YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**Nabajyoti College, Kalgachia**
• Name of the Head of the institution	**Dr Shahjahan Ali Ahmed**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03666295352**
• Mobile No:	**7002497601**
• Registered e-mail	**kutilacharya@gmail.com**
• Alternate e-mail	**nabajyoticollege@gmail.com**
• Address	**Kalgachia**
• City/Town	**Barpeta**
• State/UT	**Assam**
• Pin Code	**781319**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Rural**
• Financial Status	**UGC 2f and 12(B)**

• Name of the Affiliating University	**Gauhati University**	
• Name of the IQAC Coordinator	**Samsul Haque**	
• Phone No.	**7002497601**	
• Alternate phone No.	**03666295352**	
• Mobile	**7002497601**	
• IQAC e-mail address	**kutilacharya@gmail.com**	
• Alternate e-mail address	**nabajyoticollege@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.nabajyoticollege.ac.in/aqar/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://nabajyoticollege.ac.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**71.2**	**2003**	**01/10/2003**	**30/09/2010**
Cycle 2	**B+**	**2.73**	**2016**	**01/05/2016**	**30/04/2021**

6.Date of Establishment of IQAC	**03/02/2003**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**5**	

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Organised Awareness Program among Staff Members to defeat Covid-19 2. Trained Faculty Members for Virtual Classes 3. Organised Awareness Programme for Village Woman on Micro Finance 4.Organised Road Safety Awareness Programme 5.Published Prospectus, Academic Calender and Prepared Master Routine

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

Plan of Action	Achievements/Outcomes
Planned to complete the 1st floor of DL building	**Completed**
Library Automation	**On the Process**
To invite PEER Team for Cycle-3 Assessment	**Could not realised due to Pandemic**
Mode of Admission to change	**Online Mode implemented**
Publications to increase	**21 No. of ISBN/ISSN articles published**
To conduct Campaign to fight Covid-19	**Realised**

13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2018	**03/03/2018**

Extended Profile

1.Programme

1.1	**13**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1676**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**920**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**208**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**34**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**46**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**37**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**36**
4.3 Total number of computers on campus for academic purposes	**75**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum is designed by the parent University viz. Gauhati University. The institution executes it as per syllabus

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	[Nil](Nil)

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The parent university prepares the Academic Calendar for the entire session. The institute prepares its own too on the basis of that

File Description	Documents
Upload relevant supporting documents	[View File](View%20File)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **C. Any 2 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

4

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

No such courses introduced during the year

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

450

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.nabajyoticollege.ac.in/students-satisfaction-survey/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

700

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Obviously there is provision for Tutorial Class in the Master Routine of the College.

Advanced Learners get asistance from Tutorial Classe which are fixed at the end of the normal classes. These Clases are equitably distributed among all departments, 4 classes per week each.

Moreover Remedial classes are set for the Slow Learners whenever necessary. Remedial Classes are fixed by the concerned department on the basis of requirements.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1676	**34**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College has adopted eight mechanisms in order to enhance the perception and skill of the students for both Arts and Science Streams. Such as

       (a) Field Visits for Environmental Studies (for all students of Semester-II),

(b) Educational Tour to other Universities/Industries/Historical Cites

(c) Practical Sessions for all Science subjects and also for Education Subject

(d) Given Home Assignments and later on consulted with students

(e) Utilises technology (Computer, Projector, Android and Internet) for better understanding

(f) Organises Competitions among students (Annual)

(g) Arranges Mock Court, Public Speaking, and Data Handling Techniques

(h) Compulsory Project Work for the final year students (for students of Semester-V & VI)

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Out of the existing 34 teachers, more than half use ICT effectively in the form of laptops, android mobiles, Comp labs, projectors and internet. Internet is made accessible to all through three different Wifi routers within the campus having bandwidth of 300 mbps each.

