

ANNUAL QUALITY ASSURANCE REPORT (A.Q.A.R.)

[FOR ACADEMIC SESSION - 2013-2014]

SUBMITTED TO:

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC), BANGALORE**

SUBMITTED BY:



**INTERNAL QUALITY ASSURANCE CELL
NALBARI COLLEGE, NALBARI
ASSAM-781335**

Website: www.nalbaricollege.org.in

Email: nalbaricollege@rediffmail.com

iqacnc@gmail.com

AQAR OF NALBARI COLLEGE, NALBARI: ASSAM

2013-2014 (AUGUST TO JULY)

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

NALBARI COLLEGE

1.2 Address Line 1

NALBARI

Address Line 2

City/Town

NALBARI

State

ASSAM

Pin Code

781335

Institution e-mail address

nalbaricollege@rediffmail.com

Contact Nos.

03624-220241

Name of the Head of the Institution:

DR. PRAN KRISNA DAS

Tel. No. with STD Code:

03624-220241

Mobile:

+919435310880

Name of the IQAC Co-ordinator:

DR. DIPAK GOSWAMI

Mobile:

+919435714124

IQAC e-mail address:

iqacnc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN10901

1.4 NAAC Executive Committee No. & Date:

Date: 16.02.2004

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.nalbaricollege.org

Web-link of the AQAR:

www.nalbaricollege.org/AQAR/2013-14.pdf

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|------------------------------|-------|-----------------------|-----------------|
| 1 | 1 st Cycle | B+ | 75.75 | 2004 | 2004-2009 |
| 2 | 2 nd Cycle | Applied for Re-accreditation | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

14.09.2007

1.8 AQAR for the year

2013-1014 (August to July)

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

i. AQAR 2013-14 submitted to NAAC on **15/05/2018**

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution **Co-education** ☒ Men ☐ Women ☐

Urban ☐ **Rural** ☒ Tribal ☐

Financial Status Grant-in-aid ☐ **UGC 2(f)** ☒ **UGC 12B** ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ **Science** ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☒ Health Science ☐ Management ☐

Others (Specify)

1. Introduction of Geology as a General subject at degree level
2. Introduction of Bachelor of Physical Education (B.P.E.) and Bachelor of Science in Information Technology (B.Sc.I.T)
3. Introduction of Study Centres of Distance mode education like Institute of Distance and Open Learning (IDOL) and Krisna Kanta Handiqui State Open University (KKHSOU)

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

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☒ No ☐

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

NAAC Accreditation: New Procedure

2.14 Significant Activities and contributions made by IQAC

1. Motivated faculty members for research and publication as well as for participation in various Faculty Development Programmes organised by UGC and other bodies.
2. A proposal for a National Seminar on *College Education In Transition: Challenges and Prospects* was submitted to UGC.
3. Action initiated to begin the process of reaccreditation of the college by NAAC in the next year.
4. Letter of Intent (LOI) was submitted to NAAC on 31st May, 2014.
5. Extended internet connectivity under NME scheme to 10 academic departments.
6. For smooth conduction of remedial course, equipments like LCD projector and almirah were procured.
7. Different cells like UGC cell, Planning Cell, Research Committee etc were activated to assist IQAC.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|---|
| Initiation to begin the process of reaccreditation of the college by NAAC | LOI has already been submitted and process of SSR preparation is in the pipeline. |
| Encouragement to faculty members to participate in RC/ OC programmes. | Throughout the year 06 faculty members participated in R/C, 03 faculty members participated in O/C programs and 24 others participated in summer school/winter school/workshop etc |
| Encouragement to faculty members to carry out research and research projects. | During this period 02 faculty members are awarded Ph. D degree while 05 faculty members are working with ongoing Minor Research Projects (MRP). 3 other faculty members have submitted their MRP proposal to UGC. |
| Proposal for automation of library and procurement of new books for college library | The process of automation has been started and books amounting Rs. 4 lakhs (approx.) are purchased |
| Filling up the vacancy of the College Librarian | The process of appointment started and the file has been sent to the Office of Director of Higher Education, Assam for final approval. |
| Encouragement to various departments to organize invited talks by experts of respective fields. | Accordingly Department of Chemistry, Physics, Economics, English, History, Sanskrit, Zoology etc. has organized Departmental Lectures by inviting Resource Person of the concerned fields. |

*** The Academic Calendar for the year 2013-14 has been attached as Annexure I**

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The Governing Body of Nalbari College minutely scrutinized the document and with minor corrections approved it to be uploaded in the college website and then to send it to NAAC, Bangalore.

