5th Jun with the activity of tree plantation in college campus as well as nearby areas. These enriched environmental awareness among the students as well as communities as a part of the curriculum.

National Yoga day is also observed on 21st June every year in the institution. All the faculty members and the students actively participate in such Yoga Programmes. Such yoga activities help in developing the mental as well as the physical health of the participants.

Besides all the National Days are celebrated and the active participation of the students helps in boosting the curriculum enrichment aspects.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

137

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://nnsaikiacollege.org/images/student_cell/SSS/feedback_142_signed.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
550	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
454	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
To assess the learning level of students, usually organised class test, seminars, Group discussions, home assignments, Quizes and active interaction with the students. Sessional examinations are	

also conducted to access the performance of the students.

Students having slow learning ability are identified through quiz, class test and sessional examination and therefore give personal interest, providing study materials, remedial classes has been provided by respective teachers of the departments. More counselling is given for advancing their learning ability. Moreover special guidance by mentors is provided to the slow learners.

For advanced learners, teachers provide numerous books and advanced study materials. All the teachers keep contact with them by which they discuss any queries facing by them. Moreover students have been encouraged to undertake research based projects, seminar presentation. Apart from these, they are given assignment on current topics; assigning some team work, give information for higher studies and provide counselling for competitive examinations. Career counselling is also organised by career counselling cell for different recruitments and higher studies.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1102	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution encourages experiential learning by conducting educational tours, field study, practical learning in the laboratory etc. and tries to enable the students to learn from practical experiences. Moreover, the students have also been encouraged to undertake research based projects where the faculty members supervise them to achieve practical knowledge on the subject.

Through project, students get involved in solving certain aspects related to their course. Certain psychological experiments are carried out among the students by the department of Education as a part of learning through experience.

The students are encouraged to participate in the process of learning by sharing their views instead of being passive listeners in the classrooms. The participation of students in teaching learning process helps in bringing about new ideas and information in the subject. Examples of participating learning are Group discussion and seminar presentation among the students which encourage the students to participate in the discussion and share and improve their knowledge. Participative and experiential learning is also ensured through the community service conducted by NCC and NSS of the college. Such activities bring the students closer to the society and its problem and also increase the sense of social responsibility.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Generally the ICT classes are taken in a digital classroom. With the help of digital board, LCD projector, pen drive, case study videos and presentation, providing you tube videos; teachers try to enhance the learning process. The lectures are also available in the college website. After the completion of a particular chapter, the students are divided in groups. Different topics are allotted to the groups prepare a power point presentation so that they individually put effort to grasp the outline of the topic and at the same time accustomed to use of ICT.

As the session June 2020-July 2021 was under the restriction on Covid-19, teachers has organised online classes via Google Meet, Zoom etc. The classes were in the form of video-conference. The topics are explained through PPT's, the models, diagrams and mathematical parts are illustrated through the use of pen-tab, Google jamboard, etc. Providing study materials, assignments and examination are held in Google classroom under video-supervision.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://nnsaikiacollege.org/index.php/facilities/academic-infrastructure

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

504

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination schedule for in-semester are prepared through academic calendar by the committee formed by the Authority and Students are conveyed the same at the time of commencement of the session. Briefing is also done to the students regarding the pattern of examination by the teachers. After the internal examination is conducted, the evaluated answer scripts are shown to the students. If they have any dissatisfaction, there is provision for raising their grievances by giving application letter to the HoD.

Students who are absent in In-semester examination in schedule period are noticed by HoD and rescheduling In-semester examination mentioning the date and time of the concern examination and the respective teachers has conduct of said examinations. The mark sheet of the In-semester examination is hanged in the notice board of the department.

