

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

**[FOR ACADEMIC SESSION - 2014-2015]**

*SUBMITTED TO:*

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

*SUBMITTED BY:*



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

**Website: [www.nalbaricollege.org](http://www.nalbaricollege.org)**

**Email: [nalbaricollege@rediffmail.com](mailto:nalbaricollege@rediffmail.com)**

**[iqacnc@gmail.com](mailto:iqacnc@gmail.com)**

# AQAR OF NALBARI COLLEGE, NALBARI: ASSAM

**2014-2015 (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. DIPAK GOSWAMI

Tel. No. with STD Code:

03624220241

Mobile:

+919435310880

Name of the IQAC Co-ordinator:

DR. PRADYUMNA SARMA

Mobile:

+919435027960

IQAC e-mail address:

iqacnc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN10901

1.4 NAAC Executive Committee No. & Date:

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

Date: 16.02.2004

1.5 Website address:

www.nalbaricollege.org

Web-link of the AQAR:

www.nalbaricollege.org/AQAR/2014-15.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

14.09.2007

1.8 AQAR for the year

2014-2015 (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)

1.12 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*)

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UGC-COP Programmes

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## **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

13

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders:

No.

03

Faculty

02

Non-Teaching Staff

01`

Students

00

Alumni

00

Others

00

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

1. Workshop on SSR Preparation and NAAC Accreditation
2. Workshop on the Basics of A.P.I.
3. Workshop on Office Management for Non Teaching Staff

2.14 Significant Activities and contributions made by IQAC

1. Preparation of college prospectus.
2. Preparation and monitoring of the process of admission.
3. Collection of Feedback from the students.
4. Introduction of Foundation Day Lecture and Trailokya Nath Goswami Memorial Lecture
5. Organization of a Two Day long Work Shop for Non-Teaching Staff
6. Recording the evidences of performance of faculties relating to API score.
7. Proposal for introduction of six innovative subjects to the Director of Higher Education, Assam
8. Arrangements for establishment of Digital Classroom.
9. Preparation of Self Study Report of the College
10. Proposal for New Departmental Common Rooms for 04 Departments.
11. Proposal for holding of Seminar/ Conferences.

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
Preparation of college prospectus.	Prospectus was prepared
Preparation and monitoring of admission schedule.	Admission schedule monitored and precisely conducted
Collection of Feedback from the students.	Feedbacks collected, analyzed and necessary action initiated
Introduction of Foundation Day Lecture and Trailokya Nath Goswami Memorial Lecture	Initiated successfully
Organization of a Two Day long Work Shop for Non-Teaching Staff.	Two Day long Work Shop for Non-Teaching Staff was conducted on 13 <sup>th</sup> and 14 <sup>th</sup> February.
Proposal for introduction of six innovative subjects to the Director of Higher Education ( D.H.E.).	Proposal submitted to the D.H.E.
Arrangements for establishment of Digital Library section and Digital (Smart) Classroom.	Request submitted to the Principal
Proposal for New Departmental Common Rooms for 04 Departments.	Request submitted to the Principal and the proposal is under consideration
Suggestion to the authority to increase the intake capacity of the Girls hostel.	The authority kindly conceded the suggestion and the work is in progress
Suggestion for improvement of toilet facility for faculty as well as students.	The authority kindly conceded the suggestion and the work is in progress
Proposal for holding of Seminar/ Conferences.	Proposal submitted to UGC
Proposal for reconstruction of College Canteen, and Boys Common Room	The authority kindly conceded the suggestion and the work is in progress

**\* The Academic Calendar for the year 2014-15 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	<b>01</b>		<b>01</b>	
UG	<b>02</b>			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others			<b>02</b>	
<b>Total</b>	<b>03</b>		<b>03</b>	
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. Education (General)
10. Physics (Major & General)
11. Chemistry (Major & General)
12. Mathematics (Major & General)
13. Botany (Major & General)
14. Statistics (Major & General)
15. Zoology (Major & General)
16. Geology (General)
17. Computer Application (General)
18. B. Sc-IT
19. B. P. Ed

**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	---
Annual	B. P. Ed =01

1.3 Feedback from stakeholders\* Alumni ☐ Parents ☐ Employers ☐ **Students** ☒  
(On all aspects)

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

***\*Please find the analysis of the feedback in the Annexure II***

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.

Education has been introduced as an optional subject in general course.