Part B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | 01 | | | |
| UG | 02 | 01 | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | 02 | 02 | |
| Total | 03 | 03 | 02 | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

Core subjects

1. English
2. Modern Indian Language (MIL).
3. Environmental studies.

Elective Options

1. English (Major & General)
2. Assamese (Major & General)
3. Pol. Science (Major & General)
4. History. (Major & General)
5. Sanskrit (Major & General)
6. Economics (Major & General)
7. Geography (Major & General)
8. Philosophy (Major & General)
9. Physics (Major & General)
10. Chemistry (Major & General)
11. Mathematics (Major & General)
12. Botany (Major & General)
13. Statistics (General)
14. Zoology (Major & General)
15. Computer Application (General)
16. B. Sc-IT
17. B. P. E.
18. Geology (General)

Open Options:

All courses under Krisna Kanta Handiqui State Open University and Institute of Distance and Open Learning (IDOL), Gauhati University.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|--|
| Semester | B.A, B.Sc, B.Sc(IT), P.G. (Assamese) = 04 |
| Trimester | None |
| Annual | B. P. E.= 01 |

(On all aspects)

Mode of feedback :

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

Nalbari College is affiliated to Gauhati University and hence, bound to follow the syllabi designed by the university. A number of teachers from the college are members of respective Committee of Courses and Study (CCS) of the University. In 2011-12 the University introduced Credit Based Semester System and accordingly the college also implemented the change.

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

- ✓ Bachelor of Physical Education (B.P. Ed)
- ✓ B.Sc. (Information Technology) (B.Sc. IT)
- ✓ Geology as a subject in undergraduate level

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-----------|------------------------|----------------------|------------|---------------------------|
| 66 | 33 + 05 (V) =40 | 27 | N/A | 01 (Principal) |

2.2 No. of permanent faculty with Ph.D.

25

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

[illegible]

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

Nil

21

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | --- | 07 | 04 |
| Presented papers | 08 | 16 | --- |
| Resource Persons | 01 | 01 | 02 |

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

- ✓Healthy interaction between students and faculty which goes beyond the classrooms
- ✓Departments arrange group discussion, student seminar, invited lecture etc.
- ✓The institution provides facilities for educational and industrial visits for providing the students with much needed exposure in their respective fields.

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

218

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

The matter of Examination/ Evaluation Reforms is under the jurisdiction of the affiliating university and the college implements the changes made by the parent body from time to time.

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

04

—

—

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|--------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. 6th Sem | Major-154 | 5.33 | 22.72 | 61.04 | 1.95 | 85.71 |
| | General-164 | --- | --- | 35.98 | 31.09 | 67.07 |
| B.Sc. 6th Sem | Major- 73 | 2.74 | 39.73 | 43.84 | --- | 83.56 |
| | General- 23 | --- | --- | 100 | --- | 100 |
| M.A. 4 th Sem | 29 | --- | 13.79 | 79.31 | --- | 93.10 |

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

- By regular interaction with the teaching and non-teaching staff for quality improvement
- By encouraging the faculty members to use modern techniques of teaching using ICT based method
- By monitoring the progress of the students through continuous evaluation like unit tests, home assignment, seminar presentation etc.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 06 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | 01 |
| Orientation programmes | 03 |
| Faculty exchange programme | --- |
| Staff training conducted by the university | --- |
| Staff training conducted by other institutions | 03 |
| Summer / Winter schools, Workshops, etc. | 24 |
| Others | 03 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 31 | 02 | NIL | 02 |
| Technical Staff | NIL | NIL | NIL | NIL |

Criterion – III

3. Research, Consultancy and Extension

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

- In order to assist and encourage quality research among the faculty members a Research Committee has been constituted.
- Periodical workshop, training programmes are arranged to inculcate research climate in the institution.
- Internet connectivity extended to academic departments.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | --- | --- | --- | --- |
| Outlay in Rs. Lakhs | --- | --- | --- | --- |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|-----------------|----------------|-------------------|
| Number | | 03 | 01 | 03 |
| Outlay in Rs. Lakhs | | 5.35 lac | 95000/- | 7.95 lakhs |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|-----------|--------|
| Peer Review Journals | 12 | 08 | --- |
| Non-Peer Review Journals | --- | 02 | --- |
| e-Journals | 01 | --- | --- |
| Conference proceedings | 03 | 01 | --- |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|----------------------------|---------------|----------------------------|------------------------|------------------|
| Major projects | --- | --- | --- | --- |
| Minor Projects | 02 | UGC | 5.35 lakh | 5.35 lakh |
| Interdisciplinary Projects | --- | --- | --- | --- |
| Industry sponsored | --- | --- | --- | --- |

| | | | | |
|---|--|--|--|--|
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No.