Regarding robustness in the internal assessment, after strictly

assessing the answer scripts, the exact marks obtained by the students are kept in record and the same is sent to the university. For maintaining frequency and mode in their internal assessment, the mechanism is not only confined to In- semester examination, but also assessed on the basis of their attendance, presentation and group discussion and performances in the given assignments.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal assessments of students are transparent as marks of the examination hang in the departmental notice board to make them aware of their performance. Students are free to meet and interact with teachers to resolve any grievances regarding internal assessment. Students are encouraged to raise their grievances if they are not obtaining marks as expected. Then answer script of the students are reevaluated and also allowed the students to go through the answer scripts. Students are given a time to self evaluate the already evaluated answer scripts and then discuss their corresponding issues with the respective faculty members and clarify the queries. If any students unable to appear the exam or submit assignments, special measures are taken for them that each students can avail makes. Further, for ensuring transparency and efficiency in the process, a grievance box has been installed in the college premise where students are free to put up any grievances, be it regarding provision of something, classes or examination. Efforts have been made to resolve the grievances by a Grievance Redressed Cell of the college within a stipulated time limit.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Course outcome and learning outcomes are defined by the University

and are clearly mentioned in the syllabus. All these outcomes are explained to the students.

The outcomes of all programmes are to prepare students with sound knowledge and skills across different disciplines and socio cultural boundaries. The programme will enable students to critically analyze various informations relating to the subjects as well as prepare themselves for higher studies and for the competitive world. The program will inculcate sound ethical behavior with positive learning outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nnsaikiacollege.org/images/IOAC/programoutcome/CO_MERGED.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution holds timely In-semester examination. The purpose of the examination is to analyse the understanding and learning process of the students. Besides these, the department also organises group discussion, seminar presentation on the topics of syllabus to enhance the course. At the end of the semester, End semester examination is conducted as per university schedule. On the basis of the results and participation, the course outcome is evaluated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

267

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://nnsaikiacollege.org/images/IQAC/aqar/AQAR_2019_2020.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://nnsaikiacollege.org/images/student_cell/SSS/Report_of_Students_Satisfaction_Survey_NNSC2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

10

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

24

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The world has been going through an unprecedented time since the beginning of the year 2020 due to Covid -19 pandemic. The educational institutions remained closed for a long time throughout the country for preventing the spread of the Covid-19. During this period most of the teaching learning activities in our institution have done through online. Despite all these difficulties, a few number of extension activities were carried out by the different departments of N.N.Saikia college, to sensitizing students to social issues for their holistic developments. The extension activities and the impact of the programmes are given in a tabular form.

Extension Activity

Department

Participants

Impact of the activity

Covid Awareness Programme (28/02/2021)

Covid Awareness

Programme (28/02/2021)

Physics

25

Students realise the importance of wearing mask, maintaining social

distancing in public places, using of hand sanitizer, washing hands frequently with detergents. Avoiding unnecessary crowded environment, vaccination at proper time. Making other people aware of these covid protocols.

Butterfly Counting Programme (27/09/2020)

Zoology

11

Students learnt about the role of Butterfly as a natural indicator of Climate Change. Students also learnt that, by counting and monitoring Butterfly of a particular area, the level of pollution and climate change of that area could be estimated at an early stage.

Educational Tour

(02/01/2021)

Assamese

44

Students visited the neighbourhood community at Baghmara , Jorhat and interacted with the people about their social customs. The community extended cooperation with the students' participants and explained them about their rituals and daily life. The students can grow their holistic development with this kind of endeavour.

Field Study (05/02/ 2021)

Assamese

36

Students visited the Old Ambato Village of Jorhat -Nagaland boarder in the District , Wakha of Nagaland.

Prepared reports on socio-cultural activates of the community living in the village. It helps them to know about a particular community and also improve the skill of report writing.

Orientation Programme on CBCS Curriculum of Dibrugarh University

(09/11/ 2021)

Geography

48

Students learnt about various important things like course distribution per semester, evaluation of credits, etc. Also learnt the role of Skill Enhancement Course (SEC), Ability Enhancement Compulsory Course (AERCC) and Discipline Specific Elective (DSE) in the structure of CBCS course. The students were highly benefitted of CBCS as it is different from the previous course.