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>66</b>	<b>35 +05 (V)= 40</b>	<b>25</b>	<b>N/A</b>	<b>01 (Principal)</b>

#### 2.2 No. of permanent faculty with Ph.D.

**23**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
<b>02</b>	<b>05</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>00</b>	<b>08</b>

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

**06**

**Nil**

**26**

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	10	08
Presented papers	05	10	---
Resource Persons	---	---	---

#### 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

**213**

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

07

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—

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-152	N/A*	32.2	63.8	00.0	96
	General-149	N/A*	00.0	81.9	15.4	97.3
B.Sc. 6th Sem	Major- 83	N/A*	65.1	27.7	00.0	92.8
	General- 11	N/A*	00.0	100	00.0	100
M.A. 4 <sup>th</sup> Sem	30	N/A*	13.33	86.67	00.0	100

\* With the introduction of semester system there is no provision for Distinction

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

- By assessing the performance of teachers through students' feedback on teaching and learning.
- By intimating the analysis of the feedback to the teachers.
- By keeping track of student's performance in the final examinations and analyzing the results.
- 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	<b>08</b>
UGC – Faculty Improvement Programme	<b>01</b>
HRD programmes	<b>00</b>
Orientation programmes	<b>01</b>
Faculty exchange programme	<b>01</b>
Staff training conducted by the university	<b>01</b>
Staff training conducted by other institutions	<b>12</b>
Summer / Winter schools, Workshops, etc.	<b>16</b>
Others	<b>20</b>

### 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	<b>31</b>	<b>02</b>	<b>NIL</b>	<b>02</b>
Technical Staff	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

## 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. This committee encourages the teachers to undergo research work and helps in formulating their research projects.
- Better reading facilities with two internet connections are arranged for the faculties in the central library .
- Faculty members who obtains Ph. D are warmly felicitated by the college fraternity
- 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	---	---	<b>01</b>	---
Outlay in Rs. Lakhs	---	---	<b>38,00000/-</b>	---

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>01</b>	<b>01</b>	<b>04</b>	---
Outlay in Rs. Lakhs	<b>0.95 lakh</b>	<b>2 lakh</b>	<b>8.18 lakh</b>	---

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>08</b>	<b>04</b>	---
Non-Peer Review Journals	---	---	<b>03</b>
e-Journals	---	<b>01</b>	---
Conference proceedings	---	<b>02</b>	---

#### 3.5 Details on Impact factor of publications:

Range **0.325** 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	3 Years	Ministry of Food Processing, Govt. of India	38,00000/-	25,00000/-
Minor Projects	2 Years	UGC	10,18,000/-	1.21 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.

01

Chapters in Edited Books

16

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	---	---	---	---	03
Sponsoring agencies	---	---	---	---	College Authority

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  Rs. 48,18,000/- From Management of University/College

Total  Rs. 48,18,000/-

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  40  
National level  45 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  **College forum**   
**NCC**  **NSS**  Any other

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

- On 19<sup>th</sup> and 20<sup>th</sup> July, 2014, the NSS unit of the college has organized Training on Youth Leadership and Community Development in collaboration with Nehru Yuva Kendra. More than 100 students along with 25 NSS volunteers participated in the programme.
- World Environment Day was celebrated in the college campus
- A plantation programme was conducted in the college campus by NSS unit on the occasion of the Independence Day.
- Teachers Day was celebrated with great enthusiasm by the student community of the college.
- National Sports Day was observed on 29.08.2014 and a friendly Football Match was organized between the teachers and the students of the college.
- On the occasion of National Service Scheme Day on 24.09.2014, the NSS unit of the college organized a drawing competition among the students.