04

Chapters in Edited Books

15

ii) Without ISBN No.

01

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organized by the Institution

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

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

16

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

UGC

From Management of University/College

Total

5.35 lacs

3.16 No. of patents received this year

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

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | --- | --- | --- | 01 | --- | --- |

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

N/A

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

N/A

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

| | | | |
|------------------|---------------------------------|---------------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text" value="05"/> |
| NCC | <input type="text" value="01"/> | NSS | <input type="text" value="02"/> |
| | | Any other | <input type="text"/> |

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

- On 15th and 16th November, 2013 the Students Union of Nalbari College in collaboration with the Teacher's Unit of the college organized an exhibition of the selected works of acclaimed artist Benu Mishra. The event entitled *Kabitat Rangar Abir* was inaugurated by noted litterateur Sashi Sarma. Benu Mishra was warmly felicitated by the college fraternity. The exhibition was thronged by students, teachers as well as visitors outside the college campus.
- In the same programme a book on Assamese poetry by Manab Jyoti Kalita a 6th semester student of Department of Zoology was also launched by Prof. Basanta Kumar Bhattacharyya, renowned litterateur and retired faculty of Nalbari College.
- On November 30th 2013, the Women's Cell of the college organized a free health check up and medicine distribution camp at Japarkuchi Adarsha Prathamik Vidyalaya under the aegis of Health Service, Nalbari, where more than 500 persons from nearby area were provided health check up and free facilities of X Ray, ECG and Blood Test.
- On April 2nd, 2014, a Blood Donation Camp was organized by the NSS unit of the College in collaboration with NCTU and Blood Bank of SMK Civil Hospital. Total 37 members from the college community donated their blood for noble cause.
- The Dogra Regiment of Indian Army, Gopal Bazar Camp organised a daylong talk and weapon display programme inside college campus in association with NCC wing of Nalbari College to motivate the students to join Indian Army and serve the nation. Recruitment Rally is also organized inside the college campus in which boys from entire district participated.
- World Environment Day was celebrated and volunteers of NSS participated in an Awareness Rally organized by 'The Green Globe'. Mr. Kumud Ch. Rabha, the Programme Officer of NSS unit of the college delivered a Popular Talk on the significance of the World Environment Day.
- On the occasion of National Service Scheme Day, the NSS unit of the college organized an Anti Gutkha Campaign among the students.

- International Womens' Day was celebrated
- Dr. Bhupen Hazarika's death anniversary was observed by the Teachers Unit and students of the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|-------------|---------------|----------------------------|---------------|
| Campus area | 16.10 Acres | | Public Donation | 16.10 Acres |
| Class rooms | 37 | 01 | College & State Govt. fund | 38 |
| Laboratories | 16 | 01 | College Fund | 17 |
| Seminar Halls | 01 | --- | --- | --- |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 06 | NIL | College Fund/UGC/DST | 06 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | --- | --- | --- | Rs. 596790.00 |
| Others | --- | --- | --- | --- |

4.2 Computerization of administration and library

College Automation Software was installed in College office in 2012. Library automation is in the pipeline.

| Items | Existing | | Newly Added During 1 st August 2013 to 31 st July 2014 | | Total | |
|------------------------|----------|-------|--|--------|--------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text & Reference Books | 61137 | -- | 809 | 435964 | 61946* | -- |
| e-Books | - | -- | - | -- | - | -- |
| Journals | - | -- | - | -- | | -- |
| e-journals | - | -- | - | -- | - | -- |
| Digital Database | - | -- | - | -- | - | -- |
| CD & Video | - | -- | - | -- | - | -- |
| Others (News paper) | 6 | -- | - | 12701 | 6 | -- |
| Magazine | 4 | | - | | 4 | |

4.3 Library services:

*Number of books also includes gifted books

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 52 | 21 | 02 | 05 | 08 | 04 | 14 | --- |
| Added | 05 | --- | 10 | --- | --- | --- | --- | --- |
| Total | 57 | 21 | 12 | --- | --- | --- | --- | --- |

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

- Every department has been provided with computer.
- Internet facility extended to college office, academic departments, library and computer centers.
- Digital library section is under construction.
- A Digital Classroom is also under construction.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|--------------------------|
| i) ICT | Rs. 15950.00/- |
| ii) Campus Infrastructure and facilities | Rs. 14067673.00/- |
| iii) Equipments | Rs. 596790.00/- |
| iv) Others | Rs. 8451591.00/- |
| Total : | Rs.23132004.00 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC intimates the student community about various Student Support Services through:

- Prospectus of the college.
- Regular notices in the Notice Board.
- Student representative of IQAC
- Reciprocal mentorship