An Awareness Programme on E-Learning and Usage of E-resources for the students (18/07/201)

Economics

35

The students are immensely benefited by this programme as they got the opportunity to learn new ideas regarding E-Learning & E-Resources from the resource person. This learning certainly helps them to continue their study during this pandemic situation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

05

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

79

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 26 numbers of classrooms with adequate teaching-learning facilities. All the classrooms are equipped with blackboards/ whiteboards. Six numbers of classrooms among them have smart boards with uninterrupted power supply. All the classrooms are well furnished with comfortable and good quality desk- bench and in some of class rooms there are provisions of table- chair for the students. The classrooms are spacious and there are sufficient

numbers of electrical fans and lights in each room.

The departments of Botany, Chemistry, Education, Geography, Mathematics, Physics and Zoology have facilities of laboratories (details enclosed). All the laboratories are well equipped and updated as the requirements of the respective departments. All the laboratories have provisions for conducting classes at the time of requirement. One each of the laboratories of the departments of Botany, Chemistry, Geography, Physics and Zoology has LCD projectors.

Each department of the college has at least one computer for departmental activities like preparing student related documents, question papers, departmental notices, etc. there are facilities of printers in some of the departments which are shared by neighbouring departments, i. e., one printer among 3 or 4 departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

For cultural activities, there is an auditorium in the college with more than 600 sitting capacity. The stage of the auditorium is big enough to perform drama, group dance and other cultural programmes. There is a well maintained playground in the college which facilitate various outdoor sports, athletics events, etc. The measurement of the playground is 127mX55m. in the north- western corner of the playground, there is a multipurpose synthetic Volleyball court with two (2) numbers of Badminton Courts. Facilities for various light indoor games, like, Carom, Chess, Chinese checker, etc. are available in the girls' hostel and boys' and girls' common rooms. For practicing and performing athletics, football, cricket, etc., the college playground is used and adequate accessories are available in the college. There is a gymnasium of 54.54 square meter in the college. A part time gym instructor is hired to train the students and employees. The number and variety of equipments in the gymnasium is satisfactory. A 6 station multi gym is installed in the gymnasium along with other exercise equipments like Dual Twister, Multifunctional Bench, Manual Roller Jogger, Dumb bells, Squat Rack, Push up Stand, Weight Plates of different

weights, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://nnsaikiacollege.org/index.php/facilities/academic-infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

11.59

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is partially automated.

The ILMS software used in the library is: Soul 2.0

The version of the software is 2.0.0.14

The year of automation is 2014.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.18

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

44

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college maintains an online registration portal for online admission in its website. SMS service regarding the information of admission process was also initiated. The operating systems of the computers are well maintained. The college campus is Wi-Fi enabled and it is maintained by the service providers. For online classes and other academic activities, Google Meet platform was subscribed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

83

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

11.43

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has been following effective mechanisms for maintenance and utilization of physical, academic and support facilities. The infrastructure of the college is well maintained and reviewed timely through regular meetings of the committees relating to infrastructure development. All the HoDs and office staff are also involved in infrastructure development and maintenance. They keep the records of newly purchased items as well as the existing

equipments and other materials. The requirements of the departments are fulfilled after submission of proposals to the college office and approval of the same by the college authority. All the items are purchased by the process of inviting quotations and the same process is followed in case of repair and repurchases too.

Teachers' rooms, seminar halls, laboratories, classrooms, students' common rooms, office, gardens, etc. are regularly cleaned by the housekeeping staffs. The Nature Club of the college monitors the green cover and overall hygiene and cleanliness of the college campus. For the safety and security of the college campus and the girls' hostel, sufficient numbers of CCTV cameras, solar and electrical lights, fire extinguishers, etc. are available. Solar power, online UPS and generators are used for uninterrupted power supply. Pure drinking water is provided in a separate lounge and overhead water tanks are cleaned timely regularly.

All the civil works relating to the infrastructure development and maintenance are done by engaging contract workers. Stakeholders submit the requirements of repairing and other maintenance works to the principal and all such needs are collectively fulfilled preferably at the end of every semester.

