



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		NABAJYOTI COLLEGE
Name of the head of the Institution		Dr. Shahajahan Ali Ahmed
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03666295352
Mobile no.		7002497601
Registered Email		kutilacharya@gmail.com
Alternate Email		nabajyoticollege@gmail.com
Address		Kalgachia
City/Town		Barpeta
State/UT		Assam
Pincode		781319
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Samsul Haque
Phone no/Alternate Phone no.	03666295354
Mobile no.	7002497601
Registered Email	kutilacharya@gmail.com
Alternate Email	nabajyoticollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.nabajyoticollege.ac.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.nabajyoticollege.ac.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.2	2003	01-Oct-2003	30-Sep-2010
2	B+	2.73	2016	01-May-2016	30-Apr-2021

6. Date of Establishment of IQAC	03-Feb-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
World Environment Day	05-Jun-2019 1	350
Workshop on CBCS	11-Jun-2019	56

Structures	1	
International Yoga Day	21-Jun-2019 1	120
Independence Day	15-Aug-2019 1	60
Teachers' Day	05-Sep-2019 1	190
Communal Harmony Campaign	19-Nov-2019 1	250
Awareness Campaign on COVID	25-Feb-2020 7	40
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nabajyoti College, Kalgachia	Infrastructure	RUSA	2019 365	10000000
Nabajyoti College, Kalgachia	Educational Tour	Govt of Assam	2019 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Published Prospectus, Academic Calendar, News letter, and Master Routine 2. Observed International Yoga Day, International Womens Day, Communal Harmony

Campaign etc 3. Scrutinised CAS for API Evaluation 4. Analysed Results of Final Exam and Feedbacks from Students 5. Awareness Campaign against COVID19

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
National Seminar by Deptt of Chemistry	Not realised
Office Automation	Achieved
Educational Tour to outside the state	Toured Rajasthan
Encouraged Publications	About two dozens of ISBN/ISSN Publications realised
Introduction of Online Admission Process	Partially Achieved
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

No. It is restricted to Parent University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
xxxx	PGDCA	01/08/2017	365	To increase Computer Literacy and help self	Creativity to increase

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours and Regular	01/08/2019
BSc	Honours and Regular	01/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	6

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
The college has developed mechanism for obtaining feed back of the students in respect of teachers' performance as well as the support system including the facilities for the co-curricular activities pertaining to the overall development of students of the college. For this, the IQAC prepares a format indicating the criteria of teachers' performance including their regularity, punctuality, rapport with students, class room management, time management, communication ability, completion of syllabus and participation in co-

curricular activities. A general meeting with the students is held where in they are informed about the significance of the feedback of the students for future planning of the college as well as modification of teachers' behaviour. The students are also strictly asked to do justice while feeling the format indicating the appropriate rank against each criterion shown in the format in respect of every individual teacher. The filled up formats are then scrutinized by the IQAC of the college and statistically analyze the performance index of the teachers. The scores thus obtained for the individual teachers are compared and worked at the average rank of teachers at point scale. This average rank however is not treated as the norms of teachers' ideal performance. Our focus is on assessing the performance on the criterion basis and not on norms basis. The highest rank holder is honoured as the best teacher of the session and is awarded with a certificate of honour. The feedback obtained this way and its publicity within the staff has an exclusively positive impact on the faculty members on the one hand, the best Awardee feels pride of his/her being in the profession of teaching and endeavours to do more in this line. The rest of the teachers, on the other hand, thrive upon hard work to raise their rank in the next chance. This tends to give a thrust to the college in terms of development of professional excellence of the teachers which ultimately help to grow an intensive work culture in the college. The feedback system does also have positive impact on the growth of a collegial and student friendly environment which impacts the community at large.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Regular	50	159	64
BSc	Honours	150	271	150
BA	Regular	100	212	112
BA	Honours	400	421	393

