

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

[FOR ACADEMIC SESSION - 2016-2017]

SUBMITTED TO:

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

SUBMITTED BY:



INTERNAL QUALITY ASSURANCE CELL

NALBARI COLLEGE, NALBARI

ASSAM-781335

Website: www.nalbaricollege.org

Email: nalbaricollege@rediffmail.com

iqacnc@gmail.com

AQAR OF NALBARI COLLEGE, NALBARI: ASSAM

2010-2011 (AUGUST TO JULY)

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:

03624 220241

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. MHCOGN 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.in

Web-link of the AQAR:

www.nalbaricollege.org/AQAR/2016-17.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

2016-2017 (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)
- ii. AQAR 2014-15 submitted to NAAC on (23/05/2018)
- iii. AQAR 2014-15 submitted to NAAC on (01/06/2018)

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)

B.P.E. and B.Sc. (I.T.)

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

13

2.10 No. of IQAC meetings held

05

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

Non-Teaching Staff Students Alumni Others (G.B.)

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. National Seminar on “ Environmental Awareness: Issues, Concerns and Challenges” (27th and 28th August, 2016)
2. One Day Academic Seminar on “The Coordination between the Colleges and Higher Secondary Schools of Assam and Its Impact on the education Policy of the State.” (12th November, 2016)
3. Daylong Workshop on “Building blocks of Confidence and Competence” (1st April, 2017)

2.14 Significant Activities and contributions made by IQAC

- Preparation of college prospectus.
- Preparation and monitoring of the process of admission.
- Collection of Feedback from the students.
- Organization of One National Seminar on “ Environmental Awareness: Issues, Concerns and Challenges” (27th and 28th August, 2016)
- Recording the evidences of performance of faculties relating to API score
- Preparation for holding of Seminar/ Conferences
- Motivation for faculty members for research and publication as well as for participation in various Faculty Development Programmes organised by UGC and other bodies

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
Collection of Feedback from the students.	Feedbacks collected, analyzed and necessary action initiated
Preparation for holding of Seminar/ Conferences	A National Seminar entitled “Environmental Awareness: Issues, Concerns and Challenges” was organized by the college on 27 th and 28 th August, 2016.
Preparation and monitoring of admission schedule.	Admission schedule monitored and precisely conducted
Proposal for construction of class room	Three departments (History, Political Science and Economics) were shifted and accommodated with two major classrooms in the newly constructed second floor of the Administrative Building.
Proposal for Construction of Boys’ Common room and College Canteen	Construction of new spacious Canteen and Boys’ Common Room building was completed during this period
Initiation for enhancement of extension activities as institutional social responsibility	<ul style="list-style-type: none">• Periodic enrichment programme held• Extension activities were conducted through Students’ Union, NSS, NCC and other cells for upholding institutional social responsibility• Introduction of three new innovative centres

* The Academic Calendar for the year 2016-17 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 Central Application Processing Unit, (AQAR), 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		01	
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others			03	
Total	03		04	
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.

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

Yes, three new innovative centres have been introduced:

- Centre for Theory and Praxis (CTP)
- Poetry and Philosophy Centre (PPC)
- Language and Literature Centre (LLC)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	38+05 (V) = 43	22	N/A	01 (Principal)

2.2 No. of permanent faculty with Ph.D.

27

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
02	05	N/A	N/A	N/A	N/A	N/A	N/A	02	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

Nil

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	13	07
Presented papers	01	21	---
Resource Persons	---	---	01

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

215

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

—

—

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-251	N/A*	34.7	56.6	1.6	92.82
	General-197	N/A*	00.0	43.7	26.4	70.05
B.Sc. 6th Sem	Major- 117	N/A*	70.1	27.4	00.0	97.44
	General- 24	N/A*	00.0	83.3	00.0	83.33
M.A. 4 th Sem	30	N/A*	00.0	90.0	00.0	90.00