Laboratory bearers of each department are responsible for overall maintenance of their respective department's laboratories. The HoDs and college authority supervise the annual maintenance works which is generally carried out by different service providers and suppliers. New equipments are added to the laboratories as per the necessity of the departments. Time to time upgradation of the laboratories is also done.

The library committee monitors the overall functioning of the central library while departmental libraries are monitored by the committees constituting the teachers and students of the departments. The principal approves books and other infrastructure as per the requirements. At the beginning of each session, newly admitted students are counseled about the library rules and regulations.

The teacher in charge of sports in coordination with the college authority facilitates all the required sports equipments. The account of the sports equipments are recorded in a stock register. Authority maintains the outdoor sports infrastructures while the synthetic volleyball cum badminton court is maintained by the concerned supplier.

The gymnasium of the college is maintained by the sports committee. The convener of the committee prepares the time table for employees and students for using the gymnasium. The committee is also responsible for the maintenance of the equipments and regular contact with the instructor of the gymnasium.

The computer centre, departments, college office and library are well equipped with sufficient numbers of computer sets and other accessories. The online UPS, generators, internet connectivity, biometric services and computers are maintained by the service providers and the suppliers.

The authority maintained all the classrooms and seminar halls. All the requirements of the conventional classrooms, e.g. blackboards, whiteboards and related materials are fulfilled and monitored by the administration. The service providers and suppliers maintain the smart class rooms and digital boards.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

34

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	https://nnsaikiacollege.org
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
190	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
190	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

30

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student council of the college has been playing an important role in administrative and academic pursuits, and contributing to the development of campus life as a whole. The council also actively participates in the organization of different co-curricular and extracurricular activities. Moreover, they promote ideas of integration and inclusivity among students by organizing different events such as Birth/Death Anniversaries of leaders of national and regional importance. Additionally, the student council of the college is instrumental in various activities done on the college campus such as organizing International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, and World AIDS Day. The council also organize college week, freshman socials, farewells, and other activities throughout the institution. Besides the students actively participates in the events/ programmes organized by the college committees and cells viz., Grievances Redressal Cell, Committee for resolving issues about Sexual Harassment, NCC, NSS Unit, Cultural Committee, sports committee, Natures club, and Debate club.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/students-cell/nss-unit
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

Although the institution does not have a registered Alumni association at present, the alumni of the college actively participate in the process of development of the college and provide valuable suggestions for creating a congenial academic ambiance in the college.

The institution has taken a step to form a registered Alumni association and the task is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

A. Vision and Mission:

Founded in semi-rural locality, N. N. Saikia College has been persistently following the vision of providing excellent infrastructure and opportunities to the students to fulfil their academic and co-curricular needs and enable them to develop their full potentialities.

The institution has set its mission and is committed to

- Create, maintain and provide for our students a distinctive environment for the promotion of academic excellence, innovative endeavours and social commitment.
- Develop human, moral and cultural values among students.
- Develop multidisciplinary approaches to enable them for global competencies.
- Ensure effective pedagogy and efficient methods of evaluation.

B. Nature of Governance:

The governance of the institution is formulated in such a way so as to make the environment student-centric and inspirational for making curricular and extra-curricular excellences. This is ensured by effective administrative strategy and participation of teachers in the decision-making bodies.

C. Perspective Plan:

- Development of more ICT based classrooms
- Extensive use of online teaching and learning resources like e-journals, e-pathshala etc.
- Initiation for PG courses under Dibrugarh University
- Opening vocational courses and training programs
- Encouraging MoUs with premier institutions, promoting publication of indexed research journals, conducting more national and international conferences.
- Introducing community service by arranging training program in relevant subjects
- Tying up with various NGOs concentrating on different pressing issues of the time.

