

## The Annual Quality Assurance Report (AQAR) of the IQAC, 2017-18

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Nabajyoti College, Kalgachia

1.2 Address Line 1

Village- Kalgachia

Address Line 2

District- Barpeta

City/Town

Barpeta

State

Assam

Pin Code

781319

Institution e-mail address

Nabajyoticollege@gmail.com

Contact Nos.

9954090780

Name of the Head of the Institution:

Dr Shahjahan Ali Ahmed

Tel. No. with STD Code:

03666-284434

Mobile:

9954090780

Name of the IQAC Co-ordinator:

Dr Md Shahajamal Sheikh

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. &Date:   
(For Example EC/32/A&A/143 dated 3-5-2004. Dated- May25, 2016  
This EC no. is available in the right corner-bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details:

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71.10	2004	08-01-2004 to 08-01-2009
2	2 <sup>nd</sup> Cycle	B+	2.73	2016	25-05-2016 to 24-05-2021
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

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

**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 2005-06 submitted to NAAC on 06/12/2007 (DD/MM/YYYY) (Hard copy)
- ii. AQAR 2006-07 submitted to NAAC on 26/06/2008 (DD/MM/YYYY) (Hard copy)
- iii. AQAR 2007-08 submitted to NAAC on 19/03/2009 (DD/MM/YYYY) (Hard copy)
- iv. AQAR 2008-09 submitted to NAAC on 24/02/2010 (DD/MM/YYYY) (Hard copy)
- v. AQAR 2009-10 submitted to NAAC on 02/06/2014 (DD/MM/YYYY) (Soft copy)
- vi. AQAR 2010-11 submitted to NAAC on 02/06/2014 (DD/MM/YYYY) (Soft copy)
- vii. AQAR 2011-12 submitted to NAAC on 02/06/2014 (DD/MM/YYYY) (Soft copy)
- viii. AQAR 2012-13 submitted to NAAC on 03/07/2014 / 19-07-2014 (Soft copy)
- ix. AQAR 2013-14 submitted to NAAC on 22/07/2014----- (Soft copy)
- x. AQAR 2014-15 submitted to NAAC on ----- (Soft copy)
- xi. AQAR 2016-17 submitted to NAAC on ----- (Soft copy)

**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 ☒ 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)

Distant Education PGDCA, MA  
under IDOL, BA under KKHSOU

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

Gauhati University

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

Autonomy by State/Central Govt. / University

Doesn't arise

University with Potential for Excellence

Doesn't arise

UGC-CPE

Doesn't arise

DST Star Scheme

Nil

UGC-CE

Doesn't arise

UGC-Special Assistance Programme

Nil

Nil

UGC-Innovative PG programmes

Nil

Any other (Specify)

IDOL-GU,  
KKHSOU

UGC-COP Programmes

Nil

## **2.IQAC Composition and Activities**

**2.1 No. of Teachers:**

8

**2.2 No. of Administrative/Technical staff:**

1

**2.3 No. of students:**

Nil

**2.4 No. of Management representatives**

1

**2.5 No. of Alumni:**

Nil

**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:**

1

**2.9 Total No. of members:**

12

**2.10 No. of IQAC meetings held:**

06

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

1

Students

2

Non-Teaching Staff

1

Alumni

1

Others

Parents- Guardians- 1

**2.12 Has IQAC received any funding from UGC during the year?**

Yes

X

No

✓

If yes, mention the amount

X

**2.13 Seminars and Conferences (only quality related):**

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

Total Nos.

3

International

Nil

National

1

State

1

Institution Level

1

Sl. No	Date	Themes	Panellists / Resource persons / Distinguished guests	Organizer	Nos. of Participants
01	20.05.2017 To 26.05.2017	Workshop on Skill & Personality Development	1. .Dr Shahjahan Ali Ahmed, Inaugurator 2. Captain Faenaz Khan- RP 3. Prof B K Samal-RP 4. Dr Sorman Ali-RP 5. Dr M S Sheikh- RP 6. Dr Fakhrul Alam- RP 7. Dr N Saharia- RP	IQAC ( Workshop organizing Committee)	30

			8. Dr K Hazarika- RP 9. Dr D Das- RP		
02	27.10.2017	Seminar on Adolescent period: Care and Management	Guided by Dr Neetu Saharia	Organized by BS&G, Nabajyoti College, Kalgachia in association with Barpeta Civil Hospital.	25
03	20.03.2018 & 21.03.2018	National Seminar on Impact of Arabic Literature and Islamic studies on Indian National Harmony and Integration	1. Dr Abdul Majid Qazi, Jamia Milia Islamia University, New Delhi 2. Dr B H A Ahmed, Abhyapuri College, Abhyapuri. 3. Dr A K Ahmed, B H College, Howly. 4. Hafizur Rahman, Rangia College, Rangia.	Department of Arabic, Nabajyoti College, Kalgachia	128

#### 1.14 Significant Activities and contributions made by IQAC:

- Prepare modified DPR for RUSA project.
- Prepared project for construction of G2 Digital Building.
- Prepared project for construction of G2 Building for Quarter for Women Hostel
- Conducted, Organized and Enhanced 15 different programs including, seminar, workshop, coaching, awareness, career counseling, meet etc.
- Guided to prepare Star College Project under DBT, GOI.
- Guided to purchase Reference books and Journals for Central library.
- Guided for laboratory improvement in Science Departments and department of Education..
- Encouraged for class seminars & group discussions.
- Conducted Assessment of Teachers performance by the students and analyzed and gave feed back to the faculty members.
- Conducted Assessment of Administration performance by the students and analyzed and gave feed back to the respective members.
- Conducted Assessment of Teachers and Administration performance by the Alumni and Parents/ Gurdians and analyzed and gave feed back to the respective members.
- Analyzed various results and suggested for necessary measures.
- Organized admission drives.

- Arranged for Alumni and Guardians meet.
- Trained students for participation in debate, Quiz and sports competition.
- Helped to maintain eco-climate of the college.
- Helped to maintain Academic environment of the college by timely publication and arrangement of learning materials for the learners and teachers.
- Played pivotal role to publish ISBN and ISSN publication from the college.
- Encouraged teachers and students for publications.

### 1.15 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
To complete lab requirements for introducing Self-finance BSc Biotech courses	Preparation for lab requirement is under process.
Construction of Digital building	Construction of G3 RCC digital building is completed.
To listed as College Centre of Excellence	Under process.
To get the status of deemed university.	Yet to be process.
To enhance major and minor project works.	One project in culture of Ornamental fishes is running under NFDB, Hyderabad.
To increase infrastructural facilities.	Desk, Benches and other TLM are introduced in the newly constructed buildings.
To enhance quality of the teacher's and student's emphasis will be given on panel discussion, workshops, seminars, symposium etc.	Conducted 15 such programs.
To impart free coaching and counselling for placement of students in services and higher educational institutions.	Conducted 2 such programs.
To publish Learning materials to supply the students in time.	Published the Prospectus, Academic calendar, College magazine, ID cards, Daily Class Routine,

	News Letter, Certificates of participation and Certificates of Proficiency are published in time.
To encourage ISSN and ISBN publications.	<b>Published:</b> <b>ISBN:</b> Dr Imrul Hussain-2, Dr Neetu Saharia-7, Dr Kakali Hazarika-4, Dr Dhrubajyoti Das-5, Merina Ahmed-5, Lutfur Rahman Saikia-2, Dr M S Sheikh-2, Dr Malabika Baglari-1, Panchalee Baishya-1 <b>ISSN:</b> Dr Fakhrul Alam-1(J. Advance Research, ISSN- 2319-6661), Dr Imrul Hussain-1, Dr Neetu Saharia-1, Dr Dhrubajyoti Das & Nayan Mani Devi-1
To encourage awareness programs on social issues and environmental problems.	Conducted 4 such programs.
To arrange for pure and running drinking water in the college campus and hostels.	Planted a unit of Pure drinking water in the Boy's Hostel.
To develop sanitation in the college campus.	Constructed Sanitary tank attached with the Chemistry laboratory.
Targeted to complete construction of 100 bedded girl's hostel.	10 percent of the work yet to be completed.
To enhance infrastructural facilities for class rooms all the departments.	Provided six additional class rooms with necessary furniture.
To prepare 100 year advance master plan.	Prepared and advancing accordingly
To prepare DPR for technical sanction for the projects for RUSA grants	Prepared the DPR and submitted for Technical Sanction.
To construct the G <sup>+2</sup> digital library	Construction of ground floor of G <sup>+2</sup> digital library is completed.
To increase number of Text books, Reference books & Journals in the central library.	Books amounting Rs 3.39 Lakh, Reference Books amounting Rs 1.2 Lakh have been newly added to the central Library.
To construct residence for Teachers	Construction work of Warden quarter for Women's Hostel has been completed.
To offer PG course in the department of Zoology	Necessary Infrastructures are developing.



