



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	NOWBOICHA COLLEGE
Name of the head of the Institution	DR. DILIP HAZARIKA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03752255240
Mobile no.	8638211139
Registered Email	dhazarikanc@gmail.com
Alternate Email	iqacnc18@gmail.com
Address	PO- DOOLAHAT, DIST.- LAKHIMPUR, ASSAM, PIN- 787027
City/Town	NORTH LAKHIMPUR
State/UT	Assam
Pincode	787027

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	MR. BINAY KR. THAKUR
Phone no/Alternate Phone no.	03752255240
Mobile no.	6900210352
Registered Email	dhazarikanc@gmail.com
Alternate Email	iqacnc18@gmail.com

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

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	C++	67.25	2004	04-Nov-2004	04-Nov-2009

6. Date of Establishment of IQAC	05-Jan-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on the	30-Aug-2019	24

preparation of IIQA	1
View File	

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

8

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

Conduct of workshop Village adoption programme Cleanliness drive programme Tree plantation programme Training programme on office management system

[View File](#)

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

Plan of Action	Achivements/Outcomes
To make students Computer literate.	Students are sent to college Computer lab for learning the basics of computre.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body, Nowboicha College</td> <td>20-Dec-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body, Nowboicha College	20-Dec-2019
Name of Statutory Body	Meeting Date				
Governing Body, Nowboicha College	20-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	No				
17. Does the Institution have Management Information System ?	No				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. At the beginning of each academic session, the college prepares its proposed academic calendar which is brought to the college notice board for the information of all the stake holders. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching day, dates of internal examination, circular, extension related and co-curricular activities. 2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. Students are also advised to follow the rules of discipline for the smooth conduct of the college activities. 3. Academic Advisory Committees of the college headed by the Vice Principal prepares the master routine and circulates it to the different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. The routine is prepared by the Routine Committee for all general courses, all programs and honours classes of arts departments. 4. Based on the departmental routine, department conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. 5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their teaching plans according to the number of lectures allotted in the university syllabus for each topic. 6. Along with the traditional chalk and talk method, teachers use power point projector during the lecture to demonstrate topics. 7. Unit test/ Sessional Examination and students seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 8. Remedial Classes/ Tutorial classes are conducted by some departments within class routine hours for which separate attendance registers are maintained. 9. Classes are also held during the summer break every year to keep pace with the curriculum of CBCS. 10. Field tours are organized by some departments to ensure effective implementation of the prescribed curriculum. 11. Interactive sessions with

students and sometimes with guardians are held to identify problems areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. 12. Students satisfaction survey is going to be conducted by IQAC to improve the teaching learning process of each department from the session 2019-2020. 13. Students are given many opportunities during their course to develop their personalities. The Academic Council provides many facilities through the faculty members/Principal/Governing Body and local bodies to help meritorious students coming from poor economic backgrounds. As a result, a good number of students have been able to achieve success by availing these benefits from the college family. Moreover the Academic Council is always working and extending their kind support to the students of this college by inculcating moral values among them by organising programmes from time to time. Students are also motivated by their teachers to work hard .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N/A	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	B. A Hons	01/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	N/A	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback on the teaching learning process is received from students base on a structured Feedback form and approved by the IQAC of this college. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Members of anti ragging committee and internal complaints committee also receive feedback from students through class campaigns. Grievance (if any) and necessary suggestions can be registered to the Grievance Redressal cell. Departments receive feedback from parents though parent teacher meeting and discuss different issues related to the overall development of their ward. Feedback received from students are also analyzed by the head of the institution and report is forwarded to the concerned head of the department for further steps to be taken for the future improvement. All Head of the Departments are individually concerned to take initiatives for improving the academic scenario of the institution. During the current academic session 2019- 2020 all the college activities have been affected by Covid 19 pandemic. The District Administration converted this institution in to Covid Quarantine centre to keep the corona patient in isolation. Later on considering the gravity of the disease and the number of increasing cases, the administration established a Corona Care Hospital and it was kept as a hospital till the month of October 2020. The feedback is also received by the employer on yearly basis. Under this process a typed feedback form is given by the head of the institution to every employee for completing the details as asked and required for future improvement. After a week, this filled in feedback form is returned to the college authority. These feedback forms are again scrutinized by a team of selected members of the college. The Team members submit the final analysis report to the head of the institution highlighting the pros and cons of the matter. The college authority has developed a mechanism in which the teachers are encouraged for their good work done for the improvement of academic environment in the college. Those teachers who play dynamic role in creating better academic scenario are rewarded by assigning greater responsibilities in the college administration. For non teaching staff, a different feedback form is provided by the employer in emphasis is given on their professional skills. The filled in feedback forms of these non teaching staff are also scrutinized by a team constituted by the college authority and its report is submitted to the Principal. The non teaching staff is also encouraged for their commendable work. The weakness and drawbacks are also discussed in detail in a congenial atmosphere so that the damage can be repaired. The overall performance of the employee is judged after receiving the feedback forms from all the stakeholders that is students, employer, parents/ guardians and alumni students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	300	330	240
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	240	Nil	25	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
Nil	Nil	27	1	1	Nil