Making the Alumni Community more active and participatory in nature.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/about-us/vision-and-mission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college promotes participative management. The college ensures that the various committees and sub committees must be represented by all the stakeholders of the college such as the students, parents, alumni, the teaching and non-teaching staff of the college and the members of the public, local industrialists, eminent social workers and donor members. For example, in various administrative activities of the college, such as admission, examination etc. participation of teachers is ensured.

Internal examinations are purely controlled by respective departments. The administration prepares a central routine for internal examinations which is followed and executed by the departments. Question papers are set and answer scripts are examined by the teachers. Any anomaly hereafter is resolved by the teachers themselves. For end-semester examination, committees are formed for each semester with a convener and a member from the teaching faculty. These committees follow the programme set by the university and take full responsibility for the smooth conduction of the examinations. Moreover, teachers of all the departments are deployed for invigilation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Based on the strategic plan of the institution to enhance and extend the ICT facilities to maximum number of students, the college has

successfully installed ICT facilities in 14 different classrooms where 9 classrooms are installed with projectors, online UPS, smartboards, desktop computers and 5 laboratories with projectors. The class-routine ensures that all these classrooms are fully utilized and all the students get the benefit of the ICT tools. Moreover, all the departmental rooms are installed with a desktop computer, printer and internet facilities. The Central Library of the college is also equipped with ICT facilities such as the internet and the use of the Integrated Library Management Software (SOUL 2.0) through which the e-resources, e-journals are accessed and the issues and borrows of books are done. The office of the college is availing ICT facilities in matters of admission, registration, scholarship etc.

During the Pandemic time, online classes, examinations, evaluation and results all are conducted through ICT.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://nnsaikiacollege.org/index.php/about-us/strategic-plan
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The structure of the college is organized in such a way as to ensure the academic and administration entirely student-oriented. The governing body is the authority to exercise governance over the institution. All annual and sessional policies and rules are prepared by the governing body led by the President. The Principal, as the executive head and institutional head, executes the policies through Vice Principal and the IQAC. The Principal puts the policies in motion through the academic vice-principals of the Arts and Science streams and the Heads of all departments. The Vice-principal is also the Chairperson of the library committee which is constituted by the Heads of all departments. IQAC and college administration come directly under the Principal. IQAC deals with the maintenance and development of the internal quality of the college with the help of 15 different committees and cells. The administration of the college is run by the Principal through the college office Head Assistant and the office staff.

Regarding appointment, the college strictly follows government appointment procedures and service rules. The governing body of the college constitutes different appointment committees for the selection of assistant professors, office staff and other positions. The affiliated university also provides two nominees for the appointment committees. As per government rules, the selection list of candidates is forwarded to the Director of Higher Education for approval.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://nnsaikiacollege.org/index.php/management/organisational-structure
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The college has adequate welfare measures for teaching and non-teaching staff. For the welfare of health and mind, a mini gym is constructed for the faculty as well as the students. The gym is kept open during the afternoon hours. A gym instructor is also appointed for the same. The faculty recreation room is also equipped with a television set and a Table Tennis and a Carrom board. For the

welfare of the female faculties and their children, a Day-care centre has been maintained by the administration. It has two care takers with the facilities of keeping at least 5 children. Another important welfare measure for the teaching and non-teaching staff is the maintenance and continuation of the Nanda Nath Saikia Thrift Society for more than 30 years till now. This society has the facility of providing loans to both the teaching and non-teaching staff and deduction of instalment amount on monthly basis. The society also provides emergency loan to its members immediately after applying. All these welfare measures are available for both the teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a functioning system for performance appraisal for the teaching staff. The performance of each employee is assessed annually after completion of one year of service based on teachers' hand book on progression and academic monitoring by the two academic vice principals. Moreover, the performance of each faculty member is assessed as per PBAS (Annual self -assessment of the performance