5.2 Efforts made by the institution for tracking the progression

Departments independently track the progress of their alumni. All departments have their own alumni groups. Alumni who made their mark in a particular field are invited to the college campus for felicitation and interaction with students.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others | Total |
|-------------|-----------|------------|-------------|-------------|
| 2847 | 60 | N/A | None | 2907 |

(b) No. of students outside the state

None

(c) No. of international students

None

Men

| No | % |
|-------------|-------------|
| 2134 | 73.4 |

Women

| No | % |
|------------|--------------|
| 773 | 26.59 |

| Last Year (2012-13) | | | | | | This Year (2013-14) | | | | | |
|---------------------|------------|-----------|------------|-----------------------|-------------|---------------------|------------|-----------|------------|-----------------------|-------------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1654 | 245 | 79 | 638 | None | 2616 | 1931 | 304 | 91 | 579 | 02 | 2907 |

| Programme | Demand Ratio |
|-----------|--------------|
| B. A. | 1:1.64 |
| B Sc. | 1:1.79 |
| P. G. | 1:3.7 |
| B Sc. IT | 1:1 |
| BPE | 1:1 |

| Programme | Dropout % |
|-----------|-----------|
| B. A. | 3.37 |
| B Sc. | 9.39 |
| P. G. | .96 |
| B Sc. IT | N/A |
| BPE | N/A |

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

None

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

01

SET/SLET

01

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

- The Dogra Regiment of Indian Army, Gopal Bazar Camp organised a daylong talk and weapon display programme inside college campus in association with NCC wing of Nalbari College to motivate the students to join Indian Army and serve the nation. Recruitment Rally is also organized inside the college campus in which boys from entire district participated.
- NSS and Red Ribbon Club of Nalbari College organised a Special Camp on “Peer Educator’s Training” on 3 to 8th Feb 2014.

No. of students benefitted

200

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- To infuse self confidence and sense of protection among the girl student a Tae kwon do training programme was conducted among the borders of the college Girls’ Hostel. The girls participated with great enthusiasm. Keeping in view of the eagerness of the participants, the college authority has decided to continue and enroll more girls in the training programme.
- International Womens’ Day was celebrated by the Women’s Cell of the college.

5.9 Students Activities

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

State/ University level

32

National level

02

International level

No. of students participated in cultural events

State/ University level

35

National level

International level

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

Sports: State/ University level **Indv-01
Team-01** National level **01** International level **---**

Cultural: State/ University level **Indv-06
Team-02** National level **---** International level **---**

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------------------|
| Financial support from institution | ---- | ---- |
| Financial support from government | 124 | 5,87,345.00/- |
| Financial support from other sources | ---- | ---- |
| Number of students who received International/ National recognitions | ---- | ---- |

5.11 Student organised / initiatives

Fairs : State/ University level **---** National level **---** International level **---**

Exhibition: State/ University level **---** National level **---** International level **---**

5.12 No. of social initiatives undertaken by the students **04**

5.13 Major grievances of students (if any) redressed: **Students' toilet refurbished.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College:

As a college approaching 70 years of glorious existence, Nalbari College is guided by the motto of its emblem Vidyaya Vindyate Amritam i.e. scholarship offers eternity.

Mission of the College:

- To impart quality education to the learners.
- To create better academic aura in order to produce competent and industrious human resource.
- To make education more relevant in the global perspectives.
- To reach out to the unreached.
- To expand and accommodate with the changing traits of higher education.

6.2 Does the Institution has a management Information System:

No

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

6.3.1 Curriculum Development

- A number of teachers from the college are involved in course restructuring and revision committees constituted by Gauhati University
- The Vice-Principal looks into overall academic growth and quality improvement
- Regular departmental review meetings on the progress of syllabus are arranged
- Examination committee ensures smooth conduct of examinations
- Several faculty members are appointed by the university as question paper setters and examiners of answer scripts

6.3.2 Teaching and Learning

- Resourceful, experienced and committed faculty
- Continuous update of domain knowledge of teachers through refresher courses and faculty development programmes
- Healthy interaction between teachers and students which goes beyond the classrooms and thereby promote learning beyond curriculum
- Preparation of Academic Calendar and Teaching Plan for effective teaching learning
- Remedial classes are held for the students requiring additional help
- Well-equipped library for both faculty and students

6.3.3 Examination and Evaluation

- Examination committee ensures smooth conduct of examinations
- Continuous evaluation in regular interval through different methods like two sessional examinations per semester, internal assessment, unit test, assignments, presentations, projects etc
- Transparency is maintained in evaluation process

6.3.4 Research and Development

- In order to assist and encourage quality research among the faculty members a Research Committee has been constituted.
- Encouragements are given to the faculty members to carry out research projects funded by different agencies and to participate in various faculty development programmes.
- College provides all support for conducting research like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The process of library automation has been started and books amounting Rs. 4 lakhs (approx.) are purchased.
- Internet connectivity is extended to each academic department.
- An administrative block and new class rooms are under construction.
- A new pavilion is constructed under UGC scheme in the college play ground.