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

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

No formal Students Mentoring system is there in our institution. But Students Guidance and Counselling Cell of the college provides information regarding different employment opportunities among the students of the college bringing Career Counsellors from different parts of the state along with personnel from different public and private sector services to make the students aware of job and employment opportunities. The Students Guidance and Counselling Cell has been constituted by the college authority where a group of senior experienced teachers have been entrusted with the responsibility to create awareness among students regarding their future prospects and job opportunities out side the institution. They are also informed about the State Government and the Central Govt. schemes introduced for the benefit of students. As our college is located in the rural area and the majority of population belong to Scheduled Caste and Scheduled Tribe community. Therefore, students admitted in to this college have limited resource at their home. Moreover, they have to face the network connectivity problem as they are forced to live in the rural area and most of them do not have smart phones due to their poverty. So, these poor students solely depends on the Students Guidance and Counselling Cell for future development. The members of the Students Guidance and Counselling Cell works hard so that students could get maximum benefit by participating the programs organized by this cell. It is also important to note that the college authority always remains willing to help the students in the process of building their career. Students are also motivated to get them enrolled in the NCC unit of the college as it gives a better opportunity to join armed forces in the Indian Army, Air Force and Naval Force. Thus, we can say that our students are greatly benefited from this cell in shaping their future. Through this cell, they gain practical advice, encouragement and support. Further, they get the opportunity to learn from the experiences of others. By participating the mentorship program, they can increase their social and academic confidence and become more empowered to make decisions. Their communication skills and personal skills also develop in this process. As the role of a guide or mentor is to encourage the personal and professional development of a mentee through the sharing of knowledge, expertise and experience. The mentoring relationship is built on mutual trust, respect and communication, and involves both parties meeting regularly to exchange ideas, discuss progress and set goals for further development. Students get exposure to new ideas and ways of thinking. It also provides guidance on professional development and advancement. No doubt, in the mentoring process mentors also get benefits as it is more than the transfer of advice, knowledge and insights. The relationship offers reciprocal benefits for mentors willing to invest their time in developing another professional. As well as the personal satisfaction of sharing their skills and experience with

a willing learner, being involved in mentoring also provides some tangible benefits that can reward mentors professionally.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
240	25	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	25	2	Nil	Nil

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Mr. Dwijen Sarmah	Associate Professor	Rabindranath Tagore Rashtriya Samata Award, Kolkata.
2019	Mr. Madhob Borah	Associate Professor	Kirti Probokta
2020	Mr. Dharmendra Upadhyaya	Associate Professor	Eco Literature Award

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nil	Final Semester	21/10/2020	18/12/2020

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

The Academic Council of the college conducts two internal sessional examinations during each semester at the college level as per the guidelines issued by the Dibrugarh University keeping one month duration in between. Sessional examinations are held as per the academic calendar of the college prepared by the Admission Committee. Some departments of the college have adopted new methods of holding sessional examination. It is seen that the Education Department held Open Book Examination for the Major Course students on experimental basis which was later followed by the Department of History. Besides this, Unit Tests and Class Tests are also conducted for the Major Course and Pass Course students of the college. During Session Examination, the Academic Council under the leadership of the Vice Principal, prepares the schedule of the examination, seating arrangement and appoints hall

invigilators. Question paper is prepared by each department and it is submitted to the Academic Council in a sealed envelop to maintain confidentiality.