Use of Teachers Portal is made mandatory to all teachers. Through this portal teaches take attendance, see the routine, can apply for leave, can upload study materials for students, can give home assignment, can verify the admission forms etc. Also taking online classes is made popular though different platforms viz. Google Meet,

Zoom etc. Necessary training has been given to all the teachers in this regard.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

747

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

THE GRIEVANCE REDDRESSAL CELL of the College looks 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Students Performance in the Final Exams are uploaded in the College Website regularly. It is official data verified by the authority. These are also published in Annual Prospectus, News Letter and Keeps record by the Concerned Departments. All other Extra Mural Activities are published in the Annual College Magazine

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.nabajyoticollege.ac.in/students-performance/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

After declaration of Final Exam Result i.e. Result of the Sixth Semester (both Arts & Sc), the IQAC arranges a meeting with the Head of the Departments and the Principal in the chair. The meeting analyses the result and takes corrective measures, if necessary, for fine tuning and further improvement. The Performing departments are falicitated and appraised. The non-performing departments are encouraged and assure help.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

208

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.nabajyoticollege.ac.in/student-satisfaction-surey/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during

the year

`1`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

`0`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

`22`

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to the Covid-19 situation in 2020-21 Session we could not proceed to perform extension activities as expexted. But following the Goverment SOP, a few tasks carried out.

- **Groups of teachers visited nearby households .to make them aware of the Pandemic**
- **Department of Chemistry led an extension activity on tecniques of Arsenic Removal from drinking water**
- **Department of Economics led a program on assissting the Village Woman of SHGs regarding Book Keeping**
- **The NCC Cadres led 'Safai Abhiyan' in the adjacent areas**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 26,000 Text books 850 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 36 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

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.

The renovated Auditorium is used for all cultural activities. Moreover, the College has its own Multi-Gym facilities where students are allowed to exercise at dawn under the supervision of an instructor free of cost.

All meetings, Symposia, workshops, seminars are arranged in the Conference Hall and First Floor of Central Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

39

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

39

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

36.33

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SOUL 2.0 is running currently as library software. The ILMS is installing and expected to function from next session i.e. 2021-22 that includes Staff Station, RFID check gate, RFID book tagging, User kiosk, Digital Display and D-Space.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.55

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

240

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Definitely the institution is aware of updates in ICT. All old computers are replaced by the latest ones having 4GB/8GB RAM, Core i3/i5 Processors, 500 GB/1TB HDD, UHD Monitor, loaded with Windows 8/ Windows 10 along with touch pad and Mechanical Keyboards.

Also the latest new 75" flat panel installed for Smart Class Rooms which support android and Online Classes

The institution conducts admission through its own portal which comprised of 'Teachers Portal', 'Students Portal' and 'Superadmin Portal'. These have been managed through unified software under the supervision of COREXX Group, Guwahati

There are three BSNL Giga Fibre connections of 300 MBPS bandwidth each and accordingly three wifi routers to cover the entire campus

All inkjet/laser printers, copiers are of updated versions.

It is a continuous process and the institution is trying its best to cope up with it.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

58.37

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 26,000 Text books 850 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 75 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1541

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`40`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`125`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

120

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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. Moreover, Grievance Redressal Cell has two student members who are topper in each stream, The Election Commission of the College has a Student member and so on.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association who sits occasionally but it is not registered till date. There is no official record of regular contribution by the alumni. But however they keep donating whenever

necessary.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sticking to its Vision, the College is trying to introduce need based, job oriented and ethical education to optimise the use of human resources along with e-learning, distance learning, research works, collaborating works etc in order to increase the quality of higher education among the agro-based rural people.

As gateway to achieve the visionary goals, our mission targets

- **To produce outstanding scholars**
- **To develop profession of teaching though research & Training and use of technology**
- **To analyse issues and problems**
- **To adopt appropriate Plan and Policies**
- **To sustain the quality**

The College is vowed to its Vision and Mission with adaptive methodology despite limited resource and hoping to make it a centre of excellence.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

There is Authoritative Decentralisation of Powers and Functions of College Management and Administration in respect of both scholastics and non-scholastics activities. The Principal of the College being the immediate Executive Officer, categorically allot the works and responsibilities to the learned faculties of the College and entrust them to look after the respective works/ office with best possible care and submit report periodically to the authority i.e. the Principal of the College.