6.3.6 Human Resource Management

Students being the prime human resource of a college, the college authority endeavours to the overall development of the students. Strict vigilance is maintained for the regularity of the scheduled classes. Apart from normal teaching learning routine of the college, the students are continuously motivated to take part in a series of extracurricular activities in and around the campus.

The college authority maintains a close contact with the departments, office and library and assesses man power. If any shortage is noticed it takes necessary steps to bridge the situation.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment procedure is maintained according to the existing norms and guidelines of the state government. As the government recruitment process is time consuming, the college authority gives appointments of staff on ad hoc basis where and whenever necessary.

- Departments arrange industry visit regularly to expand the domain knowledge of the students
- Training and interactive sessions by experts from industry on work culture, preparation for interviews, knowledge and skill requirements

6.3.9 Admission of Students

Admission of the students to 1st semester B.A. and B. Sc. are strictly made on the basis of merit. Merit lists are prepared according to the existing reservation policy of GoI and then circulated in notice board and college website.

6.4 Welfare schemes for

| | |
|----------|--|
| Teaching | Nalbari College Employees Mutual Benefit Fund, Medical facility |
|----------|--|

| | |
|--------------|--|
| Non Teaching | Nalbari College Employees Mutual Benefit Fund, Medical facility |
| Students | Students Mutual Aid Fund, Medical facility |

6.5 Total corpus fund generated

Rs.91,58,803.00/-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | NO | ---- | Yes | IQAC |
| Administrative | NO | ---- | Yes | IQAC |

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Active participation and contribution by alumni
- Interaction with alumni through annual alumni meetings

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association in the college. However, the college involves parents in different occasions. Departments organize Guardians Meet regularly. The Governing Body of the college has a member from among the guardians of the current students.

6.13 Development programmes for support staff

Periodical orientation and training programmes are offered to the support staff.

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

World Environment Day was celebrated and volunteers of NSS participated in an Awareness Rally organized by 'The Green Globe'. Mr. Kumud Ch. Rabha, the Programme Officer of NSS unit of the college delivered a Popular Talk on the significance of the World Environment Day.

A plantation programme was conducted in the college campus by NSS unit on the occasion of the Independence Day.

Criterion – VII

7. Innovations and Best Practices

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

1. Introduction of Geology as a General subject at degree level
2. Introduction of Bachelor of Physical Education (B.P.E.) and Bachelor of Science in Information Technology (B.Sc.I.T)
3. Introduction of Study Centres of Distance mode education like Institute of Distance and Open Learning (IDOL) and Krisna Kanta Handiqui State Open University (KKHSOU)

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

The plan of action prepared by the IQAC at the beginning of the year has been successfully implemented priority wise in the course of the year. A detail of ATR has been clearly stated in clause 2.15 of this AQAR.

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

1. Special programme organized by the Vice President of Nalbari College Students Union. (2013-14)
2. Blood donation Camp organized by the NSS unit of the college (2013-14).

(Enclosed in Annexure II)

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

7.4 Contribution to environmental awareness / protection

- Regular awareness programme
- Tree plantation to mark special occasions

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

SWOT Analysis

Strengths:

- Resourceful, experienced and committed faculty
- Continuous update of domain knowledge of teachers through refresher courses and faculty development programmes
- Healthy interaction between teachers and students which goes beyond the classrooms and thereby promote learning beyond curriculum
- Consistently brilliant results of the college for last several years
- Best Graduate positions (Topper of a faculty in University Final Examination) in UG level for several times (once for two consecutive years)

in Sanskrit). Even the lone PG department of the college, Assamese has proudly produced a University Topper from the department.