appraisal system). Teachers are promoted to the next stage based on the PBAS performa for UGC Career Advancement Scheme (CAS) on the basis of API scores. The Heads of the Departments verify the PBAS performa and the candidates appear before the screening-cum-selection committee. Moreover, the review committee meetings also monitor and analyse the progress of the teachers regarding completion of syllabus and conduction of examinations and results.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college administration maintains a transparent system for internal and external audits. At the end of each financial year, internal audit is done with verification of receipts, vouchers, ledgers etc. and the external audit is accomplished by the authorized body of the government. The administration strictly carries out all the rules and regulations for a transparent audit system. If any anomaly occurs, it is placed in the Governing Body meeting by the Principal/Secretary. The anomaly is duly examined and the GB appoints an audit expert for rectification. The report of rectification is conveyed to the Principal of the college. But so far, no major anomaly has occurred and that's why no audit objection was raised. Moreover, Internal audit reports are duly cross-checked and verified by the governing body of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The chief sources of funds and resources of the college is from Student Admission, RUSA, UGC and State Government. Funds and resources are mobilized and utilized in different headings—infrastructure and construction, maintenance, contingency etc. In case of infrastructure development, the grants from RUSA, UGC, government grants and other grants are mainly used. Grants for these works are monitored and spent by the government agencies such as the PWD. Some other construction activities not falling under RUSA or UGC or government grants are placed before the governing body who approve and monitor the same. Some funds are also utilized in the contingency category and is duly monitored and spent by the principal. A major portion of the college fund is utilized in the university- controlled headings such as student registration, examination, sports etc. Moreover, the administration maintains a Student Aid Fund which is used in offering scholarships to the deserving students. All the funds, expenditure and utilization are duly audited and placed before the GB for approval at the end of each financial year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college has contributed significantly for institutionalizing the quality assurance strategies and processes by

implementing a number of practices. Two most important initiatives are (i) ensuring the use of ICT and (ii) the practice of Mentorship.

For the welfare of the students and to acquaint them with the up-to-date techniques of teaching and learning, the IQAC ensures the use of ICT in the classes of all the departments and to include 100% students in such classes. The college class routine is framed in such a way so that all the students can avail the benefits of ICT tools. The IQAC also ensures that all the teachers use ICT tools in teaching, examining and evaluating.

Another important quality assurance initiative is the implementation of Mentorship for all the semesters. Depending on the number of major students, the mentor-mentee ratio varies from department to department. Each mentor is in close connection with individual students and takes all possible measures to ensure the progress of the student. The mentors remain available for the students in most of the time and try to find out the strength and weaknesses of the students so that necessary measures can be taken for their betterment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a review committee comprising the Principal as Chairperson, the Coordinator of IQAC as the Convener, the two academic Vice-principals and the Heads of the departments. This committee conducts a yearly meeting (possibly in the month of January) to discuss the subjects such as the use of the ICT tools, completion of syllabus, sessional examinations, assignments, seminars, group discussions, educational tours and other activities. This committee discuss the problems related to these subjects and tries to find out solutions. Through this system of review, the IQAC has been contributing to a continuous development in teaching and learning process.

During the last five years (from 2016 to 2021), major improvements are visible in the implementation of ICT tools in teaching and

learning, in improving the technical skill of the teaching staff through professional development courses, and in including maximum number of students in ICT classrooms and during the pandemic time, enabling the students to attend classes and appear in examinations through ICT.

Another improvement made in the teaching learning process is the continuation of the mentorship practice through which the strength and weaknesses of students could be found out and thus necessary measures could be adopted. For the slow learners, mentors take special measures by arranging remedial classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://nnsaikiacollege.org/index.php/aqar
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender equity and make effort towards gender sensitization. Various programmes are organized to ensure gender equality among the students and faculty in the campus. To ensure the health & hygiene of the female members, incinerator are being installed in the girls hostel and also in the girls common room. Regular sessions are held between the female teachers and female students to discuss topics such as health and hygiene and sexual harassment. To promote economic independence and to make them stand on their own feet after graduation a special programme was arranged for the female students on the international women's day, 8th March, 2021, where two items were included: i. A lecture on "Different means of livelihood for women" and ii. Live demonstration on the process of making a few cosmetic items for women. For the welfare of female faculty and their children, administration has been running a day care centre with adequate facilities and care-taker.