To offer PG course in the department of Assamese	Affiliation by the Gauhati University to run PG courses in Assamese is under process.
To offer vocational courses in farming in the department of Zoology	Processed under Star College project, DBT, Ministry of Science & Technology, GOI
To offer agro-based training courses in the department of Zoology	Processed under Star College project, DBT, Ministry of Science & Technology, GOI
To offer courses in wildlife management in the department of Zoology	Processed under Star College project, DBT, Ministry of Science & Technology, GOI
To establish a photo gallery on Bio-diversity in the department of Zoology	Processed under Star College project, DBT, Ministry of Science & Technology, GOI
To publish a monthly magazine in the department of Assamese	Kachioli is publishing through “Sahitya Chara, Department of Assamese of the college.
To establish Bio-Tech hub Project under DBT, India in the department of Botany	Under process
To establish a cultural Museum in the Department of Assamese	Completed with financial support from MLA LED Fund

\* *Attach the Academic Calendar of the year as Annexure:* Attached as attachment file

**(Annexure-I)**

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

Management ☒ v Syndicate ☒ x Any other body ☒ x

Provide the details of the action taken:

- Governing body of the college has overviewed the AQAR, analyzed the thrust area and adopted necessary policies for the quality enhancement by holding discussion with the stake holders.

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*	-	8	8	-
UG	2	1	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	1	2	-
Others	-	-	-	-
<b>Total</b>	3	9	11	-
Interdisciplinary		10	-	10
Innovative	3	1	-	3

\* Through IDOL

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

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	2
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\*

Alumni ☐ Ye Parents ☐ Yes Employers ☐ Yes Students ☐ Yes

*(On all aspects)*

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

**\*\*Please provide an analysis of the feedback in the Annexure (Alumni- Annex-I, Parents- Annex-II, Employer- Annex-III, Students- Annex-IV).**

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

- Updates of syllabus done by the Gauhati University as per Semester system curriculum.

1.5 Any new Department/Centre introduced during the year. If yes, give details. **No**

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	36	14	22	-	-

2.2 No. of permanent faculty with Ph.D.

10

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

Asst. Professors		Associate Professors		Professors		Others (Part time)		Total	
R	V	R	V	R	V	R	V	R	V
2	9	-	-	-	-	15	-	17	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	16	01
Presented	1	16	01
Resource Persons	Nil	Nil	04

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

Following are the innovative practices adopted by the institution for quality Teaching and Learning:

- Group discussion.
- Mock parliament.
- Class seminar
- Participatory approach in group teaching.
- Home assignment.
- Self-question setting & solving by the students.
- Connecting teachers with mobile and internet.
- Inter-departmental Seminars.
- Inter -Institutional Exchange Programs.
- Field Works.
- Visit to Advanced Labs.
- Project Works.

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

176

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

Cumulative evaluation as per  
university norms

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

Nil

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (BA)	214	6.08	37.38	44.86	4.21	86.45
UG (BSc)	111	10.81	51.21	48.78	-	73.87
CCA	-	-	-	--	-	-
PGDCA	-	-	-	-	-	-
DICA	-	-	-	-	-	-
PG IDOL	82	4.9	3.66	58.54	37.8	64.63
UG(BA- KKHSOU)	45	Nil	28.89	37.78	Nil	66.67

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

- To prepare and publish learning materials like teaching plan, lesson plan, academic calendar, prospectus, class record book, class routine, college magazine, NJC Newsletter, Admission form and Identity card in addition to selection of College Uniform.
- To prepare students projects and proposals for MRP, Major Project and National seminars.
- To prepare schedule for field studies, students tour in advanced laboratories and institutions, wildlife sanctuaries, farms etc.
- To maintain the quality of class room and make necessary arrangement for teaching learning materials.
- To make necessary arrangements for infrastructure developments.

- To assess the performance of teachers and administration by the students, guardians and alumni.
- To analyse the results of various examinations.
- To form various forums and bodies and support service.
- Enhance to conduct seminars, workshop etc.
- To make necessary arrangement for smooth running of various examinations.
- To make necessary arrangement for smooth running of students union election.
- To maintain eco-climate in or in vicinity of the college campus.
- To generate awareness through extension services among the students, publics, feeder institutions etc through NCC, NSS, Students Union and Forums.

#### 2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Others	7

#### 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	2	6	Nil	4
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

- Encouraged the faculty members for conducting research works through Major and Minor Projects.
- Encouraged the faculty members for, PhD works and to publish their works in ISSN and ISBN.
- Encouraged students to involve in projects & research works.
- Arranged for research based extension activities.
- Enhanced preparation of proposals for setting of cultural museum in the department of Assamese.
- Enhanced arrangement of field studies.
- Enhanced arrangement of advanced lab visits for the students.
- Enhanced workshops on Assamese literature.
- Enhanced preparation of proposals on national and state level seminars.

##### 3.2 Details regarding major projects:

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

##### 3.3 Details regarding minor projects

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

##### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals	Journal of Advanced Research: a multidimensional & multi disciplinary International Journal. ISSN-2319-6661: Dr FakhruAlom (Editor in Chief)+ 3	-	-
Non-Peer Review Journals	ISSN-1	ISBN-27	2
e-Journals	-	-	-
Conference proceedings	-	-	-

National seminar proceedings		1	-
National seminar abstract		27	-

### 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	Nil	-	-	-
Minor Projects	Nil	-	-	-
Interdisciplinary Projects	Nil	-	-	-
Industry sponsored	Nil	-	-	-
Projects sponsored by the University/ College	Nil	-	-	-
Students research projects (other than compulsory by the University)	Nil	-	-	-
Any other(Specify)	Nil	-	-	-
Total	Nil	-	-	-

3.7 No. of books published With ISBN  No. Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	Nil	1	1	Nil	2
	Sponsoring agencies	Nil	UGC	UGC	-	Nabajyoti College

3.12No. of faculty served as experts, chairpersons or resource persons 12

3.13No. of collaborations: International Nil National 1 Any other 2

3.14No. of linkages created during this year 2

3.15Total budget for research for current year in lakhs:

From Funding agency Nil From Management of University/College Nil  
Total Nil

3.16No. of patents received this year:

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

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

Total	International	National	State	University	Dist.	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil



3.21 No. of students Participated in NSS events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	32
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	1
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	1
NCC	1	NSS	1
		Any other	4

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

- Observed 5<sup>th</sup> June, 2017 as World Environment Day: Participants 141 Nos.
- Arranged School level Sports competition, Debate competition & Poster competition in connection with 71<sup>th</sup> ID celebration on 15<sup>th</sup> August, 2017: Participants-80 Nos.
- Observed National Foundation for Communal Harmony and National Integrity week/2017 on 11.12.2017 and donated a sum of Rs 6856/- to NFCH, MHRD, GOI: Participants-200 Nos.