- A seven days training programme on “Training of Trainers on Disaster Preparedness and Risk Reduction” was organised by Nalbari College in collaboration with Rajib Gandhi National Institute of Youth Development (RGNIYD), New Delhi from 3<sup>rd</sup> to 9<sup>th</sup> Nov, 2014.
- On 28<sup>th</sup> March, 2015, Nalbari College family organised a memorial lecture in the name of late Trailokyanath Goswami, renowned litterateur, former president of Axom Sahitya Sabha, Sahitya Academy Award winner and the founder principal of Nalbari College. Jawaharlal Nehru Professor of Gauhati University Dr. Sailen Bharali was the resource person who delivered a speech on “*Asomiya Chuti Galpor Dhara*”.
- Earth Day was celebrated in the college campus. Mrs. Krishna Barua, ADC, Nalbari graced the occasion as the Speaker. The theme of this year’s Earth Day was ‘Water Wonderful World’. Mr. Kumud Chandra Rabha, Programme Officer of NSS unit also addressed the participants.
- Six NSS volunteers joined North East NSS Festival held at Nirjuli, Arunachal Pradesh scheduled from 6<sup>th</sup> to 10<sup>th</sup> June, 2015. One NSS volunteer named Manash Jyoti Deka earned applause for donating blood in the programme.
- A symposium on Women and Law was organized by Woman Study and Development Cell. Smt. Kalyani Goswami, Advocate and Ward Commissioner of Nalbari participated as the Resource Person of the event.
- On 29<sup>th</sup> June 2015, National Register of Citizen updation awareness camp was organised by Nalbari College Teachers’ Unit in association with district administration of Nalbari District. Students, faculty members, non teaching staff and the people of the nearby locality participated in the camp.
- 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	41	04	College fund	45
Laboratories	17	---	---	17
Seminar Halls	01	01	College Fund	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)				6,76,305/-
Others				

#### 4.2 Computerization of administration and library

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

#### 4.3 Library services:

Items	Existing		Newly Added During 1 <sup>st</sup> August 2014 to 31 <sup>st</sup> July 2015		Total	
	No.	Value	No.	Value	No.	Value
Text & Reference Books	61946	--	2499	516513	64445*	--
e-Books	-		-	--	-	--
Journals	1	800	-	--	1	800
e-journals	-	--	-	--	-	--
Digital Database	-	--	-	--	-	--
CD & Video	-	--	-	--	-	--
Others (News paper)	6		1		7	
Magazine	4	--	-	14114	4	--

\*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	57	21	12	05	08	04	14	---
Added	10	---	---	---	---	---	---	---
Total	67	21	12	05	08	04	14	---

#### 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.
- A Digital Classroom is under construction.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>Rs.64745.00</b>
ii) Campus Infrastructure and facilities	<b>Rs.4739919.00</b>
iii) Equipments	<b>Rs.676305.00</b>
iv) Others	<b>Rs.8109120.00</b>
<b>Total :</b>	<b>Rs.13590089.00</b>

## 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
<b>2735</b>	<b>60</b>	<b>N/A</b>	<b>None</b>	<b>2795</b>

(b) No. of students outside the state

**None**

(c) No. of international students

**None**

Men	No	%	Women	No	%
	<b>1902</b>	<b>71.6</b>		<b>753</b>	<b>28.4</b>

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>1931</b>	<b>304</b>	<b>91</b>	<b>579</b>	<b>02</b>	<b>2907</b>	<b>1912</b>	<b>279</b>	<b>60</b>	<b>544</b>	<b>None</b>	<b>2795</b>

Programme	Demand Ratio
B. A.	1:1.62
B Sc.	1:1.94
B Sc. IT	1:1
BPE	1:1
P. G.	1:4.1

Programme	Dropout %
B. A.	3.58
B Sc.	12.81
B Sc. IT	Nil
BPE	Nil
P. G.	3.33

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

<b>None</b>
-------------

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- A seven days training programme on “Training of Trainers on Disaster Preparedness and Risk Reduction” was organised by Nalbari College in collaboration with Rajib Gandhi National Institute of Youth Development (RGNIYD), New Delhi from 3<sup>rd</sup> to 9<sup>th</sup> Nov, 2014. (Total No. of Participants: 50)
- Career Counseling and Guidance Cell organised a Workshop on “Fundamentals of Plastic Processing” in collaboration with Ministry of Micro, Small and Medium Entrepreneurship (MSME), Government of India on 11<sup>th</sup> and 12<sup>th</sup> Feb, 2015. (Total No. of Participants: 34)
- Career Counseling and Guidance Cell organised a day long Workshop on Disaster Management in collaboration with Ministry of Micro Small Medium Entrepreneurship (MSME), Government of India on 24<sup>th</sup> Feb, 2015 (Total No. of Participants: 315)
- Career Counseling and Guidance Cell organised a Workshop on “Career in Animation” in collaboration with Zee Institute of Creative Art, Guwahati, on 26<sup>th</sup> March, 2015. (Total No. of Participants: 31)
- Jett Wings, Guwahati conducted a workshop on ‘Hospitality, Airlines Travel and Tourism Management’ on 11/05/2015. (Total No. of Participants: 79)
- A Workshop on Soft Skill Development organised by Career Counseling and Guidance Cell in collaboration with Asian Pacific Learning Leverage Ltd, Guwahati, on 28<sup>th</sup> June, 2015. (Total No. of Participants: 150)

No. of students benefitted

**659**

#### 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

A symposium on Women and Law was organized by Woman Study and Development Cell. Smt. Kalyani Goswami, Advocate and Ward Commissioner of Nalbari participated as the Resource Person of the event.