The leadership seems acting effectively everywhere right from the class management by the students monitor ship to the appointment of Academic in-charge (erstwhile Vice-Principal) from among the senior faculties of the College. The Non-teaching/Administrative Staff is headed by the UDA better known as 'Barbabu' who is being held responsive to all the affairs concerning to the non-academic deals. The HoDs are the immediate leaders of the respective departments and are extended free to decide for the department's sake.

The members of other Wings and Cells of the College work under their respective Heads/ Conveners independently but in collaboration with others.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has the Master Plan for each Academic Session that includes both Academic and Management Strategies. These Strategic Plans for each Session are deployed and executed

efficiently to gratify the needs of the students and the institution itself. For execution of the Plans such as rebuilding infrastructure, preparation and implementation of yearly routine, extension works, examination and evaluation strategies, the senior faculties of the College and the administrative branch officials are entrusted to do their jobs under the authoritative heads/conveners of respective arena. It is mentioned that the work plans subject to financial grants of different funding agencies, however is awaited till it becomes available but despite, a substitute arrangement made temporarily for continuing the activity in such cases.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College Management is largely vested in the Governing Body (GB) of the College and this seems actively involving in all its affairs-academic and administrative within the capacity of its legally bestowed powers and functions.

The Management authority viz. the GB of the College is seemingly exercises its power in respect of teachers' appointments, fund utilisations, transfer of fund, promotion of teachers & employees and new construction, policy making etc through the Executive Authority, i.e. the Principal of the College

It is also seen that at any dispute relating to students aggressions and aggrieved teachers, admission fees, ragging and the like, the GB takes prompt action at its disposal or forward to higher authority if it necessitates for the same.

Mentioned that the activities and the mode of power exercise of the GB is transparent and every stake holders including teachers and non-teaching staff's representatives to its main body have their esteemed share and hence, this authorative Apex Body within the institution is visibly doing its best for the welfare and progress of the College.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Welfare Policy of the institution is divided into two parts viz. (a) Career Development and (b) Amenities

The authority extends full cooperation to all teaching and non-teaching staffs in the matter related to career development. All are allowed to participate in OC, RC, STC, National/International Seminars on need base. The IQAC of the College finalises the API Score and recommends for further processing. All retiring staffs get full cooperation in order to have their retirement benefits.

Amenities within the campus have been augmented in the form of washrooms, RO water, departmental infrastructures, basins etc. Besides these, the Salary of non-sanctioned staff has been increased; Wards of the staff are given preference in admission and occasional remunerations provided wherever possible.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The annual overall performance of the institution is uploaded in the College URL. (http://www.nabajyoticollege.ac.in/students-satisfaction-survey/). The Student Satisfaction Survey is done annually giving prescribed Proforma consisting of 20 queries to 50 outgoing final year students at random just after the Final Examination. The feedback forms are collected by the IQAC, summerised and analysed and finds out the Performance Index out of a total of 1.0 using the formula designed by IQAC. On the basis of the feedback analysis, follow up measures are suggested to look into the deficiencies.

Mention worthy that queries include about teaching and non-teaching staffs and student support system of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts both internal and external 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 is resolved instantly with evidence.

In short, The Academic External Audit is done by the Affiliating University (GU) whereas, Internal Audit is done by GB & IQAC. But Administrative External Audit is vested upon the Govt of Assam and GB does the Internal Audit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<u>View File</u>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major funds for construction works of the College are being allotted by the state government under different heads as well as the Funding Agencies under Statutory Bodies of the Govt (like UGC & RUSA) and the College appropriates the fund as per the instruction

of the concerned Funding Agencies.

The College, in addition to the occasional funds of such type, mobilizes fund through fee collection from the students at a prescribed rate and build its own fund which is being utilized for contingent development activities and the recurring cost viz. electricity bill, infrastructure and other contingent expenses.