## 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	<b>52 Bighas</b>	-	-	<b>52 Bighas</b>
Class rooms	<b>40</b>	3	MHRD & State	<b>46</b>
Laboratories	<b>9</b>	-	-	
Seminar Halls	<b>2</b>	-	-	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>3</b>	-	UGC	<b>3</b>
Value of the equipment purchased during the year (Rs. in Lakhs) : <b>Overall</b>	<b>30.53</b>	<b>2.40</b>	<b>UGC</b>	<b>32.93</b>
Value of the equipment purchased during the year (Rs. in Lakhs): Physics Department	<b>7.98</b>	1.00	UGC	<b>8.98</b>
Value of the equipment purchased during the year (Rs. in Lakhs): Chemistry Department	<b>4.41</b>	0.26	UGC	<b>4.67</b>
Value of the equipment purchased during the year (Rs. in Lakhs): Botany Department	<b>2.63</b>	0.12	UGC	<b>2.75</b>
Value of the equipment purchased during the year (Rs. in Lakhs): Zoology Department	<b>6.30</b>	0.66	UGC	<b>6.96</b>
Value of the equipment purchased during the year (Rs. in Lakhs): Education Department	<b>0.60</b>	0.08	UGC	<b>0.68</b>
Others (Office, IQAC, Conference hall, Eco. Deptt., Examination branch etc)	<b>8.61</b>	0.28	UGC	<b>8.89</b>

#### 1.2 Computerization of administration and library:

- Major parts of the Administrative works are computerized.
- Norms for Admission, fee structure and period of form submission, declaration of selection and date of admission are done through published prospectus and field and institutional campaign. Admission is given on the basis of merit in their preceding classes.

- Results of Final Examinations are announced by the affiliated University or Council. Sessional examinations, Practical examinations, Internal Assessment and Evaluation of dissertation are conducted by the concerned department and conveyed to the students through notice board display and letter to parents and guardians.
- Automation of library is in progress using SOUL version-2.0 all necessary ICTs.
- Connecting with unlimited browsing of internet.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22251	43,03,392	871	3,38,573	23122	46,41,965
Reference Books	833	1,71,908	165	1,19,835	998	2,91,743
e-Books	Under NLIST	5,500	UNLIST	400	UNLIST	5,900
Journals	8	22,680	1	1,100	9	23,780
e-Journals	-	5,500				
Digital Database						
CD & Video	15	1,070			15	1.070
Others (specify)Periodicals	9	22,435			9	22,435

#### 4.4Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others(IQAC)
Existing	33	2	1	5	11	4	8	2
Added	3	1	-	-	2	3	-	-
Total	36	3	1	-	13	7	8	2

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

- Computer training is given to 8 numbers of Teachers.
- Free internet access to students and teachers are provided.
- Smart classes in Zoology and Physics departments are in practice.
- Digital projector in conference hall is in use.

- Digital delegate unit also available in the Conference hall.

4.6 Amount spent on maintenance in lakhs:

• ICT	1.00
• Campus Infrastructure and facilities	105.7
• Equipment's	3.51
• Others	1.53
<b>Total:</b>	<b>111.74</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Formed different cells related to student support & progression.
- Communicated to experts and organizations.
- Sensitized students and other stakeholders.
- Implemented the entrusted responsibilities.

#### 5.2 Efforts made by the institution for tracking the progression:

- Appointed Academic Observers for smooth conduct of Teaching and Learning.
- Arranged to implement various supports.
- Provided facilities to hold such programmes.
- Invited different persons and organizations.
- Assured quality education.
- Managed healthy academic environment.

#### 5.3 (a) Total Number of students

UG	PG*	Ph. D.	Others**	Total
2524	154	-	50	2728
**	*IDOL		**UG-KKHSOU	

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

#### (d) Men

No	%
1527	60.50

#### Women

No	%
997	39.50

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2312	35	-	0	5	2347	2499	23	02	0	0	2524

Demand ratio: 1.1:1

Dropout %

Student strength in UG	Session				
	2013- 14	2014- 15	2015- 16	2016--17	2017-18
Admitted in First Year/Semester	577	705	660	894	874
Appeared in Final Year Examination	292	197	266	401	325
Dropout %	35.54	65.86	62.27	39.24	50.76

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

- i. Facilitating the students with periodicals, guide books, magazines etc.
- ii. Arranging tutorial coaching classes.
- iii. Arranging remedial coaching classes.

No. of students beneficiaries

400

5.5 No. of students qualified in these examinations

NET Nil

SET/SLET Nil

GATE Nil

CAT Nil

IAS/IPS etc Nil

State PSC Nil

UPSC Nil

Others 72

5.6 Details of student counselling and career guidance:

- Different opportunities are being informed to the students through SMS, over phone, displaying the notifications of notice board etc.
- Counseling of students through Students support & progression unit.

Sl. No	Date	Themes	Organizer	Nos. of Participants (Students)
01	20.05.2017 To 26.05.2017	Workshop on “Skill & Personality Development”.	IQAC (Workshop organizing Committee)	30
02	5.6.2017	Observed as World Environment Day	IQAC	141
	5.8.2017	Celebration of Teachers Day and Speech on Role of students in nation Building	IQAC	225
	15.08.2017	Arranged School level Sports competition, Debate competition & Poster competition in connection	IQAC	80
	19.08.2017	Counseling on “Entry into services of Defence	IQAC (Prayash) in collaboration with Indian Army, Sorbhog	125
	30.8.2017	Interdistrict College level debate competition	District Legal Services Authority, Barpeta at	3

			Barpeta Law College	
	8.9.2017 to 10.9.2017	Inter College Zonal Youth Festival of Gauhati University	Tihu College	15
	20.09.2017	Felicitation to Award- winning students in Inter- College youth festival/2017	IQAC	300
	27.10.2017	Seminar on “Adolescent period: Care and Management”,	Organized by BS&G, Nabajyoti College, Kalgachia in association with Barpeta Civil Hospital.	25
	30.10.2017	Health Camp	Bharat Scout & Guide, Nabajyoti College in Collaboration with Medical & Health Department, Kalgachia	320
	14.11.2017	Participated in District Level Debate competition	Anundoram Baruah Academy, Pathsala in Collaboration with Barpeta District Authority	3
	11.12.2017	Observed National Foundation for Communal Harmony and National Integrity week/2017 on 11.12.2017 and donated a sum of Rs 6856/- to NFCH, MHRD, GOI:	IQAC	200
	21.12.2017	5 <sup>th</sup> Annual Conference of Bodhidrum	Asamya Sahitya Chara	155
	5.2.2018	Open Session of College Week	Students Union	1500
	7.2.2018 to 10.2.2018	ENS Field Study	ENS Committee, NJC	700
	16.2.2018	VIDEO Conferencing with Sjt. Narendra Modi, H’able PM of India on	IQAC	250

		Prime Ministers 25 Mantras on stress management of Exam (Exam Warriors) at 11- 55 am to 3-00 pm		
Total				4072

No. of students benefitted

4072

### 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	14

### 5.8 Details of gender sensitization programmes:

- Organized by the Women Cell.