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2096	63	41	Nil	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
41	20	75	3	3	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has introduced students mentoring system to ensure a better and effective student-teacher relationship and guide the students in academic matters. In this connection, the College has established a STUDENTS GRIEVANCE REDRESSAL CELL to look into the matters of grievances and complains of the students and resolves them instantly. The office of this Cell is headed by a senior member of the teaching staff and is manned by other executive members of the Grievance Redressal Cell constituted for the purpose. The students are made feel free to contact with the head at the Cell any time during the office hour and register their case with the Cell for prompt solution. A disciplinary Committee is also in function to look into the matters related to students' discipline and order. This Committee is entitled to settle any crisis arising out of outrageous activities of the students and restore peaceful and orderly situation in the College. The anti ragging Committee and Career Guidance Counseling Cell do also help students mentoring at their capacity in the respective areas. The Students' Union Body is constituted with a variety of Portfolios right from the class monitor to represent the students in the administration of the college which assist the authority in many ways to monitor student's academic progression.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2096	41	1:51

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	29	17	Nil	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has initiated several changes and modification in the evaluation system at institutional level. For e.g. The summative evaluation system in the form of the Sessional Examination is supplemented by the i) Class test, ii) Home assignment, iii) Sudden test, iv) Unit Test and v) Unit specific questionnaire The long term (the year end), test/examinations, however are in practice as these are controlled by the University and the College has little

to do with it. But as far as the institutional autonomy is concerned in policy initiatives as regards the internal examination, the College's academic and evaluation Committee is constantly working for introducing new strategies and methods for continuous internal evaluation.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College has duly constituted an Academic Calendar Committee which is entitled to prepare Academic Calendar for the ensuing session every year for the College in consonance with its affiliating University, i.e. Gauhati University. The Academic Calendar reflects the entire schedule of the activities including Class days, Working days, Holidays, Observations days, examinations, extension activities like Students' Union Election etc. The academic calendar of the College furnishing all data related to teaching-learning and evaluations are strictly adhered to prevent any types of mismanagement. All the programmes and activities are held in time according to the schedule prefixed in the calendar for the session, deviation from the schedule is discouraged at any cost except unavoidable cases.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.nabajyoticollege.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
xxx	BSc	General	62	40	64.5
xxx	BSc	Major	75	45	60.0
xxx	BA	General	51	27	52.9
xxx	BA	Major	149	104	69.8

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.nabajyoticollege.ac.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Null	0	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	0	Nil	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ARABIC	4
ASSAMESE	4
ECONOMICS	2
EDUCATION	9
POLITICAL SCIENCE	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	Nil	Nil	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	Nill	Nill
Presented papers	7	10	Nill	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campus Cleaning	Self	14	80
Awareness Programme on Covid 19	Self	12	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Self	Cleaning the Surroundings next to the College	20	157
Communal Harmony Week	Self	Awareness Programme and Fund Collection	12	415
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
160.77	32.52

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.1.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	23994	4706485	451	102000	24445
Reference Books	1171	331843	402	215390	1573	547233
Journals	385	34160	Nil	Nil	385	34160
CD & Video	15	1070	Nil	Nil	15	1070
Others(s pecify)	19	30205	Nil	Nil	19	30205
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	36	3	1	5	7	7	8	10	0
Added	36	1	0	0	0	0	0	0	0
Total	72	4	1	5	7	7	8	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15	14.52	20	20.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has its policy to maintain the infrastructure and support system in a learner friendly manner and also procedure for utilizing them all properly for maximum. The College main building is accommodating with thirty classrooms in addition to the department attached sitting arrangement especially in Science Stream. Where, all the facilities for transaction of classes are made available for both the students and the teachers. Necessary equipments like black board, white board, graph board, platform are for teachers' use. The classrooms are properly electrified with facilities of screenplay of the class delivery through overhead projector. These digitization facilities, however, are yet to install in all the classrooms, but attempt is being made to do so shortly. The case is same with the other support facilities like, laboratory, library, sport complex, computer Lab, internet etc. The Central Library of our college has massive collection of as many as 23,000 Text books 833 nos. of Reference books 8 nos. of Journals 9 Nos. of periodicals and daily news papers. The library comprised of the Librarian, one Library Assistant and one library bearer for smooth functioning of the Library. The facilities of the Library include separate reading rooms for both students and teachers. For the proper monitoring, the CCTV cameras are installed. The students are allowed to borrow books for a period of 15 days and after that they can renew the same for 3 times. The teachers and faculties have free access to the Central Library anytime they need in addition to the use of the respective departmental library. There is a Reading corner for the teachers in the Central Library too. Separate browsing corner has established recently from where both teachers and students can access required e-resources including N-List. So far as the computer facility of the College is concerned, the college has a fully furnished computer lab with more than 20 nos. of top brand latest computers which is being monitored and operated by skilled personals. The whole campus is well connected with WiFi to facilitate smooth and prompt working of the college administration as well as academic transaction. The college has a play ground for outdoor major games and also provision for minor games of different types within the college campus. Games and sports are held regularly in different occasion especially college week. This sector of co-curricular activity is monitored and supervised by an in-charge professor and arranged by union body of the college's game secretarial office.