*** 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	03
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	01
Staff training conducted by the university	---

Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	20
Others	01

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. 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	---	01	01	---
Outlay in Rs. Lakhs	---	38,00000/-	30,72000/-	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---

Outlay in Rs. Lakhs	---	---	---	---
---------------------	-----	-----	-----	-----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	03	---
Non-Peer Review Journals	02	04	04
e-Journals	---	---	---
Conference proceedings	---	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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. **08** Chapters in Edited Books **31**

ii) Without ISBN No. **02**

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	---	01	---	---	02
Sponsoring agencies	---	College Authority	---	---	College Authority

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

14

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	---	---	---	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 College forum ☒
NCC ☒ NSS ☒ Any other

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

- As a mission to uphold Institutional Social Responsibility, the College adopts Kamrup Vidyapeeth, a school in the neighbouring area and an arrangement is made between the authorities of the college and the school accordingly. Teachers from the departments like Zoology, Chemistry, Mathematics, Botany, Geography, English, Economics, History, Political Science etc. volunteer to take class of the students of class IX and X of the school. The students

of Kamrup Vidyapeeth are also invited to the college to visit its library, laboratory and zoological museum.

- Two NSS volunteers participated in National integration Camp held at Gauhati University. Salima Yasmin bagged first prize in mono acting.
- The college unit of Assam Science Society organised an Awareness programme against Superstition at Balitara village of Nalbari in collaboration with Assam Higher Education Department. Dr. Probodh Sarma, Associate Professor, Department of Botany and Mr. Nabajit Barman, a renowned activist delivered lectures against superstition. A street play was staged on the occasion.

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	53	---	---	53
Laboratories	17	01	College Fund	18
Seminar Halls	03	---	---	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	Rs.11.80
Others	---	---	---	---

4.2 Computerization of administration and library

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

4.3 Library services:

Items	Existing		Newly Added During 1 st August 2016 to 31 st July 2017		Total	
	No.	Value	No.	Value	No.	Value
Text & Reference Books	64492	--	1284	384158	65776*	--
e-Books [#]	1,35,000+	NLIST	World-ebooks Library (30,00,000+)	NLIST	31,35,000+	NLIST
Journals	2	5000	14	22010	16	27010
e-journals [#]	6,000+	NLIST		NLIST	6000+	NLIST
Digital Database [#]	11	NLIST		NLIST	11	NLIST
CD & Video	-	--	-	--	-	--
Others (News paper)	10	--	-	30111	10	--
Magazine	17		1		18	

*Number of books also includes gifted books.

[#] Library has access to e-books and e-journals through UGC-INFLIBNET NLIST(National Library and Information Services Infrastructure for Scholarly Content)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	74	21	15	05	08	04	14	---
Added	21	---	13	10	---	05	06	---
Total	95	---	28	15	---	09	20	---

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

The members of teaching, non-teaching staff and students take the opportunity to browse internet in Community Information Centre (CIC), Network Resource Centre (NRC) as well as in the library of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.450679.00
ii) Campus Infrastructure and facilities	Rs.4920253.00
iii) Equipments	Rs.1180799.00
iv) Others	Rs. 8966354.00
Total :	Rs.15518085.00

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
3196	80	N/A	None	3276

(b) No. of students outside the state

None

(c) No. of international students

02

Men	No	%	Women	No	%
	2173	66.3		1103	33.7

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1951	327	88	621	00	2987	1841	496	102	836	01	3276

Programme	Demand Ratio		Programme	Dropout %
B. A.	1:1.42		B. A.	2.1
B Sc.	1:1.71		B Sc.	25.3
P. G.	1:2.62		P. G.	Nil
B. Sc. IT	1:1.6		B. Sc. IT	Nil
B.P.E	1:1		B.P.E	Nil