Own source also includes sale of fishes, honey, bio manure (Vermi Compost), mushrooms, obsolete and used products. A significant amount also comes from voluntary donations from the Alumni Association as well as from the working staff of the College.

The College has set rules for appropriating the fund amassed as such and utilises the same with accountability for greater interest of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the College acts as an office with greater responsibility to ensure qualities in its entire academic and administrative arena. The IQAC enjoys autonomy to the extent it pursue the course of action for institutionalizing the strategies and functions for quality assurance.

The IQAC is entitled to look after and monitor the academic activities of the institution and provide guidelines for a better harvest. It is the IQAC which is held accountable for any policy misshape and their implementation crises.

The IQAC, therefore remains active and dynamic to set strategic plans for academic excellence and inbuilt.

Similarly, the students' feedback, alumni's comments and guardians views are seriously entertained and steps taken for making up the shortcomings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College reviews 'what and how' of the teaching-learning approaches and methodology through the IQAC quarterly. At the beginning of the Semester Classes, it is with the IQAC to review the Master Plan of Curriculum Transaction and other allied programmes. During the course, provision is made to keep record of the progress and visible improvement thereof. The IQAC is held responsible to intimate with the HoDs of the College to ensure periodic updates of progress report. Based on the report submitted by the HoDs, review meeting is being held where in analysis of the activities, course progress and improvement, methods & strategies are done.

The IQAC holds frequent meeting with all its members to work out all possible solution to problems and inconvenience of any type complained by the individual teachers in particular and by the students in general in terms of subject choices, combinations, change of subjects, and adjustment of Class Routine etc.

Teachers' Professional Development, promotion and career enhancement issues are vested with IQAC and it accordingly maintains the records of such cases through filing them properly for further processing.

Students' progression and achievements in scholastic and non-scholastic performance records are kept with IQAC and maintains them properly and initiate policies for further enhancement.

The IQAC also designs feedback analysis method, monitors admission process, monitors class attendance through its Superadmin Portal, Designs Plan for Centrally funded Projects, Designs Proposals and prepares Action Plan for the year.

In fact, the IQAC keeps tracks of every movement associated with the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Although there exists no provision for reservations, the institution has nearly 40% of female students. Specially, it is much higher in humanities, approximately 60% of total enrollment. The College gives proper representation of girl students in Students Union, Grievance Redressal Cell and all cultural events.

The Woman Cell of the College takes care of the girl students, also the Anti-Sexual Harassment Committee always keeps eye on it. There is no bar for a girl student taking part in any events or activities that a male student does. Luckily, 11 are female teachers out of the total existing strength of 34.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Since, the institution is non technical and non-vocational, it does not have extensive waste management system. Specially, Liquid Waste, Biomedical Waste, Hazardous Chemicals and Radioactive Waste are not the issues. But the entire campus is made plastic/polythene free. For other dry wastes, garbage bins are placed in every corner. These are collected by the town committee for safe disposal. All e-wastes are kept in safe places and handed over to private parties. Unfortunately we do not have any recycling facilities of our own.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college sets an example of harmony and total tolerance. Not a single conflict experienced since its inception. Every year Communal

Harmony Campaign is observed with street show where all the students and teachers take part. There is no linguistic issue since almost all the students basically belong to the same lingual communities and there are only two learning media viz. Assamese and English. It is mention worthy that no privilege is given to the rich students. But poor do have the advantage in admission, borrowing more library books and can avail special aids.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

We are thankful that the people of this area are democratically sensitive. All elections are democratic, all participations are democratic. The Department of Political Science, normally leads the way by holding Mock Parliament, Debate Competitions, Essay Competitions on the occasion of Gandhi Jayanti, Independence Day and College Week. Moreover, on 25th January every year, 'The Constitution Day' is observed with the lead role of the Political Science Department.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The National and International Commemorative days are regularly being celebrated and observed in the institution.