### 5.9 Students Activities:

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

State/ University level 21 National level Nil International level Nil

#### No. of students participated in cultural events

State/ University level Nil National level Nil International level Nil

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

Sports: State/ University level 2 National level Nil International level Nil  
 Cultural: State/ University level Nil National level Nil International level Nil

### 5.10 Scholarships and Financial Support:

Source	Number of students	Amount(Rs)
Financial support from institution	15	11,570/-
Financial support from government	Nil	Nil



Financial support from other sources	41	1,47,000/-
Number of students who received International/ National recognitions	Nil	

#### 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: No such demands are raised by the students.

## Criterion – VI

### 6. Governance, Leadership and Management:

#### 6.1 State the Vision and Mission of the institution:

- The institution is actively involved in conducting survey on Socio-Economic and environmental problems of surrounding villages basically in the field of health and hygiene (Sanitation ,communicable diseases ,water born diseases); environmental problems (hazards of chemical pesticides, vehicle pollution , domestic pollution, solid waste problems, agro – farming pollution, deforestation, killing or poaching of wild animals, exploitation of wet lands ); internally displaced persons (River Erosion, Ethnic violence , flood victims, migrant labourers, conflict resolutions etc.); education ( problems and prospects for quality education among elementary, secondary and higher secondary school children) and college students.
- Awareness is being created among the local people, teachers and students about the necessity of quality Education by holding seminars and group discussion in different educational institutions of the vicinity organized by the institution.
- College is creating environmental awareness through field survey, popular talks and Project works by the Department of Environmental Science, Political Science and Assam Science Society Kalgachia Branch of our College with the active participation of teachers, students and authority of the College.
- To achieve self-reliance and to develop entrepreneurship, Vocational training like Food preservation, Apiculture, Mushroom Cultivation are being popularized.
- Our College is engaged in bringing out Recent Trends and Developments in Sciences out of class room, laboratory and library to the grass root level of the vicinity by holding workshops under the guidance of various departments of the College.
- Various skill development programmes such as prove reading and editing, spoken English, mock parliament, literal competitions, debate competitions, sports competitions( Football, Cricket, Valley ball, Carom, Badminton) , music and culture competitions, athletic competitions, bride competitions etc are organized in the college week and freshmen social and also participating in the inter college competitions, youth festivals etc under parent university or of other organizations for the skill development of the students of the college.
- Steps are being taken to popularize modern technology through computer education, Laboratory facilities and Classroom aids to enhance the quality education.
- The College is an integral part of this vast agrarian and economically backward society. It aims at playing pivotal role in the development of this society and hence extends full co-operation in every walks of life and social activities like extending financial support to the poor and the needy, to the patients who are financially weak, the marooned disaster victims and so on.
- The college is doing hard to introduce local need based skill development educational courses.
- Aimed to open cultural hubs to preserve cultural heritage of various communities of this region.
- Aimed to open Job oriented courses for optimum use of human resources.
- Aimed to emphasis on ethical educations.
- Aimed to escalate e-learning, distant learning, research works, collaborative works etc
- Aimed to develop an analytical and views exchange centre for rapid transmission and implementation of knowledge.
- Aimed to start PG courses in Assamese subject.

6.2 Does the Institution has a management Information System:

- Developed partially.

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

6.3.1 Curriculum Development:

- The curriculum is developed by the parent University. But the institution forwards some suggestions for the better development of the curriculum.
- Prepared curriculum for self- financing courses like CCA & PGDCA.
- Preparation of Curriculum for agro-farming, wildlife management and food preservation and processing are under progress.
- Framing of syllabus for vocational course in repairing of Electrical electronics appliances by the department of physics.
- Preparation for introducing Star college under DBT is in progress.

1.3.2 **Teaching and Learning:**

- Introduced ICT e.g.- Smart Class, Internet browsing.
- Interaction method.
- Group discussion.
- Instruction to Distant learners.
- Holding of Seminar, Workshops, Home assignment, Feedback and Field studies
- Visit to advanced labs.
- Conducting Practical classes.
- Mock parliament, Debate, Practice teaching, Self-learning, Cluster teaching, Project writing, Stage performance, Competitive writings, Popular talks, Wall magazine, Model & Chart preparation, Art competition, Exhibition competition and Go as you like competition.
- Using Mobile and e-mail during out campus period.

9.3.3 **Examination and Evaluation:**

- Holding Sessional examinations.
- Conducting unit tests.
- Conducting final examinations.
- Formative & Summative evaluations.
- Internal assessment on the basis of class attendance, performance in the tests, practical, assignment, communicable skills and co-curricular activities etc.

9.3.4 **Research and Development:**

- Constituted Research committee.
- Carried out Minor Research Project.
- Submitted MRP and Major Projects.

- Organized workshop on Research methodology.
- Conducted departmental student projects.
- Conducted field studies and advanced lab. Visit.
- Published ISSN Journal.
- Published ISSN & ISBN research papers and books

#### 9.3.5 **Library, ICT and physical infrastructure / instrumentation:**

- Introduced Barcode machine, Dot-matrix printer, Lesser Printer Computers with high capacity server for automation using SOUL-2.0.
- Library building extended with supporting furniture and other reading materials.

#### 1.3.6 **Human Resource Management:**

- a. Engaged the stake holders on the basis of their expertness in different committees, cells.
- b. Placing learners on right directions through counselling, workshops, seminars, coaching etc
- c. Providing facilities to the teachers for advance learning by attending seminars, workshops, camps, Refresher & orientation course, Research activities, field studies, extension activities etc.
- d. Involving parents, alumni and local expertise for future planning and implementation of the present for the rapid development of the institution by adding or deleting methods of work culture and supportiveness.

#### 1.3.7 **Faculty and Staff recruitment:**

- a. Faculty & Staffs is recruited on the basis of merit & experience by following Govt. & UGC norms and rules and regulations.
- b. For effective functioning of institution faculty & Staff is also recruited on Part time, Non-sanction, contractual and master roll basis.
- c. 13 Part time teachers such as Assamese-1, Arabic-1, Political science-1, Philosophy-1, Education-1, English-1, Physics-2, Botant-2, Mathematics -2 and Zoology-1 are appointed.
- d. Computer operators-2, Office Assistant-3, Office bearers-3, Cooke-4, Night Watchmen-1 and Broomer-1 are also recruited temporarily.
- e. Need based master roll employees are also recruited for manual works.

#### 1.3.8 **Industry Interaction / Collaboration:**

- a. Collaboration with Department of Chemistry, Tezpur University, AASA an NGO, Koliabor College and Progressive Fish Farm, Balagaon are made for counselling, Coaching and free technical Higher education.
- b. Collaboration with ERD Foundation & USTM (University of Science & Technology for counselling for administrative services and getting Higher Education in various science subjects.

### 1.3.9 Admission of Students:

- a. Admission given on the basis of merit and Govt. quota & rules. ii. Publicity is made through prospectus of the college and admission drive in feeder schools. iii. Process of admission is conducted by admission committee. In some subjects major will be provided on the basis of screening test after one month class continuation.

### 6.4 Welfare schemes for:

Teaching	Nil
Non teaching	Nil
Students	i. Poor Scholarship ii. Concessional admission, iii. Minority Scholarships, iv. Book bank facilities for poor students.

### 6.5 Total corpus fund generated:

Nil

### 6.6 Whether annual financial audit has been done

Yes

Yes

No

-

### 6.7 Whether Academic and Administrative Audit have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affiliating University	Yes	GB & IQAC
Administrative	Yes	Govt. of Assam	Yes	GB

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

For UG Programmes Yes

Yes

No

-

For PG Programmes Yes

Yes

No

-

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

- Readjustment of marks obtained in practical examinations on the basis of marks obtained in theory paper
- Established micro zones in each affiliated colleges under Gauhati University and within stipulated period of 10 days evaluation by all concerned faculties must be completed.
- Involvement of each and every teachers of affiliated college in evaluation and conduct of examination is made mandatory.

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

- Partially giving the responsibilities to conduct examinations and for institutional level evaluation.
- Flexibility in admission process.
- Permitting to run self-financed courses.
- Giving quick permanent or temporary affiliation to develop and start new need based curriculum in the colleges.