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

5.6 Details of student counselling and career guidance

- One day workshop entitled 'Career after Finishing Degree Course' was organised by Department of English in association with Career and counselling Cell. Resource Person: Mr. Ranjan K Baruah. (No. of participants 120)
- Scholarship Exam by Potential Institute, Guwahati for H S 2nd Year students. (No. of Participants 156)
- Scholarship Exam by Ignite for H S 2nd Year students. (No. of Participants 190)
- Scholarship Exam by Bansal Institute for H S 2nd Year students. (No. of Participants 94)
- Catalyst Scholarship Exam for H S 2nd Year students. (No. of Participants 110)
- Scholarship Test by Career Point, Guwahati for H S 2nd Year students. (No. of Participants 59)

No. of students benefitted

729

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

- Celebration of International Women's Day in association with Krishi Vijnan Kendra, Nalbari. Mayuri Bora, Agricultural Scientist spoke on the theme of the day 'Be Bold for Change'.
- A poster making competition was also organized among the students on the same theme.
- A short film on women's psychological sufferings leading to protest was shown on the same occasion.
- Amirul Islam, Advocate, Nalbari District Court illuminated the gathering on the topic 'Laws Protecting Women's Rights'.

5.9 Students Activities

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

State/ University level

19

National level

International level

No. of students participated in cultural events

State/ University level

64

National level

03

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

31

National level

02

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	24	24,000.00/-
Financial support from government	292	8,57,635.00/-
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

5.13 Major grievances of students (if any) redressed: **Construction of New Building for Boys Common Room and College Canteen**

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:

- Three 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 necessary.

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 1st 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. 21258069.92/-

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

- 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.

Three new innovative centres have been introduced:

- Centre for Theory and Praxis (CTP)
- Poetry and Philosophy Centre (PPC)
- Language and Literature Centre (LLC)

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. (2016-17)
2. Kavya Divas

Please find enclosed in Annexure 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 new courses in UG and PG level
- Introduction of more job oriented courses
- Initiation for Green Audit
- Initiation for online admission process

Name **Dr. Pradyumna Sarma**



Signature of the Coordinator, IQAC

Name **Dr. Dipak Goswami**



Signature of the Chairperson, IQAC

ANNEXURE I

Academic Calendar: 2016 – 2017

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 2016	1 - 31	Summer vacation	31	0	0	
August 2016	1 - 6	Working Day (Class Day)	07	24	24	Commencement of odd semester classes from 1 st August – 2016
	7	Sunday				
	8 - 13	Working Day (Class Day)				
	14	Sunday				
	15	Holiday (Independence Day)				
	16 - 20	Working Day (Class Day)				
	21	Sunday				
	22	Holiday (Tithi of Sri Madhav Dev)				
	23 - 24	Working Day (Class Day)				
	25	Holiday (Janmastomi)				
	26 - 27	Working Day (Class Day)				
	28	Sunday				

	29 - 31	Working Day (Class Day)				
September 2016	1 - 2	Working Day (Class Day)	06	24	23	<p>Freshmen Social will be held in the 1st week of September, 2016</p> <p>Odd Semester 1st Sessional Exam. Will commence from 2nd week of September 2016</p>
	3	Holiday (Tithi of Sri Sankar Dev)				
	4	Sunday				
	5 - 10	Working Day (Class Day)				
	11	Sunday				
	12	Holiday (Id-Uz-Zuha)				
	13 - 17	Working Day (Class Day)				
	18	Sunday				
	19 - 24	Working Day (Class Day)				
	25	Sunday				
	26 - 30	Working Day (Class Day)				
October 2016	1	Working Day (Class Day)	15	16	14	<p>College election & counting will be held on 5th and 6th October 2016</p> <p>Odd Semester 2nd Sessional Exam. Will commence from</p>
	2	Sunday & Holiday (Birthday of Mahatma Gandhi)				
	3 - 4	Working Day (Class Day)				
	5 - 6	Working Day (Election Day)				
	7 - 15	Holiday (Durga Puja, Maharram, Lakshmi				