1. Every year the College celebrates National Festivals like Independence Day, Republic Day, by hoisting the National Flag

2. National Unity Day/Week is observed to commemorate the birth anniversary of Sardar Vallabbhai Patel under the campaign "Run for Unity"

3. Communal Harmony Day, International Women's Day, World Environment Day, Teachers Day, Gandhi Jayanti, National Flag Day also observed on respective dates

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. The College has been regularly providing financial aid to the poor students belonging to the rural area to save them from discontinuation of their studies.

B. Thought of the Day is displayed on white board supported by high stand. It is kept in the front yard of the College and updated daily.

C. Students' Attendance is recorded online through Teachers Portal which is stored in the database and can be monitored centrally.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority is to make the College 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum is designed by the parent University viz. Gauhati University. The institution executes it as per syllabus

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	<u>Nil</u>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The parent university prepares the Academic Calendar for the entire session. The institute prepares its own too on the basis of that

File Description	Documents
Upload relevant supporting documents	<u>View File</u>
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

4

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

4

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

4	

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

No such courses introduced during the year

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

450

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.nabajyoticollege.ac.in/students-satisfaction-survey/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

700

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Obviously there is provision for Tutorial Class in the Master Routine of the College.

Advanced Learners get asistance from Tutorial Classe which are fixed at the end of the normal classes. These Clases are equitably distributed among all departments, 4 classes per week each.

Moreover Remedial classes are set for the Slow Learners whenever necessary. Remedial Classes are fixed by the concerned department on the basis of requirements.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1676	**34**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College has adopted eight mechanisms in order to enhance the perception and skill of the students for both Arts and Science Streams. Such as

(a) Field Visits for Environmental Studies (for all students of Semester-II),

(b) Educational Tour to other Universities/Industries/Historical Cites

(c) Practical Sessions for all Science subjects and also for Education Subject

(d) Given Home Assignments and later on consulted with students

(e) Utilises technology (Computer, Projector, Android and Internet) for better understanding

(f) Organises Competitions among students (Annual)

(g) Arranges Mock Court, Public Speaking, and Data Handling Techniques

(h) Compulsory Project Work for the final year students (for students of Semester-V & VI)

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Out of the existing 34 teachers, more than half use ICT effectively in the form of laptops, android mobiles, Comp labs, projectors and internet. Internet is made accessible to all through three different Wifi routers within the campus having bandwidth of 300 mbps each.

Use of Teachers Portal is made mandatory to all teachers. Through this portal teaches take attendance, see the routine, can apply for leave, can upload study materials for students, can give home assignment, can verify the admission forms etc. Also taking online classes is made popular though different platforms viz. Google Meet, Zoom etc. Necessary training has been given to all the teachers in this regard.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

747

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

THE GRIEVANCE REDDRESSAL CELL of the College looks 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.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Students Performance in the Final Exams are uploaded in the College Website regularly. It is official data verified by the authority. These are also published in Annual Prospectus, News Letter and Keeps record by the Concerned Departments. All other Extra Mural Activities are published in the Annual College Magazine

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.nabajyoticollege.ac.in/students-performance/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

After declaration of Final Exam Result i.e. Result of the Sixth Semester (both Arts & Sc), the IQAC arranges a meeting with the Head of the Departments and the Principal in the chair. The meeting analyses the result and takes corrective measures, if necessary, for fine tuning and further improvement. The Performing departments are falicitated and appraised. The non-performing departments are encouraged and assure help.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

208

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.nabajyoticollege.ac.in/student-satisfaction-surey/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

22

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Due to the Covid-19 situation in 2020-21 Session we could not proceed to perform extension activities as expexted. But following the Goverment SOP, a few tasks carried out.

- **Groups of teachers visited nearby households .to make them aware of the Pandemic**
- **Department of Chemistry led an extension activity on tecniques of Arsenic Removal from drinking water**
- **Department of Economics led a program on assissting the Village Woman of SHGs regarding Book Keeping**
- **The NCC Cadres led 'Safai Abhiyan' in the adjacent areas**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

YRC etc., during the year

4

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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 26,000 Text books 850 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 36 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

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.