#### **6.11 Activities and support from the Alumni Association:**

- Extended cooperation to maintain academic environment through suggestions and evaluations of performance of teachers, students and administrations.

#### **6.12 Activities and support from the Parent – Teacher Association:**

- Extended cooperation to maintain academic environment through suggestions and evaluations of performance of teachers, students and administrations.

#### **6.13 Development programmes for support staff:**

- Arrangement for training.
- Increment of remuneration.

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

- Daily cleaning of the college campus and the solid wastes are segregated. The biodegradables are dumped in a pit while the non-biodegradables are given to the recycle collection centers.
- Plantations were done for shade and fresh air.
- Gardening is initiated for scenic beauty.
- To minimize noise pollution, blow of horn of vehicles and use of high magnitude amplifiers are strictly banned in the college campus.

## Criterion – VII

### 7. Innovations and Best Practices:

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

- Introduced thought of the Day which has created dynamicity and discipline among the students and teachers.
- Students who topped among the students of Arts and Science streams of the college respectively are being felicitated in the Annual open session of the College, which have encouraged the students to perform better results in their examinations.

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

- About 80% of the proposed works as mentioned in the action plan chalk out at the beginning of the year was completed and for the remaining communicating with the respective authorities for fulfil in near future.

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

- Introduced advanced teaching among graduate teachers of feeder schools by the teachers of Nabajyoti College, Kalgachia. In collaboration with Ataur Rahman BED College (Annexure-VII).
- Taking verbal feedback from the students about the performance of the teachers and administration of the college by the Academic Observers through the Head of the Departments for better teaching and learning (Annexure-V, VI).

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

#### 7.4 Contribution to environmental awareness / protection:

- Observed National Science Day with awareness seminars.
- Observed World Environment Day with plantation & awareness seminar.
- Students are involved in cleaning of college campus through social service unit of Students Union.
- To reduce noise & air pollution bicycle is preferably used by the students and teachers inside the campus.
- Dustbins are used in the college campus and departments.
- Organized field visits for the students for spot study along with holding of seminar to generate environmental awareness.

7.5 Whether environmental audit was conducted?

Yes

No

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


- Planned to introduce TDC course in B Sc Biotechnology.
- Six numbers of Class rooms are added to meet the increased student's number.
- Superintendent's quarter for Girls Hostel is added.
- Planned to accommodate principal inside the college campus.
- Planned to reduce the dropout percentage of students.
- Two sanitation units are added for the use of the students.

**8. Plans of institution for next year:**

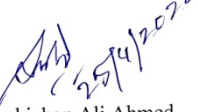
- Extension of G+2 PG Building.
- Construction of G+3 Building for Digital library.
- To construct G+3 Science Building.
- To construct boundary wall of the college.
- To renovate the Boys hostel.
- To renovate the central auditorium of the college.
- To implant water purification plant for hostels.
- To listed as College as Star College.
- To enhance major and minor project works.
- To extend Reference Books and Journals in the library.
- To enhance quality of the teacher's and student's emphasis will be given on panel discussion, workshops, seminars, symposium etc.
- To impart free coaching and counselling for placement of students in services and higher educational institutions.
- To publish Learning materials to supply the students in time.
- To encourage ISSN and ISBN publications.
- To encourage awareness programs on social issues and environmental problems.
- To develop sanitation in the college campus.
- To complete the project for 100 bedded girl's hostel.
- To construct Superintendents quarter for girls hostel.
- To convert general library into an e-library by fully automation.
- To increase number of research journals and reference books in the central library.
- To increase number of books and journals in the departmental library.
- Automation of the administrative office.
- To construct residence for Teachers.
- To offer PG course in the department of Assamese.
- To offer vocational courses in farming in the department of Zoology.
- To offer agro-based training courses in the department of Zoology.
- To offer courses in wildlife management in the department of Zoology.



- To establish a photo gallery on Bio-diversity in the department of Zoology.
- Collection and preservation of indigenous fish species in the department of Zoology.
- To establish “**Sahitya Chara**” in the department of Assamese.
- **To publish a monthly magazine “Kachioli” in the department of Assamese.**
- To complete the **Bio-Tech hub Project under DBT, India** in the department of Botany.
- To conduct certificate course in Food preservation and processing in the department of Botany.
- To complete cycle-3 accreditation by NAAC within 2021.

  
 Name: Dr M S. Sheikh  
 Signature of the Coordinator, IQAC

Name: Dr M S. Sheikh  
 Signature of the Coordinator, IQAC

  
 Name: Dr Shahjahan Ali Ahmed  
 Signature of the Chairperson, IQAC

Name: Dr Shahjahan Ali Ahmed  
 Signature of the Chairperson, IQAC

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**Annexure-I: Academic calendar for the session 2017-18: Page No. 43-48****Annexure-II: Feedback from Alumni for the session 2017-18:**

Sl No	Indicators	Very Good	Good	Satisfactory	Unsatisfactory	Total
01	Contribution of the college in shaping your life	70	30	45	05	150
02	Quality of the services/ facilities (Library, Canteen, Hostel, drinking water etc) during your tenure as a student	65	70	15	10	150
03	Quality of Education imparted in the college	80	60	10	-	150
04	Overall contribution of teachers and authority of the college to your present/ daily life	69	70	06	05	150
05	Academic initiatives (Field visits, Study tours, Seminars, Remedial classes etc) taken by the college to improve your life as a student	85	25	30	10	150

NB: N=.150 Nos

**Annexure-III: Feedback from Parents for the session 2017-18:**

Sl No	Parameters	Very Good	Good	Satisfactory	Unsatisfactory	Total
01	Admission procedure	78	31	13	01	123
02	Infrastructure and Lab facilities	57	52	14	00	123
03	Work culture	85	31	07	00	123
04	Facilities (library, Canteen etc)	55	39	27	02	123
05	Academic atmosphere of the college	77	33	12	01	123

NB: N= 123

**Annexure-IV:****Feedback about the Employers from the Employer for the session 2017-18:**

Sl No	Parameters	PC of Very Good	PC of Good	PC of Satisfactory	PC of Unsatisfactory	Remarks
01	Communication skills and soft skills	25	50	25	-	
02	Obedience and relationship with college authority	63.89	30.50	5.55	-	
03	Involvement in social activities	8.3	41.6	41.6	8.3	
04	Punctuality and sense of belongingness	30.5	38.8	27.7	2.77	
05	Willingness to learn new techniques, adopt new ideas etc	5.55	30.5	47.2	16.66	

NB: N= 46

**Annexure-V: Feedback about the Teachers from the Students for the session 2017-18:**

<b>Sl No</b>	<b>Performance of teachers on</b>	<b>PC of Very Good</b>	<b>PC of Good</b>	<b>PC of Satisfactory</b>	<b>PC of Unsatisfactory</b>	<b>Total</b>
01	Punctuality in class	85	05	10	-	100
02	Ability to attract & inspire the students in class	90	05	05	-	100
03	Extent of coverage of course	97	02	01	-	100
04	Feedback on the topic	88	07	05	-	100
05	Association with the co-curricular activities of the students	75	11	10	04	100

NB- N= 100

**Annexure-VI:****Feedback about the Management from the Students for the session 2017-18:**

<b>Sl No</b>	<b>Parameter</b>	<b>PC of Very Good</b>	<b>PC of Good</b>	<b>PC of Satisfactory</b>	<b>PC of Unsatisfactory</b>	<b>Total</b>
01	Overall management	110	37	03	-	150
02	Services from office	120	20	10	-	150
03	Services from Library	130	15	05	-	150
04	Services from Examination branch	124	20	06	-	150
05	Academic Environment of the college	140	06	04	-	150
06	Infrastructural facilities	140	08	02	-	150

NB: N= 150

## **Annexure-VII: Best Practice-1 of the college for the session 2017-18:**

### **1. Title of the practice:**

**Mission for promoting Action Research and Critical Reflection among the graduate teachers effecting change in traditional teaching – learning practices.**

### **2. Goals:**

The practice set its goals to orient the graduate teachers regarding the best practices of professional excellence effecting a positive change in the traditional teaching learning processes. It is for the purpose of initiating a new dimension in teaching and learning with a pro research and self selective approach, the practice embraces a wide variety of cognitive deal with the young aspirant graduates and the working teachers at the secondary stage among the college. The practice has been carried out over the years has enabled the trainee teachers to condition teaching with the inbuilt strength and critical reflection. This is because of the mission under way the practice aims at revitalizing the goal for action taken rather than only theorizing the change.