- Equal emphasis on academic and co-curricular activities for all round development
- Well-stocked library.
- Thrust in ICT based learning.
- Wi-Fi enabled campus
- Promotion of extension activities

Weakness:

- Paucity of adequate infrastructure
- Lack of Govt. provisions for substitute faculties against lien, maternity leave and child care leave.
- Limited scope for research oriented activities
- Lack of skilled non-teaching staff

Opportunities:

- Scope for introducing new courses and programmes
- High quality student intake with brilliant academic result
- Nalbari being a major hub of various forms of performing and folk art forms like *Oja Pali, Dhulia, Nagara Naam*, Puppet theatre etc., the college is poised to act as a nodal institution for conducting research in these unexplored art forms.
- Bamboo Arts/crafts centre

Threats:

- Contemporary apathy towards general education
- Mushrooming of private institutions
- Lack of coordination between administrative and academic authority i.e. the state government and the university respectively
- Lackadaisical policy of examination and evaluation followed by the parent university.
- Uneven Teacher- Student ratio
- Inadequate government funding

8. Plans of institution for next year

- Introduction of Annual Lecture Series
- Collection of Feedback from the students
- Infrastructural augmentation

Name **Dr. Pradyumna Sarma**

Name **Dr. Dipak Goswami**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure-I

Academic Calendar: 2013 – 2014 **Nalbari College, Nalbari**

| Month/ Year | Dates | Working Days// Class Days// Examination Days//Holiday | No. of Holidays | No of Working Days | No of Teaching Days | Academic and other activities |
|----------------|---------|--|--------------------|--------------------------|---------------------------|--|
| July 2013 | 1 - 31 | Summer vacation | 31 | 0 | 0 | |
| August 2013 | 1 - 3 | Working Day/ Class Day | 08 | 23 | 23 | Commencement of odd semester classes from 1 st of August , 2013 |
| | 4 | Sunday | | | | |
| | 5 - 8 | Working Day/ Class Day | | | | |
| | 9-10 | Holiday (Id-ul- fitre) | | | | |
| | 11 | Sunday | | | | |
| | 12 - 14 | Working Day/ Class Day | | | | |
| | 15 | Holiday (Independence Day) | | | | |
| | 16 -17 | Working Day/ Class Day | | | | |

| | | | | | | |
|-------------------|---------|------------------------------------|----|----|----|---|
| | 18 | Sunday | | | | |
| | 19 - 24 | Working Day/ Class Day | | | | |
| | 25 | Sunday (Tithi of Sri Madhav Dev) | | | | |
| | 26 - 27 | Working Day/ Class Day | | | | |
| | 28 | Holiday (Janmastomi) | | | | |
| | 29 – 31 | Working Day/ Class Day | | | | |
| September 2013 | 1 | Sunday | 06 | 24 | 23 | <p>Freshmen Social will be held in the 2nd week of September, 2013</p> <p>Odd Semester 1st Sessional Exam. Will commence from 3rd week of September 2013</p> |
| | 2 - 6 | Working Day/ Class Day | | | | |
| | 7 | Holiday (Tithi of Sri Sankardev) | | | | |
| | 8 | Sunday | | | | |
| | 9 - 13 | Working Day/ Class Day | | | | |
| | 14 | Working Day/ (Freshman's social) | | | | |
| | 15 | Sunday | | | | |
| | 16 - 21 | Working Day/ Class Day | | | | |
| | 22 | Sunday | | | | |
| | 23 - 28 | Working Day/ Class Day | | | | |
| | 29 | Sunday | | | | |

| | | | | | | |
|-----------------|---------|---|----|----|----|---|
| | 30 | Working Day/ (Class Day) | | | | |
| October 2013 | 1 | Working Day/ Class Day | 12 | 19 | 17 | Odd Semester 2 nd Sessional Exam. Will commence from 4 th week of September 2013 |
| | 2 | Holiday (Birthday of Mahatma Gandhi) | | | | |
| | 3 - 5 | Working Day/ Class Day | | | | |
| | 6 | Sunday | | | | |
| | 7 – 8 | Working Day/ Class Day | | | | |
| | 9 - 10 | Working Day (College Election/counting) | | | | |
| | 11 - 18 | Holiday (Durga Puja, Tithi of Sri Sankardev & Lakshmi Puja) | | | | |
| | 19 | Working Day/ Class Day | | | | |
| | 20 | Sunday | | | | |
| | 21 - 26 | Working Day/ Class Day | | | | |
| | 27 | Sunday | | | | |
| | 28 - 31 | Working Day/ Class Day | | | | |
| November | 1 | Working Day/ Class Day | | | | |
| | 2 – 3 | Holiday (Kali Puja | | | | |