#### 5.9 Students Activities

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

State/ University level

**21**

National level

---

International level

---

No. of students participated in cultural events

State/ University level

**65**

National level

---

International level

---

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

Sports: State/ University level

---

National level

---

International level

---

Cultural: State/ University level

**Indv-17  
Team-18**

National level

---

International level

---

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>13</b>	<b>13000/-</b>
Financial support from government	<b>237</b>	<b>7,36,140.00/-</b>
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

5.13 Major grievances of students (if any) redressed: New Classrooms constructed

## 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
- Regular feedback from students to improve teaching and learning methods

#### 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

#### **Library:**

- A newly constructed user friendly library extension building covering a total area of 5544 sq. ft. (515 Sq. Mts.)
- Automation of library using Library Management Software
- Provision of Bar coding and OPAC
- Provision of library orientation programme for fresh students
- Digital Library Section within the Library
- Reference section with Journals and reference books.
- Registration and subscription of the NLIST programme of INFLIBNET

#### **ICT:**

- Two Full-fledged Computer lab
- One Digital Class Room
- Provision of LCD projectors in Major Class Rooms
- Provision of smart board
- Wi-Fi enabled campus

#### **Physical infrastructure / instrumentation**

The College is equipped with separate departmental common rooms for each department, laboratories for science departments, a Network Resource Centre (NRC) with internet connectivity, hostel facility for students, Conference Room, Medical Care Unit, a library with separate reading rooms for faculty, boys and girls students a huge play ground flanked with pavilion, modern computer lab, two sets of generator for uninterrupted power supply, canteen and parking area for students and teachers. All Science departments are equipped with LCD projectors and various sophisticated instruments for experiments and other laboratory uses. Besides, a sophisticated digital classroom has been constructed with financial assistance from the Government of Assam. The campus of the college is Wi-Fi enabled and under strict CC TV surveillance.

#### 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 UGC and 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

#### 6.3.8 Industry Interaction / Collaboration

- 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 1<sup>st</sup> semester UG and PG are strictly made on the basis of merit. Merit lists are prepared according to the existing reservation policy of the government and then circulated in notice board and website accordingly.

#### 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. 1, 53, 94,115.92/-**

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) have 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 declare 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

- Regular awareness programme
- Tree plantation to mark special occasions

## 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.

- Introduction of Education as a General subject in UG level
- Introduction of TNG Memorial and Foundation Day Lecture Series

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. (2014-15)
  2. Trailokya Nath Goswami Memorial Lecture
- Enclosed in Annexure III

*\*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**


- To engage in more extension and community development activities
  - To organise interdisciplinary workshop, seminar etc.
  - To initiate softskill development programme for students

Name **Dr. Pradyumna Sarma**



*Signature of the Coordinator, IQAC*

Name **Dr. Dipak Goswami**



*Signature of the Chairperson, IQAC*

## **ANNEXURE I**

### **Academic Calendar: 2014 – 2015**

**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 2014	1 - 31	Summer vacation	31	0	0	
August 2014	1 - 2	Working Day ( Class Day )	08	23	23	Commencement of odd semester classes from 1 <sup>st</sup> August – 2014
	3	Sunday				
	4 - 9	Working Day ( Class Day )				
	10	Sunday				
	11 - 14	Working Day ( Class Day )				
	15	Holiday ( Independence Day )				
	16	Working Day ( Class Day )				
	17	Sunday				
	18	Holiday ( Janmastomi )				
	19 - 23	Working Day ( Class Day )				
	24	Sunday				
	25 - 26	Working Day ( Class				