The core objective of the mission behind the practice is to produce a bulk of competent teachers every year with the latest updates in science of teaching and behavioural psychology.

### **3. The context:**

Since the practice design especially for enlightening the graduate teachers undergoing training courses in the neighbouring training institute amidst rural surroundings it usually gets affected by certain challenges and problems are arising out of the longitudinal effects of traditional practices in teaching learning and evaluation on both the counterpart of teacher and students.

The mindset of those involve in teaching learning has become so dormant that it becomes almost impracticable to make it come out so sharply. The mission of our practice to institute a shift from conventional mode of teaching behaviour to a pro research and self selective approach linked with critical reflection.

Another challenge that needs to be addressed for effective implementation of the practice is the forward design of curriculum where there is little chance of experimentation and reflection. The trainee teachers induced with readymade set of goals and input materials which they tend to follow blindly or without caring any course for the enquiry and investigation into the educational objectives. This leads the teachers and students grow a passive on looks and nothing else.

The conventional modes of evaluation and assessment system does also pose challenges as the excessive examination centre uses allures the teachers and students concentrate on how to manage situation to score good makes in examination.

#### **4. The practice:**

The practice involves a mission composed of the senior and selected teachers of the college under guidance of Research Committee, Nabajyoti College to plan strategy to orient the trainee teachers (primary and secondary) regarding their teaching practices and teacher research during their training schedule.

The group of expert teachers find time every week to work with the trainee teachers and ensures their participation in project works, case study doing action research on the issues and problems they encounter regularly in course of their teaching practices. The expert teachers are entrusted to provide necessary supports and guidance how to locate the problem and work in collaboration with other staff for an efficient solution and implement the findings the action.

The mission of our practice targets the areas where the school teacher have access to exercise their description play leadership role live classroom, management, curriculum transaction, time management, teaching strategies and techniques, co-curriculum activities, examination and evaluation system selection of TLM and their use etc.

The expert teachers comprising of the mission make a survey initially of the course and curriculum both theories and practicum's along with assignments in different subjects allotted and then short out what and where the teachers trainees need orientation about. After having things well managed, the experts of our staff advance to plan strategies and plan to work with them in groups of 5 to 10 learner teachers. They are worked to prepare a draft list of problems they face during their classroom transaction make a final choice from among them on which they are going to act with. Hey are also advised to formulate hypothesis of their studies and make a design how to collect information and also review related literature if any. The trainee teachers undergo investigation and collect sufficient dates and information regarding the problems and work out a virtual solution which they trying in action in real classroom setting when they back to their job.

The practice may add a unique dimension to the existing teaching practices especially in the secondary stage in our country. This will open a door to strategic shift from passive adoption to active invention. This will help teacher grow a critic from the yes boss concept. The college teachers also may enjoy their right to exercise their intellectual leadership among the teaching professional which will ensure and enhance coordination among the teachers of different stages and bridge the virtual distance between the college teachers and the school teachers.

There are however, certain problems and constraints that often stand on way to realizing the goals. The major constraint is the lack of appropriate infrastructure available in the schools. Another problem is related to the mindset of the teachers and the other stakeholders.

## **5. Evidence of success:**

The practice on so far has achieved enormous success in terms of realizing its objectives to target a massive 100 trainees every year to orient them regarding self selection and critical reflection in course of their actual teaching practices.

Every year comes with successful pass out the targeted groups of trainee teachers enlightened with the knowledge and required skills in doing project works, case studies and research activities based on classroom problems most endemic to their respective local context. Numbers of trainees have got jobs in NAVADAYA SCHOOL across the country where they achieve success in teaching and research works.

The student teachers' who prospect to be 'creative' teachers are being trained up by own expert teachers how to deal with problems and take active for immediate solution and review critically of the findings. The massive enrolment in private schools and academies where these teachers get self employment witness the great success of own practice.

The new trend of learning by doing research has been in practice since several years back in the secondary and higher secondary schools as a result of this initiative taken by the new practice.

## **6. Problems encountered and resources required:**

In implementing the practice, however, a great deal of efforts have been initiated and achieve success accordingly to a large extent. But despite, there have always some problems in implementing the practice in respect of money, matter and men.

The problem as the team members experience in the course of activity are recorded as follows-

1. Problem of monetary constraint.
2. Problem of support system.
3. Problem arising out of poor infrastructure of the school.
4. Problem of excessive load of subject based curriculum.
5. Problems of Evaluation System practices have been given less important.

These problems, however, may be resolved by positive determination and resource management. IQAC of the college have to generate a fund for the purpose and also involve other institution in the mission and ensure their collaboration.

**Title: Feedback on performance of the Teachers and Management of the college by the students, employees and the parents.**

**1. Goal:**

This practice aims to ensure the internal quality right from the ground level at academic and administrative functioning's of the college. The teachers accountability is judged not only by the classes they engage, nor the mere six hours long stay in the college a day, but it should be ganged by the global skills of the teachers in academic, diagnostic and evaluative functioning's involving capacity to mange time table and maintain discipline. Performance of the teachers assessed by the students ensures the quality of the class teaching and help to promote proper functioning of the college especially in the field of quality education and to improve the academic environment of the college.

The chief objective of the practice is to help the teachers, employees and management of the college to self evaluate their respective roles and functioning and to bring desirable changes in behavior and approaches in addition to rectify the loopholes. This is to improve the overall environment of the college including infrastructure, support system and the administrative mechanism leading to the growth of a student friendly environment in the college campus.

This is also important from the point of view of involvement of the parents, guardians, alumni and other stakeholders who, because of this practice, have the open access into the academic and management area of the college, which ultimately brings the college closer to the community itself.

The practice set its goal to ensure transparency in administration and management and encourage participation and sharing of views of all concerned including students and the employees of the college.

**2. The context:**

The practice is carried out in the context of academic, administrative evaluative and management of the college. The practice however, does not confine only within the campus of the college, rather it extends to the society comprising of the parents, alumni guardians, well wishers and the other stakeholders endemic to the college family.

The practice covers a wide range of population comprising of the students and the employees of the college sharing their views and opinions on all the assessment criteria like teacher's punctuality, attendance, communicative skills report, completion of course, teaching approaches and method, use of TLM and other support aids, participation in co-curricular activities etc.



The practice adopted by the college is meant for the college family as a whole including the local community involving in various activities of the college related to academic cognitive, evaluative and administrative domain. The academic activities are to be brought under surveillance of the students and of their guardians with a view to move necessary modifications on the basis of their assessment and suggestion.

It covers the management and administrative of the college comprised of the Principal cum Secretary to the Governing body, the president of the Governing body and the members of the body including the guardian member teacher representatives and the non teaching staff members. The Governing body of the college is legally held responsible to look after A to Z of the college including academic works and the general administrative and management activities of the college and in doing so, this legal body is In constant deal with the teaching, non teaching staff and the students affairs. The employees of the college are mostly affected/influenced by the governing body, regarding the performance and approaches of the Principal is seen more authentic and credible.

Teachers' personality, their level of updation, expertise and influence over the students, teachers related with the parents and guardians do also carries significant roles on the part of the college administration.