| | | | | | | |
|------------------|---------|-------------------------------------|----|----|----|--|
| 2013 | | & Dewali) | 06 | 24 | 24 | |
| | 4 – 9 | Working Day/ Class Day | | | | |
| | 10 | Sunday | | | | |
| | 11 –13 | Working Day/ Class Day | | | | |
| | 14 | Holiday (Maharram) | | | | |
| | 15 – 16 | Working Day/ Class Day | | | | |
| | 17 | Holiday (Birth day of Guru Nanak) | | | | |
| | 18 - 23 | Working Day/ Class Day | | | | |
| | 24 | Sunday | | | | |
| | 25 – 30 | Working Day/ Class Day | | | | |
| December 2013 | 1 | Sunday | 06 | 25 | 12 | <p>Tentative time for odd smester final exam and HS 2nd year Preparatory exam. will be in December 2013.</p> <p>Higher Secondary 1st year classes will continue in December 2013</p> |
| | 2 – 7 | Working Day/ Class Day | | | | |
| | 8 | Sunday | | | | |
| | 9 – 14 | Working Day/ Class Day | | | | |
| | 15 | Sunday | | | | |
| | 16 – 21 | Working Day | | | | |
| | 22 | Sunday | | | | |
| | 23 – 24 | Working Day | | | | |
| | 25 | Holiday (Christmas Day) | | | | |
| | 26 – 28 | Working Day | | | | |

| | | | | | | |
|------------------|---------|----------------------------|----|----|----|--|
| | 29 | Sunday | | | | |
| | 30 – 31 | Working Day | | | | |
| January 2014 | 1 – 12 | Winter vacation | 17 | 14 | 14 | Even semester classes will commence from 17 th January, 2014. |
| | 13 – 15 | Holiday (Magh Bihu) | | | | |
| | 16 – 18 | Working Day/ Class Day | | | | |
| | 19 | Sunday | | | | |
| | 20 – 25 | Working Day/ Class Day | | | | |
| | 26 | Holiday (Republic Day) | | | | |
| | 27 – 31 | Working Day/ Class Day | | | | |
| February 2014 | 1 | Working Day/ Class Day | 06 | 22 | 18 | Tentative time for HS 2 nd year final exam will be from 2 nd week of February 2014 Even Semester 1 st Sessional Exam. Will commence from 4 th week of February 2014 |
| | 2 | Sunday | | | | |
| | 3 | Working Day/ Class Day | | | | |
| | 4 | Holiday (Saraswati Puja) | | | | |
| | 5 – 8 | Working Day/ College Week | | | | |
| | 9 | Sunday | | | | |
| | 10 - 15 | Working Day/ Class Day | | | | |
| | 16 | Sunday | | | | |
| | 17 – 22 | Working Day/ Class Day | | | | |
| | 23 | Sunday | | | | |

| | | | | | | |
|---------------|---------|------------------------|----|----|----|---|
| | 24 – 26 | Working Day/ Class Day | | | | |
| | 27 | Holiday (Sivaratri) | | | | |
| | 28 | Working Day/ Class Day | | | | |
| March 2014 | 1 | Working Day/ Class Day | 06 | 25 | 25 | Tentative time for HS 1 st year final exam will be from 2 nd week of March 2014 |
| | 2 | Sunday | | | | |
| | 3 – 8 | Working Day/ Class Day | | | | |
| | 9 | Sunday | | | | |
| | 10 – 15 | Working Day/ Class Day | | | | |
| | 16 | Sunday / Dol jatra | | | | |
| | 17 | Holiday (Dol jatra) | | | | |
| | 18 – 22 | Working Day/ Class Day | | | | |
| | 23 | Sunday | | | | |
| | 24 – 29 | Working Day/ Class Day | | | | |
| | 30 | Sunday | | | | |
| | 31 | Working Day/ Class Day | | | | |
| April | 1 -5 | Working Day/ Class Day | | | | |
| | 6 | Sunday | | | | HS 2 nd year |

| | | | | | | |
|----------|---------|----------------------------|----|----|----|---|
| 2014 | 7 - 12 | Working Day/ Class Day | 06 | 24 | 24 | <p>classes will commence from 17th April, 2014.</p> <p>Even Semester 2nd Sessional Exam. Will commence from 3rd week of April 2014</p> |
| | 13 | Sunday | | | | |
| | 14 – 16 | Holiday (Bohag Bihu) | | | | |
| | 17 | Working Day/ Class Day | | | | |
| | 18 | Holiday (Good Friday) | | | | |
| | 19 | Working Day/ Class Day | | | | |
| | 20 | Sunday | | | | |
| | 21 – 26 | Working Day/ Class Day | | | | |
| | 27 | Sunday | | | | |
| | 28 – 30 | Working Day/ Class Day | | | | |
| May 2014 | 1 | Holiday (May Day) | 06 | 25 | 25 | <p>Tentative time for even semester final exam will be from 3rd week of May, 2014.</p> |
| | 2 – 3 | Working Day/ Class Day | | | | |
| | 4 | Sunday | | | | |
| | 5 – 10 | Working Day/ Class Day | | | | |
| | 11 | Sunday | | | | |
| | 12 – 13 | Working Day/ Class Day | | | | |
| | 14 | Holiday (Buddha Purnima) | | | | |
| | 15 – 17 | Working Day | | | | |
| | 18 | Sunday | | | | |