The renovated Auditorium is used for all cultural activities. Moreover, the College has its own Multi-Gym facilities where students are allowed to exercise at dawn under the supervision of an instructor free of cost.

All meetings, Symposia, workshops, seminars are arranged in the Conference Hall and First Floor of Central Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

39

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

39

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

36.33

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SOUL 2.0 is running currently as library software. The ILMS is installing and expected to function from next session i.e. 2021-22 that includes Staff Station, RFID check gate, RFID book tagging, User kiosk, Digital Display and D-Space.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**C. Any 2 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.55

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

240

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Definitely the institution is aware of updates in ICT. All old computers are replaced by the latest ones having 4GB/8GB RAM, Core i3/i5 Processors, 500 GB/1TB HDD, UHD Monitor, loaded with Windows 8/ Windows 10 along with touch pad and Mechanical Keyboards.

Also the latest new 75" flat panel installed for Smart Class Rooms which support android and Online Classes

The institution conducts admission through its own portal which comprised of 'Teachers Portal', 'Students Portal' and 'Superadmin Portal'. These have been managed through unified software under the supervision of COREXX Group, Guwahati

There are three BSNL Giga Fibre connections of 300 MBPS bandwidth each and accordingly three wifi routers to cover the entire campus

All inkjet/laser printers, copiers are of updated versions.

It is a continuous process and the institution is trying its best to cope up with it.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

58.37

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

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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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1541

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

40

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

125

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

120

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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. Moreover, Grievance Redressal Cell has two student members who are topper in each stream, The Election Commission of the College has a Student member and so on.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association who sits occasionally but it is not registered till date. There is no official record of regular contribution by the alumni. But however they keep donating whenever necessary.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sticking to its Vision, the College is trying to introduce need

based, job oriented and ethical education to optimise the use of human resources along with e-learning, distance learning, research works, collaborating works etc in order to increase the quality of higher education among the agro-based rural people.

As gateway to achieve the visionary goals, our mission targets

- To produce outstanding scholars
- To develop profession of teaching though research & Training and use of technology
- To analyse issues and problems
- To adopt appropriate Plan and Policies
- To sustain the quality

The College is vowed to its Vision and Mission with adaptive methodology despite limited resource and hoping to make it a centre of excellence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

There is Authoritative Decentralisation of Powers and Functions of College Management and Administration in respect of both scholastics and non-scholastics activities. The Principal of the College being the immediate Executive Officer, categorically allot the works and responsibilities to the learned faculties of the College and entrust them to look after the respective works/ office with best possible care and submit report periodically to the authority i.e. the Principal of the College.

The leadership seems acting effectively everywhere right from the class management by the students monitor ship to the appointment of Academic in-charge (erstwhile Vice-Principal) from among the senior faculties of the College. The Non-teaching/Administrative Staff is headed by the UDA better known as 'Barbabu' who is being held responsive to all the affairs concerning to the non-academic deals. The HoDs are the immediate leaders of the respective departments and are extended free to

decide for the department's sake.

The members of other Wings and Cells of the College work under their respective Heads/ Conveners independently but in collaboration with others.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has the Master Plan for each Academic Session that includes both Academic and Management Strategies. These Strategic Plans for each Session are deployed and executed efficiently to gratify the needs of the students and the institution itself. For execution of the Plans such as rebuilding infrastructure, preparation and implementation of yearly routine, extension works, examination and evaluation strategies, the senior faculties of the College and the administrative branch officials are entrusted to do their jobs under the authoritative heads/conveners of respective arena. It is mentioned that the work plans subject to financial grants of different funding agencies, however is awaited till it becomes available but despite, a substitute arrangement made temporarily for continuing the activity in such cases.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College Management is largely vested in the Governing Body (GB) of the College and this seems actively involving in all its affairs- academic and administrative within the capacity of its

legally bestowed powers and functions.