**3. The practice has been summed up in few lines of the following paragraphs:**

The College IQAC has made it mandatory for each students, employees, parents and alumni's to respond to the queries high lighting the crucial points related to the performance of the teachers and management of the college. For this, IQAC work out the relevant and significant parameters of teachers performance and arrange them the proper order of graduation in ranking in mummies or alphabetic sequence denoting the value there of. The IQAC use to prepare proper format describing all the parameters of performance/achievement of the teachers and the management.

After, the formats being ready to serve, the IQAC hold a meeting with all its members chaired by the Principal of the college to chalk out procedures to dispense the formats among the students and mechanism of evaluating their responses in time. For this IQAC organize a counseling program for communicating the students and employees and provide proper instruction as to what they should do and what should not. In due course of time, the IQAC appoints persons from among the senior teachers to have the responses of the students employees and the parents in the proper formats supplied to them for subsequent steps of assessment and evaluation.

After all the response sheets being collected, IQAC holds a meeting and provide necessary guidelines to assess the rankings done by the students against respective teachers and the employees with proper interpretations. The feedback response are recorded against certain specific criteria such knowledge, expertise, regularity and punctuality, communication with the students, maintenance of discipline, time management, course completion ability etc. which covers almost all the relevant criteria to be an efficient teachers.

The IQAC is also held responsible to communicate with the parents and alumnis of the college and assessed by them too. For this, the college authority, to maintain close touch with the community and also to be informed make necessary provision under this practice to collect their feedback report on various crucial issues related to teachers' performance and the management. For this, every year, guardians association is formed and also an alumni association is working with the college authority for the common interest of the college and the community itself. These associations are no less than a part and panel of the college and they instantly cooperate with the college authority directly and indirectly through sharing views and participating activities. IQAC prepares a distinct format for recording the feedack reports of the parents and alumni regarding the performance of the teachers and the management of the college.

#### **4. Evidence of success:**

The teachers behavior change in terms of the best performance on this part itself in the best indies of success. The teachers tend to re think of their onus and grow accountable to their professional obligations and constantly doing best in teaching learning and other allied activities for the interest of the college and students. It is because of the students' assessment, the teachers remain alert and do things right as per the rule and expense whole tie doing works for the betterment of their carrier in addition to the regular job of teaching and learning. Most frequently the teachers seem adhered to academic activities and also working for the good of the community.

Visiting learners house, inviting parents, holding meeting with guardians and alumni, sharing experiences with the children have become regular phenomena now a days In the college.

The teaching strategies adopted by the teachers have now got a new dimension as the teachers go through a change as suggested by the evaluation committee formed by the IQAC of the college. The change attitude of the teachers towards teaching learning has immensely influenced the effectiveness of classroom transaction and the students could draw benefits a lot.

The involvement of parents, guardians and alumni via the feedback report on performance of the teachers and management witnesses a massive change in the overall atmosphere of the college and the college family finds a new strength to work with more confidence and concentration.

The management of the college is not escaped from the keen surveillance of the guardians for this trend of new practice of feedback system. The administrative chief of the college seem to work not only for academic and administrative credit, he goes steps ahead to work her the betterment of the community in collaboration with the elites and all the sections of people in society. Frequent meet of guardians, alumni association, Parent Teacher Association (PTA) are the bench mark achievement of the practice adopted so far in the name of feedback report evaluation.

**Annexure-IX: Academic calendar, Session-2017-18:**

**PREFACE**

*Academic Calendar is a guideline to students as well as teachers for the whole year. It helps to maintain sincerity and punctuality in teaching and learning. It acts as an aid for conducting programs, maintaining institutional records in a systematic way. It is also helpful for preparing records for smooth conduct of academic matters and allied activities. Teachers, students and the officials of the college can have a thorough vigilance of the schedule of working days, class days, holidays, examinations, admission and various other functions and programs fixed for the year.*

**Sd/**  
Principal,

Nabajyoti College, Kalgachia.

### RESTRICTED HOLIDAYS- 2017

Each employee is permitted to avail 3 (three) more holidays during the year 2017 to be chosen by him / her out the following list of restricted holidays. The employee(s) intending to avail this holiday should submit application to the concern authority in advance. Such leave will normally be granted by the authority except when the presence of the employee(s) is considered necessary due to exigencies of work in the college.

Sl. No.	Name of the Festival	Months	Dates	Days	No. of Days
1	New year's day	January	1	Monday	1
2	Silpi Divas		17	Sunday	1
3	Fateha-E-Dowaj Daham		22	Friday	1
4	Netaji's Birth Day		23	Saturday	1
5	Gwther Bathaw San		26	Tuesday	1
6	Me-Dum-Me-Phi		31	Sunday	1
7	Ali Aye Lingang	February	17	Wednesday	1
8	Bir Chilarai Divas		22	Monday	1

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9	Bathow Puja	March	21	Monday	1
10	Mahaveer Jayanti/ Sati Sadini Divas	April	20	Wednesday	1
11	Tithi of Sri Sri Damodar Dev	May	7	Saturday	1
12	Tithi of Sri Sri Gopal Dev		12	Thursday	1
13	Janmotsav Sri Sri Madhav Dev		22	Sunday	1
14	Saberat		23	Monday	1
15	Tithi of Hari Dev	June	4	Saturday	1
16	Ambubasi Nibriti	To be notified			
17	Biswakarma	September	17	Saturday	1
18	Chhat Puja	October	26	Thursday	1
19	Martyr's Day	December	10	Sunday	1
20	Christmas EVE		24	Saturday	1

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### July / 2017

Working days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
1	1	Sunday	2	1	SUMMER VACATION
3-5	3	Id-ul-Fitar			
8	1	(Thurs-Fri)	6-7	2	
10-15	6	Sunday	9	1	
17-22	6	Sunday	16	1	
24-29	6	Sunday	23	1	
31	1	Sunday	30	1	
<b>Total</b>	<b>23</b>			<b>7</b>	

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### August / 2017

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
1-5	5	Sunday	6	1	Commencement of odd Semester classes from 1st August, 2017
7-12	6	Sunday	13	1	
14	1	Independence day (Mon)	15	1	
16-19	4				
21-22	2	Sunday	20	1	
24-26	3	Tithi of Manta Sankar Dev (Wed)	23	1	
28-31	4	Sunday	27	1	
<b>Total</b>	<b>25</b>			<b>6</b>	

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### September / 2017

Working days / Class Days		Holidays		Academic / Other Activities
Dates	No. of Days	Occasions	Dates	
1	1	Id-Uz Zuha		Sessional Exams. be completed by 3 <sup>rd</sup> week of September without effecting the normal class routine. Students' union Election be held by 30 <sup>th</sup> September, 2017
4-9	6	(Sat)	2	
11-12	2	Sunday	3	
14-16	3	Sunday	10	
18-23	6	Janmastomi	13	
25	1	Sunday	17	
		Sunday	24	
		26-30	Durga Puja	5
<b>Total</b>	<b>19</b>			<b>11</b>

### October / 2017

Working days / Class Days		Holidays		Academic / Other Activities
Dates	No. of Days	Occasions	Dates	
6-7	2	Durga Puja	1-5	Educational field study (subject specific) if any, is to be completed during this month. Publication of College Magazine be made before Puja vacation.
9-14	6	Muharram &		
16-17	2	(Sun-Thurs)		
21	1	Sunday	8	
23-28	6	Sunday	15	
30-31	2	Kati Bihu	18-20	
		Kali puja &		
		Diwali		
		(Wed-Fri)		
		Sunday	22	
		Sunday	29	
<b>Total</b>	<b>19</b>			<b>12</b>