File Description	Documents
Annual gender sensitization action plan	Annual gender sensitization action plan The institute plans to organize following programme for gender sensitization 1. To conduct gender sensitization awareness programme 2. To organize programmes on small scale entrepreneur development for women 3. To organize three days training programme for self defense for women
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://nnsaikiacollege.org/index.php/facilities/day-care-centre

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For waste management, dustbins of different colors are placed in different positions to collect solid and liquid wastes inside the campus. Other bio-degradable waste is collected from various places like the college playground, parks, and other areas and dumped in the pit for decomposition over time. Regarding the non-biodegradable waste, the institution maintains a tie-up with the Town Municipality Board which regularly collects the non-biodegradable waste from the college campus. The college has nominal amount of e-waste inside the campus. The college minimises the amount of e-waste by refilling the printer cartridge instead of buying new ones; returning other e-waste like the computers, printers, UPS etc. to the vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

<p>1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The students of the college hail from diverse socio-cultural, socio-economic and religious background and the institution takes up adequate measures in providing an inclusive environment and creating an atmosphere of harmony, solidarity and brotherhood among the students. The institution initiative to make the students realize unity in diversity by organizing various events and programmes representing the cultural, religious, linguistic and communal practices of different groups of people.

1. Music/dance

2. Special events-Women's day, Independence day

Moreover, the institution lays down a code of conduct for the students which help in bringing them together as equal members of the institution and erasing the difference among them. Compulsory dress code for the male & female students, behavioral directions etc. are instrumental in creating an atmosphere of harmony and solidarity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The institution takes up many initiatives to sensitize the students and employees of the college to the constitutional obligations and makes them aware of the values, rights, duties and responsibilities of citizens. The administration creates an atmosphere so that all the students and employees obey the laws of the country and preserve the unity and integrity of the nation. The observation of different events such as Republic Day, Women's Day, Independence Day, Girl Child Day, Literacy Day, Martyrs' Day etc. is targeted to create a sense of respect and moral duties towards the fundamental duties and responsibilities. Moreover, the enforcement the code of conduct for the teachers and students creates the sense of unity and solidarity as the citizens of the nation. The administration takes all measures to stand with the society in the time of need, such as organizing Flood Relief Donation, Cleanliness Drives, various awareness programmes among nearby localities. During the pandemic time, community services such as awareness programme on Covid 19 was conducted and donation of one-day salary to Assam Arogya Nidhi was made by the teachers. The various activities of NSS and NCC help students realize their duties towards the society and the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution takes every effort to celebrate and organize important events like national and international commemorative days, significant events and festivals such as the Republic Day, Independence Day, World Environment Day, International Women's Day, International Yoga Day etc. moreover, festivals like Saraswati Puja, Vishwakarma Puja, Sri Sankardev Jonmutsav etc. are observed with much enthusiasm and devotion. Important events like Swatch Bharat Abhiyan, College Foundation Day, College Freshmen Social and Farewell Meetings are regularly observed. Various other activities like Blood Donation camp, Free Health Check-ups, Cleanliness Drives etc. are also a part of regular events. The administration ensures that the students and teachers take active part in observing all these events and festivals.

In association with Government health department, the college also served as a Covid Vaccination Centre where the students and teachers volunteered to make it a success.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1

1. Title of the Practice: Improvement of Teaching-learning methods

2. Objectives of the Practice:

- To make a pedagogical shift from the traditional to modern methods of teaching and learning
- To make the teachers and the students acquaint with the latest development in teaching-learning technology
- To enable the teachers and students cope with the advanced methods of teaching and learning such as the use of ICT tools in offline and online classes
- To improve the pass percentage of students by exposing them to all modes of learning.