The Management authority viz. the GB of the College is seemingly exercises its power in respect of teachers' appointments, fund utilisations, transfer of fund, promotion of teachers & employees and new construction, policy making etc through the Executive Authority, i.e. the Principal of the College

It is also seen that at any dispute relating to students aggressions and aggrieved teachers, admission fees, ragging and the like, the GB takes prompt action at its disposal or forward to higher authority if it necessitates for the same.

Mentioned that the activities and the mode of power exercise of the GB is transparent and every stake holders including teachers and non-teaching staff's representatives to its main body have their esteemed share and hence, this authorative Apex Body within the institution is visibly doing its best for the welfare and progress of the College.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Welfare Policy of the institution is divided into two parts viz. (a) Career Development and (b) Amenities

The authority extends full cooperation to all teaching and non-teaching staffs in the matter related to career development. All are allowed to participate in OC, RC, STC, National/International Seminars on need base. The IQAC of the College finalises the API Score and recommends for further processing. All retiring staffs get full cooperation in order to have their retirement benefits.

Amenities within the campus have been augmented in the form of washrooms, RO water, departmental infrastructures, basins etc. Besides these, the Salary of non-sanctioned staff has been increased; Wards of the staff are given preference in admission and occasional remunerations provided wherever possible.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The annual overall performance of the institution is uploaded in

the College URL. (http://www.nabajyoticollege.ac.in/students-satisfaction-survey/). The Student Satisfaction Survey is done annually giving prescribed Proforma consisting of 20 queries to 50 outgoing final year students at random just after the Final Examination. The feedback forms are collected by the IQAC, summerised and analysed and finds out the Performance Index out of a total of 1.0 using the formula designed by IQAC. On the basis of the feedback analysis, follow up measures are suggested to look into the deficiencies.

Mention worthy that queries include about teaching and non-teaching staffs and student support system of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts both internal and external 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 is resolved instantly with evidence.

In short, The Academic External Audit is done by the Affiliating University (GU) whereas, Internal Audit is done by GB & IQAC. But Administrative External Audit is vested upon the Govt of Assam and GB does the Internal Audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major funds for construction works of the College are being allotted by the state government under different heads as well as the Funding Agencies under Statutory Bodies of the Govt (like UGC & RUSA) and the College appropriates the fund as per the instruction of the concerned Funding Agencies.

The College, in addition to the occasional funds of such type, mobilizes fund through fee collection from the students at a prescribed rate and build its own fund which is being utilized for contingent development activities and the recurring cost viz. electricity bill, infrastructure and other contingent expenses.

Own source also includes sale of fishes, honey, bio manure (Vermi Compost), mushrooms, obsolete and used products. A significant amount also comes from voluntary donations from the Alumni Association as well as from the working staff of the College.

The College has set rules for appropriating the fund amassed as such and utilises the same with accountability for greater interest of the College.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the College acts as an office with greater responsibility to ensure qualities in its entire academic and administrative arena. The IQAC enjoys autonomy to the extent it pursue the course of action for institutionalizing the strategies and functions for quality assurance.

The IQAC is entitled to look after and monitor the academic activities of the institution and provide guidelines for a better harvest. It is the IQAC which is held accountable for any policy misshape and their implementation crises.

The IQAC, therefore remains active and dynamic to set strategic plans for academic excellence and inbuilt.

Similarly, the students' feedback, alumni's comments and guardians views are seriously entertained and steps taken for making up the shortcomings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College reviews 'what and how' of the teaching-learning approaches and methodology through the IQAC quarterly. At the beginning of the Semester Classes, it is with the IQAC to review the Master Plan of Curriculum Transaction and other allied programmes. During the course, provision is made to keep record of the progress and visible improvement thereof. The IQAC is held responsible to intimate with the HoDs of the College to ensure periodic updates of progress report. Based on the report submitted by the HoDs, review meeting is being held where in analysis of the activities, course progress and improvement, methods & strategies are done.

The IQAC holds frequent meeting with all its members

to work out all possible solution to problems and inconvenience of any type complained by the individual teachers in particular and by the students in general in terms of subject choices, combinations, change of subjects, and adjustment of Class Routine etc.