| | | | | | | |
|--------------|---------|---------------------------|----|----|----|--|
| | 19 – 24 | Working Day | | | | |
| | 25 | Sunday | | | | |
| | 26 – 31 | Working Day | | | | |
| June 2014 | 1 | Sunday | 05 | 25 | 13 | Even semester final exam. Will end by 15 th June 2014. |
| | 2 – 7 | Working Day | | | | |
| | 8 | Sunday | | | | |
| | 9 – 14 | Working Day | | | | |
| | 15 | Sunday | | | | |
| | 16 – 21 | Working Day/ Class Day | | | | Admission for BA/BSc 1 st sem. And HS 1 st year for session 2014-2015 will be completed within June. |
| | 22 | Sunday | | | | |
| | 23 – 28 | Working Day/ Class Day | | | | |
| | 29 | Sunday | | | | |
| | 30 | Working Day/ Class Day | | | | |

Summary

Odd Semester (July to December)

Class days ----- 99

Election/Freshman social -- 03

Holidays/Summer vacation -- 69

Final Exam ----- 13

Total 184

Even Semester (January to June)

Class days ----- 119

College Week ----- 04

Holidays/Winter vacation -- 46

Final Exam ----- 12

Total 181

ANNEXURE II

BEST PRACTICE – 1

Title of the Practice:

Special programme organized by the Vice President of Nalbari College Students Union.

Objectives:

- To give the young learners exposure to various facets of life
- To infuse the much needed habit of self confidence, team work, group decision and leadership abilities among the budding leaders
- To instill stronger peer relationship among students

The Context:

The adolescence and early youth has been regarded as a very insecure period for the collegiate students. There are more questions than answers roaming around their youthful minds. Hence, to inculcate motivation and bring focus to these young minds, the college authority has introduced a very innovative annual event to be planned and executed by the students under the leadership of the elected Vice President (V.P) of the Students Union of the college. The programme is named as the VP's Special programme.

The Practice:

The distinctiveness of this practice may be seen in its modus operandi. It is a programme meticulously planned and executed by the students. The role of teachers in this programme is only supervisory.

VP's Special programme in 2013-14

Programme Title: The Updation of National Register of Citizens will ensure the dominance of the indigenous people of Assam (Symposium)

Guest Speaker:

- Mr. Nekibur Zaman, Renowned Activist & Advocate, Guwahati High Court
- Mr. Dipankar Nath, President, All Assam Students' Union
- Mr. Bhupendra Kr. Bhattacharya, Veteran Journalist & Editor, Focus N.E. News Channel, Guwahati

Evidence of Success:

The mark of success of this programme can be judged from the increasing involvement as well as expectations of students in this programme. VP's Special Programme was introduced as an annual event in 2010 and since then every students' union tried to outsmart the previous one by holding this special event with more innovation and involvement. As a matter of fact, this programme tends to be the unofficial yard stick of performance for the students unions, both outgoing and incoming.

As one of the most 'happening' annual event of the college campus, VP's Special Programme has evidently brought positive vibes in the campus. These outcomes can be summed up as follows:

- Increased sense of belongingness to the institution
- Improved self confidence
- Enhanced interpersonal skills
- Discovery of valuable personal qualities previously unknown
- Increased perseverance and resilience

Problems Encountered and Resources Required:

The main constrain for this programme is fund. With the increased interest and enthusiasm in implementing the event the expenditure also goes upward. Every year the actual expenditure of holding this special programme exceeds and there is a constant pressure from the student's union to increase budgetary allotment for this event.

BEST PRACTICE – 2

Title of the Practice:

Blood donation Camp organized by the NSS unit of the college

Objectives:

Donating blood is important because every day people of all ages are put in hospital in need of blood and the people who donate blood are life saver in the real sense.

The Context: When we donate blood we help other people live Blood donation is also helpful for the donors as it doesn't make allow gaining weight

The Practice: On 2nd April, 2014, a Blood Donation Camp was organised by NSS unit of the college in collaboration with the Nalbari College Teachers' Unit and Blood Bank of Swahid Makunda Kakati Civil Hospital, Nalbari. A total of 37 members of the college community donated their blood for the noble cause.

Evidence of Success:

A positive atmosphere for blood donation is created through this camp.

Problems Encountered and Resources Required:

No serious problem was encountered and no separate resources were required to conduct the programme.