		Day )				
	27	Holiday ( Tithi of Sri Sankar Dev )				
	28 – 30	Working Day ( Class Day )				
	31	Sunday				
September 2014	1 - 6	Working Day ( Class Day )	05	25	22	<p>Freshmen Social will be held in the 1<sup>st</sup> week of September, 2014</p> <p>Odd Semester 1<sup>st</sup> Sessional Exam. Will commence from 2<sup>nd</sup> week of September 2014</p> <p>College election &amp; counting will be held on 29<sup>th</sup> and 30<sup>th</sup> Sep. '2014</p>
	7	Sunday				
	8 – 12	Working Day ( Class Day )				
	13	Holiday ( Tithi of Sri Madhav Dev )				
	14	Sunday				
	15 - 20	Working Day ( Class Day )				
	21	Sunday				
	22 – 27	Working Day ( Class Day )				
	28	Sunday				
	29 - 30	Working Day ( College Election )				
October	1 - 7	Holiday( Durga Puja, Birthday of Mahatma Gandhi, Janmotsav of Sri Sankar Dev, Idd - uz – zuha, Lakhsmi Puja )	12	19	19	<p>Odd Semester 2<sup>nd</sup> Sessional Exam. Will commence from 3<sup>rd</sup> week of</p>
	8 - 11	Working Day ( Class Day )				

2014	12	Sunday				October 2014
	13 – 18	Working Day ( Class Day )				
	19	Sunday				
	20 – 22	Working Day ( Class Day )				
	23 – 24	Holiday ( Kali puja & Dewali )				
	25	Working Day ( Class Day )				
	26	Sunday				
	27 - 31	Working Day ( Class Day )				
November 2014	1	Working Day ( Class Day )	06	24	24	
	2	Sunday				
	3 – 5	Working Day ( Class Day )				
	6	Holiday ( Birthday of Guru Nanak )				
	7 – 8	Working Day ( Class Day )				
	9	Sunday				
	10 – 15	Working Day ( Class Day )				
	16	Sunday				
	17 - 22	Working Day ( Class Day )				
	23	Sunday				
	24 – 29	Working Day ( Class				

		Day )				
	30	Sunday				
December 2014	1 – 6	Working Day (Class Day )	05	26	12	<p>Tentative time for odd semester final exam. and HS 2<sup>nd</sup> year Preparatory exam. will be in December 2014.</p> <p>Higher Secondary 1<sup>st</sup> year classes will continue in December 2014</p>
	7	Sunday				
	8 – 13	Working Day (Class Day )				
	14	Sunday				
	15 - 20	Working Day				
	21	Sunday				
	22 – 24	Working Day				
	25	Holiday				
	26 - 27	Working Day				
	28	Sunday				
	29 – 31	Working Day				
January 2015	1 – 13	Winter vacation	19	12	7	<p>Even semester classes will commence from 17<sup>th</sup> January 2015</p>
	14 – 16	Holiday ( Magh Bihu )				
	17	Working Day ( Class Day )				
	18	Sunday				
	19 – 23	Working Day ( Class Day )				
	24	Holiday ( Saraswati puja )				
	25	Sunday				
	26	Holiday ( Republic Day )				
	27 – 31	Working Day (College				

		Week)				
February 2015	1	Sunday	05	23	23	<p>Tentative time for HS 2<sup>nd</sup> year final exam will be from 2<sup>nd</sup> week of February 2015</p> <p>Even Semester 1<sup>st</sup> Sessional Exam. Will commence from 4<sup>th</sup> week of February 2015</p>
	2 – 7	Working Day ( Class Day )				
	8	Sunday				
	9 - 14	Working Day ( Class Day )				
	15	Sunday				
	16	Working Day ( Class Day )				
	17	Holiday ( Sivaratri )				
	18 – 21	Working Day ( Class Day )				
	22	Sunday				
	23 - 28	Working Day ( Class Day )				
March 2015	1	Sunday	07	24	24	<p>Tentative time for HS 1<sup>st</sup> year final exam will be from 2<sup>nd</sup> week of March 2015</p>
	2 - 4	Working Day ( Class Day )				
	5 - 6	Holiday ( Dol Jatra)				
	7	Working Day ( Class Day )				
	8	Sunday				
	9 – 14	Working Day ( Class Day )				
	15	Sunday				
	16 - 21	Working Day ( Class Day )				
	22	Sunday				