<http://www.nabajyoticollege.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Poor Aid Fund	13	14700
Financial Support from Other Sources			
a) National	National Minority Scholarship	263	1952000
b) International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Chemistry Olympiad Programme	52	Nil	Nil	2
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	145	BA/BSc	Arts/Sc	GU	MA/MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	57
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
10	Institutional	250

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College duly nominates a Students' Union Body comprising of different portfolios ranging from Class Representative to Vice-President of the Body through direct election Process. The Union Body is generally presided over by the Principal of the College. The elected members of the Union Body is taken into confidence while framing rules of discipline and taking decision regarding some issues related to College administration and academic matters. In any issue that relates to the College interest and students welfare is brought to the knowledge of the students council of the College and their cooperation is sought and due weightage given to their views. Problems arising out of student's complaints/dispute are left to the Students' Body for the solution as the first attempt, which, if not settled properly, the grievance redressal cell of the College is entitled to interfere with. The Union Body is extorted to look into the problems and inconveniences faced by the students regarding academic issues like admission, accommodation, and library access etc repast the authority for immediate resolution. In different committees of the College (Academic Administrative) is represented by the College Union Body. As per the guideline laid by the Gauhati University (the affiliating Universities in the case) regarding students' participation in college administration is strictly followed without any deviation e.g. the RUSA committee of our college is contributed with the General Secretary of the Students Union Body of the college as one of the permanent member. In addition, the students Union Body is given responsibilities of the work for the betterment of the college in terms of improvement college atmosphere and discipline maintenance. The Student's Body is allowed to share their experiences to the authority anytime. In every committee pertaining to administration functionaries of the college, the students Union Body is given due representation there in.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The overall administrative as well as academic functions of the college have been divided into multi-dimensionalized array of management right from the supervision of classes to the initiating of policies for ensuring an average involvement of the college family as a unified body. Amongst all other collaborative management practices, the two most used practices of decentralization and participative management during the last few years read as follows: a) Academic Monitoring by appointing Academic Observers from among the senior faculty members who have been entrusted to observe the academic progress of the college including monitoring daily classes and the allied matters. The Academic Observers are conferred the power and authority to question any anomalies like irregularity, impersonation, absence or any other unexpected situations which may arise out of mismanagement of the routine work. This practice of academic monitoring by the faculties themselves paves the way for extended decentralization of power and function of the College. b) The College has constituted a Women Cell with all the female members of the College. The Cell enjoys the rights and privilege to frame rules for Women's Welfare and to do things rightfully for extending their contributions towards the College and the community as a whole. The Women Cell, however, works as a part of the college administration and management and works in collaboration with the Central Administration of the College. This practice tends to sensitize people in issues related to Women's interest in the college including the girls and women students in terms of gender role sex education, women health and ethic issues. Further the Women Cell is entrusted to look into the interest of the girls students of the College and suggest measures for their empowerment in terms of their participation in civic affairs and self protection.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	a. i. 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.
Industry Interaction / Collaboration	a. Collaboration with Department of Chemistry, Tezpur University, for assisting in the project Arsenic Removal from water in Kalgachia, Barpeta District.
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.