Though, the evaluation of the students on the basis of the examination is an integral part of the teaching learning process. As per the guidelines issued by the Dibrugarh University, examinations have been conducted at college level in 2017 - 18 and 2018 - 19. The semester examinations are conducted in the college on behalf of the university. The question papers of examinations are designed and supplied by the university. Our college also follows criteria for internal college evaluation system. The college displays all the circulars on the notice boards from time to time. The faculty informs and elaborates the syllabus, its objectives and paper patterns to students at the beginning. The faculties provide extra guidelines and counseling to students. Thus, the system provides ways and means to ensure its credibility and reliability. Some evaluation processes implemented by the college are in the form of organizing Seminar, Group Discussion, Session Examination, Project Work and Computer Practical Exam.

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

Nowboicha College Admission Committee prepares Academic Calendar in collaboration with the Academic Calendar Preparation Committee for the college as per the Academic Calendar provided by the Dibrugarh University before the enrollment of new batch of B. A First Semester. It is also given in the college prospectus every year and is provided to the applicants along with the admission form. In the Academic Calendar probable dates of Session Examinations, College Establishment Day, different holidays, dates of College Week and vacations are mentioned. It also includes the date of commencement and completion of syllabus, schedules of different activities conducted by the college. Tentative dates of practical exams and viva- voice and theory examinations are also given in academic calendar. The time tables are prepared and implemented accordingly. The teacher prepares teaching plans according to the academic calendar and guidelines of the university. The schedule of external examination is fixed by the university and the same is displayed on notice board for students. In case of any change in the university schedule, some changes are required to be made in internal evaluation as well. These changes are communicated to the students well in advance. However, all efforts are made by the college to adhere to the academic calendar for CIE. Preparatory exams are conducted every year before university exams. Every teacher conducts regular class tests with MCQs on the related topic. After assessment , answer scripts are distributed among the students. Their doubts are cleared with advice about writing correct apt answers. The Principal conducts curricular and extra- curricular review meeting on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required. Further, extra lectures are scheduled to complete the syllabus before university examination.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
0	BA	Honours	151	43	28.47
View File					

2.7 – Student Satisfaction Survey

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

[Students Satisfaction Survey could not be done during 2019 - 2020 due to Covid - 19 Pandemics.](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	0	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Eco Literature Award	Mr. Dharmendra Upadhyaya	Belayat Parivesh Sahitya Sammelan	05/06/2020	International
Kirti Probokta	Mr. Madhob Borah	Aserenga Rodali Awards: 2019	17/11/2019	Regional
Rabindranath Tagore Rashtriya Samata Award	Mr. Dwijen Sarmah	Samata Sahitya Academy	22/09/2019	National
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	0	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Philosophy	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N/A	0	0	2020	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N / A	0	0	2020	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	58	8	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Female Child Adoption Program	IQAC	10	25
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Cleanliness Awareness Program	IQAC, Nowboicha College.	Awareness Program	15	25
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3.5 – Collaborations

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10	10

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Class rooms	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul	Fully	Soul 2.0	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4017	865025	60	14046	4077	879071

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	0	0	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	13	1	1	0	1	1	9	0	0
Added	0	0	0	0	0	0	0	0	0
Total	13	1	1	0	1	1	9	0	0

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilities
3	3.5	7	6.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received as per the requirements in the interest of students. Record of maintenance account is maintained by the accountant and supervised by the Head of the institution. The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing a new ideas regarding library enrichment. To ensure return of books, No Dues from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issues / return of books etc. are resolved by the Library Committee. Regarding the maintenance of sports equipment, the college sports in charge is deputed. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other things. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of park by the college employees. Upkeep all facilities and cleanliness of environment in the college and Girls Hostel is maintained through College Monitoring Committee. Outsourcing is done for maintenance and repairing IT infrastructure such as computers, internet facilities including Wi - Fi and broadband. Outsourcing is done for the maintenance of Wooden furniture, electrification and plumbing.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Student Welfare Fund	7	7000
Financial Support from Other Sources			
a) National	NSP2.0 / Post Matric Scholarship 2019/20	23	89000
b) International	0	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on Yoga and Meditation	21/08/2019	40	Yoga Centre, Nowboicha College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling Program	10	60	Nil	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	Nowboicha College	Political Science	KKHSOU/ N.L. College	PG in Political Science
2019	5	Nowboicha College	Assamese	KKHSOU/ N.L. College	PG in Assamese
2019	3	Nowboicha College	Education	DODL. Dibrugarh University	PG in Education
2019	2	Nowboicha College	Sociology	DODL. Dibrugarh University	PG in Sociology
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Event 2019-2020	College	100
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Students of Nowboicha College have active representation on academic and administrative bodies and committees of the college. All programs have Class Committees for each course that comprise of student members representing meritorious as well as weak students along with faculty members nominated by the Head of the Department other than the course teacher. The Class Committees provide feedback on all aspects of the program and respective course. Class Committee Meetings are held regularly at least twice in each semester. Students have strong representations in all cultural and games sports committees and help in the organization and management of events. They also provide strong support in the administration and management of hostel affairs. As our college has only one Girls Hostel that is in function. This hostel has a Captain, Vice - Captain, Mess Committee and Cleanliness committee. Students manage the entire functioning of the cooperative mess and organize extra curricular events and competitions throughout the year. Students of Nowboicha College organize and celebrate the National Teachers Day on September 5 every year by honouring teachers and presenting cultural program and inter faculty cultural and sports competitions. They also participate in the College Establishment Day celebrations and other events that include Independence Day, Republic Day and various NSS / NCC activities. The above mentioned activities enhance their communication skills, management skills, leadership skills, team - work, time management, resource management skills and build confidence in each student.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