### November / 2017

Working days / Class Days		Holidays		Academic / Other Activities
Dates	No. of Days	Occasions	Dates	
1-3	3	Guru Nanak's		Odd Semester Practical Examinations be held during 6-20 <sup>th</sup> November, 2017. Theory exam. of 3 <sup>rd</sup> Sem. from 21 <sup>st</sup> Nov. 2017.
6-11	6	Birth day (Sat)	4	
13-18	6	Sunday	5	
20-23	4	Sunday	12	
25	1	Sunday	19	
27-30	4	Lachit Divas	24	
		(Fri)		
		Sunday	26	1
<b>Total</b>	<b>24</b>			<b>6</b>

### December / 2017

Working days / Class Days		Holidays		Academic / Other Activities
Dates	No. of Days	Occasions	Dates	
1	1	Asom Divas		Theory exam. of 1 <sup>st</sup> & 5 <sup>th</sup> Sems. be held from 5 <sup>th</sup> Dec. 2017. Even Sem. Classes be started from 16 <sup>th</sup> Dec. 2017. Winter Vacation from 23 <sup>rd</sup> Dec. 2017 to 16 <sup>th</sup> Jan. 18
4-9	6	(Sat)	2	
11-16	6	Sunday	3	
18-23	5	Sunday	10	
26-30	6	Sunday	17	
		Sunday	24	
		Christmas		
		Day	25	
		Sunday	31	
<b>Total</b>	<b>24</b>			<b>7</b>

### January / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
1-6	6	Sunday	7	1	Annual College week be started from last week of January / 2018. Evaluation of Odd Semesters Examinations be completed by 27/01/2018
8-12	5	Magh Bihu	13-14	2	
15-20	6	Sunday	21	1	
22-25	4	Republic day	26	1	
27	1	Sunday	28	1	
29-31	3				
<b>Total</b>	<b>25</b>			<b>6</b>	

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### February / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
1-3	3	Sunday	4	1	Annual College Week be completed before 07/02/2017
5-10	6	Sunday	11	1	
12	1	Shivaratri	13	1	
14-17	4	Sunday	18	1	
19-24	6	Sunday	25	1	
26-28	3				
<b>Total</b>	<b>23</b>			<b>5</b>	

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### March / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
2-3	2	Sunday	4	1	Sessional Exam. be completed before 3 <sup>rd</sup> week of March, 2018 and the same should be conducted during class period without affecting the normal class routine.
5-10	6	Dol Jatra	1	1*	
12-17	6	Sunday	11	1	
19-24	6	Sunday	18	1	
26-29	4	Sunday	25	1	
31	1	Good Friday	30	1	
<b>Total</b>	<b>25*</b>			<b>6*</b>	

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### April / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
2-7	6	Sunday	1	1	Even Sem. Practical Examination be Started from 21 <sup>st</sup> April, 2018
9-12	4	Sunday	8	1	
16-21	6	Bohag Bihu	13-15	3	
23-28	6	Sunday	22	1	
30	1	Sunday	29	1	
<b>Total</b>	<b>23</b>			<b>7</b>	

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### May / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
2-5	4	Mayday (Tuesday)	1	1	Even Sem. Practical Exam. be completed by 6 <sup>th</sup> May, 2018. Theory exams. of 2 <sup>nd</sup> & 6 <sup>th</sup> sems will be Started during 7-20, May/18 and that of 4 <sup>th</sup> sem will be held from 21 <sup>st</sup> May/2018
7-12	6	Sunday	6	1	
14-19	6	Sunday	13	1	
21-26	6	Sunday	20	1	
28-31	4	Sunday	27	1	
<b>Total</b>	<b>26</b>			<b>5</b>	

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### June / 2018

Working days / Class Days		Holidays			Academic / Other Activities
Dates	No. of Days	Occasions	Dates	No. of Days	
1-2	6	Sunday	3	1	3 <sup>rd</sup> and 5 <sup>th</sup> Semesters classes will be Started from 1 <sup>st</sup> June, 2018
4-9	6	Sunday	10	1	
15	1	Sunday	17	1	
16-20 (W.D)	5				
22-27 (W.D)	6	Sunday	24	1	
29-30 (W.D.)	2				
<b>Total</b>	<b>26</b>			<b>4</b>	

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### Salient Features

1. Summer Vacation : 1<sup>st</sup> July to 31<sup>st</sup> July/2017
2. Admission to 1<sup>st</sup> Semester Classes be completed by 31<sup>st</sup> July/2017
3. 1<sup>st</sup>, Semester class be commenced from 1<sup>st</sup> August, 2017
4. Educational field trip be arranged during the month of October/17. Normal class will continue.
5. Students' Union Election of College be held by the 30<sup>th</sup> September/2017 as per UGC notifications (vide Lyngdoh Committee Recommendations).
6. Sessional Exam. (for odd Semesters) be organised during 3<sup>rd</sup> week of September/2017.
7. End semester (for odd Semesters) Examination be completed by 15<sup>th</sup> December, 2017 and will be followed by 12 days evaluation period upto 27<sup>th</sup> December, 2017.
8. Publication of College Magazine be made before Puja holidays.
9. 2<sup>nd</sup> 24<sup>th</sup> and 6<sup>th</sup> Semesters (even Semesters) classes will be held from 16<sup>th</sup> December, 2017.
10. Winter Vacation : 23<sup>rd</sup> December, 2017 to 16<sup>th</sup> January, 2018
11. Sessional Exam. (for even semesters) be completed by 3<sup>rd</sup> week of March, 2018
12. Annual College Week be held within the Period of 25<sup>th</sup> January to 7<sup>th</sup> Feb., 18
13. 3<sup>rd</sup> and 5<sup>th</sup> Semesters classes will be held from 1<sup>st</sup> June, 2018

14. Admission process to the 1<sup>st</sup> Sem. of B.A. / B.Sc. classes be completed within two weeks of declaration of H.S. result. Classes should be commenced within 5 days of the admission process.
15. Evaluation of Answer Scripts of 2<sup>nd</sup> and 6<sup>th</sup> Sems Exam. be completed by 14/06/2018. Evaluation of Answer Scripts of 4<sup>th</sup> Sem. Exam. be completed by 20/06/2018.
16. Summer vacation from 1<sup>st</sup> to 31<sup>st</sup> July, 2018
17. The college should organize activities such as Seminars/ Group Discussion etc. for Internal Assessment of the students and for the teachers, suitably during the year.
18. The Sessional Examinations in the college should be designed in such a way that the other normal classes are running smoothly.
19. **Month wise departmental seminar be held in every department.**

Note (1) During evaluation period the principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principal.

- (2) The examiners engaged in evaluation duties must complete his / her assigned duties within the stipulated period. Failing which his / her name will be reported to the appropriate authority for necessary action.

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### SUMMARY

	Odd Semester (July to December)	Even Semester (January to June)
Class Days	79	92
Election / College Week	01	06
Study leave	03	03
End Semester Exam.	20	16
End Semester Evaluation	12	15
Holidays, Sundays & Vacation	68	50
<b>Total</b>	<b>183</b>	<b>182</b>


#### **Editorial Board**

1. **Dr. S. Ali Ahmed**, Principal Nabajyoti College-Chairman
3. **Dr. Mazibar Rahman**, HoD, Mathematics- Member
3. **Dr. Fakhru Alom**, Asstt. Professor, Political Science-Member.
4. **Mr. S. Ali**, Office Assistant-Member

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25/4/2020  
Name: Dr M S. Sheikh  
Signature of the Coordinator, IQAC

Name: Dr M S. Sheikh  
Signature of the Coordinator, IQAC

  
25/4/2020  
Name: Dr Shahjahan Ali Ahmed  
Principal  
Nabajyoti College, Kalgachia  
Signature of the Chairperson, IQAC

Name: Dr Shahjahan Ali Ahmed  
Signature of the Chairperson, IQAC