		Puja)				4 th week of October 2016
	16	Sunday				
	17	Holiday (Kati Bihu)				
	18 - 22	Working Day (Class Day)				
	23	Sunday				
	24 - 28	Working Day (Class Day)				
	29 -30	Holiday (Kali puja and Dewali				
	31	Working Day (Class Day)				
November 2016	1 - 5	Working Day (Class Day)	05	25	25	
	6	Sunday				
	7 - 12	Working Day (Class Day)				
	13	Sunday				
	14	Holiday (Guru Nanak's birth day)				
	15 - 19	Working Day (Class Day)				
	20	Sunday				
	21 - 26	Working Day (Class Day)				
	27	Sunday				
	28 - 30	Working Day (Class Day)				
	1	Working Day (Class				

December 2016		Day)	05	26	14	Tentative time for odd semester final exam. and HS 2 nd year Preparatory exam. will be in December 2016. Higher Secondary 1 st year classes will continue in December 2016
	2	Holiday (Asom Divas)				
	3	Working Day (Class Day)				
	4	Sunday				
	5 - 10	Working Day (Class Day)				
	11	Sunday				
	12 - 17	Working Day (Class Day)				
	18	Sunday				
	19 - 24	Working Day (Class Day)				
	25	Sunday & Holiday(Christmas Day)				
	26 - 31	Working Day (Class Day)				
January 2017	1 - 12	Winter vacation	18	13	13	Even semester classes will commence from 16 th January 2017 Tentative time for College week will be in
	13 - 15	Holiday (Magh Bihu)				
	16 - 21	Working Day (Class Day)				
	22	Sunday				
	23 - 25	Working Day (Class Day)				
	26	Holiday (Republic Day)				
	27 - 28	Working Day (Class Day)				

	29	Sunday				the 1 st week of February 2017
	30 - 31	Working Day (Class Day)				
February 2017	1	Holiday (Saraswati Puja)	06	22	16	Tentative time for HS 2 nd year final exam will be from 2 nd week of February 2017 Even Semester 1 st Sessional Exam. Will commence from 4 th week of February 2017
	2 - 4	Working Day (Class Day)				
	5	Sunday				
	6 - 11	Working Day (Class Day)				
	12	Sunday				
	13 - 18	Working Day (Class Day)				
	19	Sunday				
	20 - 23	Working Day (Class Day)				
	24	Holiday (Sivaratri)				
	25	Working Day (Class Day)				
	26	Sunday				
	27 - 28	Working Day (Class Day)				
March 2017	1 - 4	Working Day (Class Day)				Tentative time for HS 1 st year final exam will
	5	Sunday				
	6 - 11	Working Day (Class Day)				
	12 - 13	Holiday (Dol Jatra)				
	14 - 18	Working Day (Class				

		Day)	05	26	26	be from 3 rd week of March 2017
	19	Sunday				
	20 - 25	Working Day (Class Day)				
	26	Sunday				
	27 - 31	Working Day (Class Day)				
April 2017	1	Working Day (Class Day)	07	23	23	HS 2 nd year classes will commence from 17 th April 2017 Even Semester 2 nd Sessional Exam. Will commence from 3 rd week of April 2017
	2	Sunday				
	3 - 8	Working Day (Class Day)				
	9	Sunday				
	10 - 13	Working Day (Class Day)				
	14 - 16	Holiday (Bohag Bihu & Good Friday)				
	17 - 22	Working Day (Class Day)				
	23	Sunday				
	24 - 29	Working Day (Class Day)				
	30	Sunday				
May 2017	1	Holiday (May Day)	6	25	25	Tentative time for even semester exam will be from 2 nd week of May 2017.
	2 - 6	Working Day (Class Day)				
	7	Sunday				
	8 - 9	Working Day (Class Day)				
	10	Holiday (Buddha				