120

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Our college constitutes various committees to decentralize the academic and administrative work. Each committee makes its plan of action and conducts series of meetings. Then it puts its plan in the staff meeting and takes the approval of all the teachers. This minimizes the work load of the Principal. We have committees such as Sports Committee, Cultural Committee, Library Committee, College Beautification Committee and so on. Each committee has a coordinator and five to six members. Thus, the institution promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution is governed by management of facts, information and objectives. Both , students and faculties are allowed to express their views to improve the excellence in any aspect of the institute. The college has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. Principal Level : The Governing Body of Nowboicha College delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal and practically conducted by the Vice - Principal in order to fulfil the vision and mission of the college. Academic Monitoring Committee formulates common working procedures and entrust the implementation with the faculty members.

2. Faculty Level : Faculty members are given representation to various committees / cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in - charge of various academic, co - curricular and extra - curricular activities. They are given authority to conduct field survey and industrial tours and to have a tie up with industry experts. They are also appointed as coordinators and conveners for organizing seminar, workshop and conferences etc. Other units of the college like sports, library etc. have operational autonomy under the guidance of various committees / cells.

3. Students Level : As stated above , students are empowered to play active role as a coordinator of co - curricular, extra curricular activities.

4. Strategic Level : The Principal, Vice Principal and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations pertaining to admission, placement, discipline, grievances, counseling, planning and effectively implementing the same to ensure smooth and systematic functioning of the college.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Online and offline admission is followed in our college. Lot of students get admission to various Honours Courses in our college.
Industry Interaction / Collaboration	Students of our college visit the industry once in an academic year. Unfortunately, this year it could not be conducted due to Covid - 19 Pandemics.
Human Resource Management	In the beginning of the academic year, various committees are formed.

Committees like Grievance Redressal Cell, Anti - Ragging Committee and many more committees are formed. Self appraisals of the teachers are done through maintenance of academic dairy. The teaching and non - teaching staff are motivated to take computer training. Teaching faculty members are encouraged to participate in Orientation Courses, Refresher Courses and Workshops.

Research and Development

Each faculty member is encouraged to indulge in active research. Library resources has been updated. There are various books and journals in our library. All our teachers are motivated to prepare papers and participate in conferences and seminars . Teachers are also encouraged to prepare research papers and publish it in the journals.

Examination and Evaluation

Examination is very important to evaluate the students learning and their progress. For that our college conducts two internal tests with the semester examination. Regular assessment is also done for students in their classes. To keep track on the improvement of students regular class tests have been conducted. Different forms of assessments like debate, quiz, group activities conducted and guided the students on the basis of the evaluation of their participation.

Teaching and Learning

Various classroom teaching methods based on various needs of different subjects are regularly used for the effective learning. Teachers use different teaching methods to motivate and create interest among students. Methods like chalk and blackboard method, ICT tools used for teaching, Group Discussions, paper presentations, seminars and Project Work are conducted to make the learning process interesting and effective. Remedial and Tutorial Classes are also conducted based on requirement.