	23 - 28	Working Day ( Class Day )				
	29	Sunday				
	30 - 31	Working Day ( Class Day )				
April 2015	1 - 2	Working Day ( Class Day )	08	22	22	HS 2 <sup>nd</sup> year classes will commence from 17 <sup>th</sup> April 2015  Even Semester 2 <sup>nd</sup> Sessional Exam. Will commence from 3 <sup>rd</sup> week of April 2015
	3	Holiday ( Good Friday )				
	4	Working Day ( Class Day )				
	5	Sunday				
	6 - 11	Working Day ( Class Day )				
	12	Sunday				
	13	Working Day ( Class Day )				
	14 – 16	Holiday ( Bohag Bihu )				
	17 – 18	Working Day ( Class Day )				
	19	Sunday				
	20 – 25	Working Day ( Class Day )				
	26	Sunday				
	27 - 31	Working Day ( Class Day )				
	1	Holiday ( May Day )				Tentative time
	2	Working Day ( Class				

May 2015		Day )	7	24	24	for even semester exam will be from 3 <sup>rd</sup> week of May 2015.
	3	Sunday				
	4	Holiday ( Buddha Purnima )				
	5 – 9	Working Day ( Class Day )				
	10	Sunday				
	11 – 16	Working Day ( Class Day )				
	17	Sunday				
	18 - 23	Working Day				
	24	Sunday				
	25 - 30	Working Day				
	31	Sunday				
June 2015	1 - 6	Working Day	04	26	13	Even semester exam. Will end by 15 <sup>th</sup> June 2015.  3 <sup>rd</sup> and 5 <sup>th</sup> semester Classes will commence from 16 <sup>th</sup> June, 2015  Admission for BA/BSc 1 <sup>st</sup> sem. And HS 1 <sup>st</sup> year for session 2015-2016 will be completed within June.
	7	Sunday				
	8 – 13	Working Day				
	14	Sunday				
	15	Working Day				
	16 - 20	Working Day (Class Day )				
	21	Sunday				
	22 – 27	Working Day (Class Day)				
	28	Sunday				
	29 - 30	Working Day (Class Day )				

## Summary

Odd Semester ( July to December )

Class days ----- 100

Election/Freshman social -- 03

Holidays/Summer vacation -- 67

Final Exam ----- 14

**Total ..... 184**

Even Semester ( January to June )

Class days ----- 113

College Week ----- 05

Holidays/ Winter vacation -- 50

Final Exam ----- 13

**Total ..... 181**

## ANNEXURE II

### **STUDENT FEEDBACK REPORT: 2014**

**Total Feedback Form Received From The Major Students: 284**

Categories	Percentage of Students Grading Teachers in Different Categories					
	Not Responded	Below Average	Average	Good	Very Good	Excellent
The teacher clearly explain concepts	0.0	1.4	3.6	15.7	22.7	56.6
The teacher has sound subject knowledge	0.1	0.8	3.2	10.6	22.0	63.3
The teacher is regular	0.4	1.7	4.6	14.8	24.8	53.7
The teacher enters and leaves the class room in time	0.3	1.1	3.6	13.2	23.8	58.0
The teacher finishes courses in time	0.0	2.0	3.9	13.8	25.3	55.0
The teacher encourages interaction both inside and outside the class room	0.4	2.5	5.6	14.3	22.2	55.0
The teacher is well organized and prepared	0.5	1.0	3.4	11.1	22.3	61.7
The teacher makes sure students understand the lesson	0.5	1.5	4.3	12.0	27.8	53.9
The teacher creates interest in the subject	0.5	1.9	4.0	11.7	25.8	56.1
How do you rate the teacher' capacity to motivate students	0.8	1.9	3.3	14.0	27.4	52.6

### **ANNEXURE III**

#### **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 2014-15**

**Programme Title:** '*Seujar Swapna*' (The Dream of Green)

**Guest of Honour:**

- Padma Shri Jadav Payeng, Acclaimed Environmental Activist

'*Seujar Swapna*' was an environmental awareness programme. It reflects the longing of our youths for a green earth. The programme was graced by Padma Shri recipient Jadav Payeng, popularly known as the 'Forest Man of India' for his unique contribution of single handedly converting a washed out land into a dense forest of 1300 acre. The programme was inaugurated by the exhibition of a documentary entitled 'The Forest Man' on the life of Mr. Payeng. In the presence of a full house of students and teachers, the veteran shared his peerless experiences and took part in a healthy interaction with the audience. Along with the programme, a photography competition and exhibition entitled 'Nature' was also organized.

**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 12<sup>th</sup> February, 2015, a Blood Donation Camp was organised by NSS unit of the college in collaboration with the Nalbari College Teachers' Unit and Blood Bank of SMK Civil Hospital. A total of 46 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.