Teachers' Professional Development, promotion and career enhancement issues are vested with IQAC and it accordingly maintains the records of such cases through filing them properly for further processing.

Students' progression and achievements in scholastic and non-scholastic performance records are kept with IQAC and maintains them properly and initiate policies for further enhancement.

The IQAC also designs feedback analysis method, monitors admission process, monitors class attendance through its Superadmin Portal, Designs Plan for Centrally funded Projects, Designs Proposals and prepares Action Plan for the year.

In fact, the IQAC keeps tracks of every movement associated with the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Although there exists no provision for reservations, the institution has nearly 40% of female students. Specially, it is much higher in humanities, approximately 60% of total enrollment. The College gives proper representation of girl students in Students Union, Grievance Redressal Cell and all cultural events.

The Woman Cell of the College takes care of the girl students, also the Anti-Sexual Harassment Committee always keeps eye on it. There is no bar for a girl student taking part in any events or activities that a male student does. Luckily, 11 are female teachers out of the total existing strength of 34.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/	**C. Any 2 of the above**

power efficient equipment

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Since, the institution is non technical and non-vocational, it does not have extensive waste management system. Specially, Liquid Waste, Biomedical Waste, Hazardous Chemicals and Radioactive Waste are not the issues. But the entire campus is made plastic/polythene free. For other dry wastes, garbage bins are placed in every corner. These are collected by the town committee for safe disposal. All e-wastes are kept in safe places and handed over to private parties. Unfortunately we do not have any recycling facilities of our own.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	C. Any 2 of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college sets an example of harmony and total tolerance. Not a single conflict experienced since its inception. Every year Communal Harmony Campaign is observed with street show where all the students and teachers take part. There is no linguistic issue since almost all the students basically belong to the same lingual communities and there are only two learning media viz. Assamese and English. It is mention worthy that no privilege is given to the rich students. But poor do have the advantage in admission, borrowing more library books and can avail special aids.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

We are thankful that the people of this area are democratically sensitive. All elections are democratic, all participations are democratic. The Department of Political Science, normally leads

the way by holding Mock Parliament, Debate Competitions, Essay Competitions on the occasion of Gandhi Jayanti, Independence Day and College Week. Moreover, on 25th January every year, 'The Constitution Day' is observed with the lead role of the Political Science Department.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The National and International Commemorative days are regularly being celebrated and observed in the institution.

           1. Every year the College celebrates National

Festivals like Independence Day, Republic Day, by hoisting the National Flag

2. National Unity Day/Week is observed to commemorate the birth anniversary of Sardar Vallabbhai Patel under the campaign "Run for Unity"

3. Communal Harmony Day, International Women's Day, World Environment Day, Teachers Day, Gandhi Jayanti, National Flag Day also observed on respective dates

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

A. The College has been regularly providing financial aid to the poor students belonging to the rural area to save them from discontinuation of their studies.

B. Thought of the Day is displayed on white board supported by high stand. It is kept in the front yard of the College and updated daily.

C. Students' Attendance is recorded online through Teachers Portal which is stored in the database and can be monitored centrally.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust

within 200 words

The priority is to make the College 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan of Actions for next Academic Year

1. To encourage awareness programmes on social issues and environmental problems.
2. To facilitate up gradation of knowledge and technology by faculty and students.
3. To create awareness and initiative measures for protecting environment.
4. To provide resources required for use of technology to provide online classes.
5. To upgrade library to ILMS with Complete Automation.
6. To initiate seminars workshops symposiums for enhancing quality of the students.
7. To impart free coaching and counseling for placement of the students.
8. To encourage ISSN/ISBN publications.
9. To add two new Smart Class Rooms
10. To Make the renovated Auditorium fully functional

11. To prepare project for indoor Stadium
12. To complete the RUSA aided G+2 building to increase the Class Room facility
13. To introduce online feedback by students through the Students Portal
14. To introduce online SU Election through the Students Portal