3. The context

The context of this best practice is the latest development in the area of education to cater the needs of the age of knowledge explosion. In view of developing new technology in the field of education in the global scenario, it is felt as an urgent need to improve the teaching learning methods and to upgrade the standards of imparting knowledge to the students. It is relevant also to keep pace with the phenomenal growth in communication and information technology changing the face of education and educating the future generation of students.

4. The practice

- Through holding a weeklong workshop on "Use of ICT tools in classroom teaching" for teachers to make them familiar with the advanced methods of ICT.
- Improvement in teaching-learning methods is practised through installation of ICT tools in different classrooms.
- The annual meeting of IQAC Review Committee regularly reviews and evaluates the use and outcome of the ICT classrooms and offers suggestion for optimal use of the same.
- Regular informal feedback is gathered from the students regarding their understanding of and interaction in the ICT classrooms
- The administration takes up measures for uploading of course contents in the college website so that the students can get access to the information hassle-free.

5. Evidence of Success

- The teachers have successfully adopted the new advanced methods of teaching
- During the pandemic time, online classes were regularly conducted with the use of ICT facilities with satisfactory attendance of the students
- Teachers are able to disseminate relevant course materials through different WhatsApp Groups, emails, Google classrooms etc.

6. Problems encountered and Resources required.

Problems encountered in case of improving teaching learning methods are mainly financial as installation of ICT tools are highly expensive. Moreover, the compatibility of the teachers with modern skills of teaching stands as a problem.

7. Notes (optional)

Best Practice 2

1. Title: Maintenance of Green eco-friendly campus

2. Objective of the practice:

- To lend a helping hand to the conservation of environment
- To reduce trash, pollution and environmental degradation
- To make the campus "carbon neutral"
- To make the use of energy, water and other resources possible
- To prevent human health from deterioration
- To make the campus environmentally friendly and

3. Context of the practice:

The context of this particular practice is the global environmental crisis that is creating havoc in the conservation of natural resources and increasing environmental degradation world-wide. This practice is necessitated by the emerging ideas of holistic approach to nature and sustainable development. It is relevant in view of the global initiatives to preserve the nature and prevent further degradation.

4. Practice:

- Regular plantation drive in the campus
- Installation of solar plates to promote a sustainable energy source
- Use of LED bulbs instead conventional electrical bulbs
- Use of solar street light inside the campus
- Making ecologically responsible decisions by the authority

5. Evidence of success:

The practice has resulted in the maintenance of a green, eco-friendly environment in the campus. There is minimum air and sound pollution. The nominal use of vehicle inside the campus and thus making the students and teachers environmentally conscious.

Energy conservation has been treated as a priority area, both in terms of adopting

concrete energy saving strategies on the campus and also in creating awareness among

students and staff about its critical significance.

6. Problems encountered and Resources required.

The college is facing continuous problem of waterlogging for which plantation drives sometimes fail. During the pandemic time, maintenance of the greenery was a problem.

7. Notes (optional).

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

To make teaching and learning more effective and forceful, the institution has prioritized the utilization of ICT tools in the college and thus to affect a pedagogical shift from traditional to modern methods. Besides installing ICT in 12 classrooms in the

college, a week-long workshop on the use of ICT tools was organized by the institution in association with EICT academy, IIT Guwahati to enable the teachers to be technically literate and thus to make a strong foundation for updated and sophisticated methods of teaching. Moreover, teachers are encouraged to participate in other such training and workshops on the use of ICT tools to get acquainted with the latest development in modern methods of teaching. This initiative has impacted greatly during the pandemic time in two sessions of nation-wide lockdown when the administration prepares a specific routine for online classes in Google platform and thus to continue teaching-learning, examination, evaluation etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Development of more ICT based classrooms
- Extensive use of online teaching and learning resources like e-journals, e-pathshala etc.
- Initiation for PG courses under Dibrugarh University
- Opening vocational courses and training programs
- Encouraging MoUs with premier institutions, promoting publication of indexed research journals, conducting more national and international conferences.
- Introducing community service by arranging training program in relevant subjects
- Tying up with various NGOs concentrating on different pressing issues of the time.