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.

Research and Development

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

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.

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, Dance Practice, 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.

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.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	Nil

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
2019-2020	2	01/05/2019	30/06/2020	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts financial audit annually. The audit has been done by three designated auditors appointed by the Governing Body. They are given all

assistance sought for. Moreover all accounts are categorized under the supervision of a chartered accountant. Any discrepancy detected are resolved instantly with evidence.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Extended cooperation 2. Keep eyes on Academic Environment 3. Suggests weak points on performance of teachers, students and administrations.
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6.5.3 – Development programmes for support staff (at least three)

1. Increased Salary of non-sanctioned staff 2. Wards of the staff are given preference in admission 3. Occasional remunerations provided wherever possible
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Renovation of auditorium 2. Extension of central library 3. Increased the stock of laboratory equipments and computer labs etc.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NIL	Nil	Nil	Nil	Nil
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2020	08/03/2020	126	54

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Communal Harmony Campaign	19/11/2019	26/11/2019	415
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Banned use of Plastics inside Campus 2. Banned consumption of of Paan and Gutkha 3. Garbage Bin placed in every Corners 4. Planted variety of Saplings 5. Old bulbs replaced with LED bulbs and Tubes
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Introduced advanced teaching among graduate teachers of feeder schools by the teachers of Nabajyoti College, Kalgachia in collaboration with Ataur Rahman BEd College 2. Introduced office automation to reduce errors and to have permanent Students' Profile, again Central Library is made accessible to all students for reading and borrowing books Additional books are allowed for Honours Students. Attempts are being made to bring it under RFID System with full Automation. Also from the coming Session we will introduce three Portals

viz. Super Admin Portal, Teacher Portal and Student Portal. With these we will try to reduce paper use as much as possible.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.nabajyoticollege.ac.in>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College's vision priority which tops the list is to make it a centre of excellence in terms of not only teaching-learning, but also turning it into a pioneer institute to work for a better society of tomorrow by series of innovative plans and activities in respect of curricular, co-curricular and community services. It is for this purpose to achieve, the college marched a long distance ahead with greater amount of success too. That the college has evolved into a centre of excellence by now as it could produce talented students who, later on, have had a promising entry into the work fields of national prides and honour. Not only in academic and scholastic achievement, could the college products shine in games and sports, debate and symposium and other extra-curricular programmes. It is because of the contribution of the College, the society of this vast remote area could evolve to be a society of learned people, who in turn, help the society turn into a knowledge society today. Because of its growing excellence and unremitting advancement in academic -cognitive scenario of the college has inspired the young to prepare for a better course of education in this college, and for the growing percentage of students' involvement each year has helped the society reach its highest mark in respect of higher education population of this area. Another highlighted area which the college sets its target on is the diffusion of knowledge among the mass people in the area through adopting villages and the scholars therein. The college has initiated poling for visiting the surrounding schools preferably secondary and senior secondary schools within the adopted villages to involve the teachers and guardians in the mission of GYANYATRA launched by the College for the specific purpose of disseminating knowledge, values and specific attitude among the growing citizen of the future. In this area too we achieve enormous success as it seem helping to reduce the school drop-out to a remarkable extent and the teachers working there in those schools have seemingly grown more confident and able to deal effectively with their profession.

Provide the weblink of the institution

<http://www.nabajyoticollege.ac.in>

8.Future Plans of Actions for Next Academic Year

1. To facilitate continuous up gradation and updation of knowledge and technology by faculty and students.
2. To create awareness and initiative measures for protecting and promoting environment.
3. To organize programmes to fulfill social obligations in the manner of formal and informal education.
4. To provide resources required for use of technology to provide online classes.
5. To provide first aid services to the students.
6. To upgrade library resources with digital content.
7. To identify talented students for various sports and cultural activities.
8. To extent reference books and journals in the library.
9. To initiate seminars workshops symposiums for enhancing quality of the students.
10. To import free coaching and counseling for placement of the students.
11. To encourage ISSN/ISBN publications.
12. To encourage awareness programmes on social issues and environmental problems