		Purnima)				
	11 - 13	Working Day (Class Day)				
	14	Sunday				
	15 - 20	Working Day (Class Day)				
	21	Sunday				
	22 - 27	Working Day (Class Day)				
	28	Sunday				
	29 - 31	Working Day (Class Day)				
June 2017	1 - 3	Working Day (Class Day)	06	24	24	<p>3rd and 5th semester Classes will commence from 1st June, 2017</p> <p>Admission for BA/B.Sc. 1st sem. And HS 1st year for session 2017-2018 will be completed within June.</p>
	4	Sunday				
	5 – 10	Working Day (Class Day)				
	11	Sunday				
	12 - 17	Working Day (Class Day)				
	18	Sunday				
	19 -24	Working Day (Class Day)				
	25	Sunday				
	26 - 27	Holiday (Id – Ul -Fitre)				
	28 - 30	Working Day (Class Day)				

Summary

Odd Semester (July to December)

Class days ----- 100

Election/Freshman social -- 03

Holidays/Summer vacation -- 69

Final Exam ----- 12

Total 184

Even Semester (January to June)

Class days ----- 115

College Week ----- 06

Holidays / Winter vacation -- 48

Final Exam ----- 12

Total 181

ANNEXURE II

STUDENT FEEDBACK REPORT: 2016

Total feedback form received from the students: 177

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	1.8	5.5	18.8	30.6	43.3
The teacher has sound subject knowledge	1.0	0.6	4.5	11.9	31.3	50.7
The teacher is regular	0.6	3.0	9.3	14.6	27.6	44.9
The teacher enters and leaves the class room in time	1.6	2.8	4.2	16.7	27.2	47.5
The teacher finishes courses in time	0.9	3.4	4.2	19.4	25.8	46.3
The teacher encourages interaction both inside and outside the class room	0.3	2.5	6.1	17.9	27.5	45.7
The teacher is well organized and prepared	0.6	2.4	5.1	15.8	30.6	45.5
The teacher makes sure students understand the lesson	0.9	2.5	7.0	19.6	27.0	43.0
The teacher creates interest in the subject	0.4	4.0	8.1	17.5	24.3	45.7
How do you rate the teacher' capacity to motivate students	0.6	3.6	6.6	17.6	29.7	41.9

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 2016-17

Programme Title: *'Amar Dristieo Lakshya Jane'*

Inaugurator:

- Vidya Sagar, Acclaimed Singer

'Amar Dristieo Lakshya Jane' is a programme for the visually challenged singers in and around Nalbari district. 13 numbers of such visually challenged folk performers who use to earn their livelihood by singing in the railway platforms and local trains were invited, felicitated and interacted in one platform. These artists enthralled the audience with their mesmerizing voices. The event was inaugurated by noted Assamese singer Vidya Sagar.

'Amar Dristieo Lakshya Jane' is a famous line from equally famous song of Dr. Bhupen Hazarika and it literally means 'our vision too have destiny'.

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:

'Kavya Dibash' (The Day for Poetry)

Objectives:

- To provide exposure of recent trends of poetry to the students.

The Context:

Nalbari College has proudly produced some of the best poets of the state and this tradition is still on the move. It is therefore necessary to create proper ambience to nurture these young talents.

The Practice:

In order to foster the creative enterprise of the students, the Poetry and Philosophical Centre (PPC) of the college decided to organise a programme entitled '*Kavya Dibash*' (The Day for Poetry) on 6th of March every year. Local poets, most of whom are the alumni of the college assembled in an open stage and recited their own poems. Teachers and students of the college also took part in the proceeding.

Evidence of Success:

All the poems recited in the programme were collected by the Poetry and Philosophical Centre and then published in a volume entitled '*Nalanit Daukir Mat*'

Problems Encountered and Resources Required:

The paucity of fund is a perennial problem in conducting such activities. Most programmes have been organized from the college fund which is mainly raised through various fees from the students.

The tight academic schedule of the semester system has left little space and time for the students and teachers to get involved in non-academic activities.