Curriculum Development

Curriculum Development : Efforts have been made to develop and upgrade the curriculum by sending suggestions to the authorities of Dibrugarh University because the college is affiliated to it and it is the final authority in the framing of the curriculum of the Under Graduate colleges. Sometimes our college teachers participate in the

	curriculum design and they put forward their suggestions to the university to implement the contemporary curriculum.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a rich collection of books, journals and magazines. The library has a collection of books related to arts, language and literature and computer science. More classrooms are to be constructed under RUSA. There is the provision of Wi - Fi facility in the campus. We have virtual classroom, bike and cycle stand. There are more desktops and laptops in the college.
Human Resource Management	In the beginning of the academic year various committees are formed. Committees like Grievance Redressal Cell, Anti -raging committee

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

E-governance area	Details
Examination	Examination forms and statements are submitted on line to the university.
Planning and Development	Planning and development projects are prepared in a computerized manner and submitted to the concerned agency as per the instruction.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
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programme				
Behavioural Remodeling Use of ICT Tools for Classroom Delivery of Teachers	2	27/01/2020	31/01/2020	4
Online Basic Training on Use of ICT in Teaching	1	20/04/2020	23/04/2020	4
Development of E-content in teaching ICT based Assessment Tools	1	12/06/2020	17/06/2020	6
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nowboicha College Teachers Welfare Fund	Nowboicha College Employees Welfare Fund	Nowboicha College Students Welfare Fund

6.4 – Financial Management and Resource Mobilization

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

Internal Financial Audit : The college authority conducts internal financial audit once in a year at the end of the financial year. Financial audit of the college is done by a three members committee constituted by the college authority. **External Audit :** External audit is done as per the latest rules and regulation issued by the Finance Department, Govt. of Assam. Generally it is done by the Government Audit Officer.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

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

1. Conducts Parent - Teachers Meeting at least once in a year. 2. Constant motivation to teachers for creating a congenial academic atmosphere at the college premises. 3. The parents take care of attendance of their ward.

6.5.3 – Development programmes for support staff (at least three)

1. Basic Computer Training Program organized for office staff. 2. Constant motivation. 3. Proper guidance and orientation during execution of new assignments.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Computerization of the college library. 2. Application forwarded to The State Government of Assam through the Director of Higher Education for according permission to start Science Stream in the college. 3. Construction of Digital Classroom. 4. Construction of College Canteen. 5. Construction of Car Parking. 6. Construction of Main Gate from the financial contributions of the college family.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on IIQA Preparation	30/08/2019	30/08/2019	30/08/2019	24
2019	Workshop on Office Management Documentation	10/11/2019	10/11/2019	10/11/2019	8

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2020	08/03/2020	70	23

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

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

No such work has been done.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Special skill development for differently abled students	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	2	27/07/2019	01	Flood Relief Camp	Considering the corporate social responsibility, the college family extended support to these flood affected people of this locality on humanitarian ground.	40

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2019	15/08/2019	60
Celebration of Birth Anniversary of Dr. Bhupen	08/09/2019	08/09/2019	150

Hazarika			
Program on National Voters Day	25/01/2020	25/01/2020	120
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college campus has been declared No Smoking Zone . 2. Tree Plantation Program has been organized by NCC NSS. 3. Use of plastic bags in the college campus has been banned. 4. Measures have been taken for prevention of raging.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Internal Quality Assurance Cell of Nowboicha College has adopted the village no - 2 Kowarpur of Nowboicha G. P with a vision to develop socio cultural, educational and environmental condition of the village. Uniform has been initiated to the students for their particular identity. All the departments have been supported to conduct student oriented programs.

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

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

7.3 – Institutional Distinctiveness

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

Motivating Parents for encouraging their daughters to pursue primary to higher education : It has been said that, If a daughter is educated it is equivalent to an educational institution. It is very much important in the overall progress and development of the institution. With this view, our college has its own mission statement. Accordingly, we always try to function uniquely, innovatively and distinctively from other institutions. As far as our Vision and Mission is concerned, the college always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girls students is no less than that of boys. Though, they come from rural background but they are not poor in talent, knowledge and humility. We identify their talent and encourage them as per our mission statement. Our aim is to bring the female students in to the main stream of higher education. This institution was established in 1985 with an aim to provide an opportunity to the rural students coming from poor background. In accordance with our mission statement ,HEI gives exposure to the girl students to get an opportunity to participate in every curricular, extra - curricular and extension activities very actively. Through the NSS, NCC and EARN scheme they get a platform to develop their academic as well as professional, cultural qualities. Students Welfare Scheme helps them to earn their own by participating in earn and learn scheme to fulfill the partial fees of the education and they can stand on their own independently. The college organizes the women empowerment programs for making them confident enough to struggle the battle of life. Various eminent women personalities are invited for the guidance on several issues. Special health related Seminars and Workshops are planned to organize. We provide help to these students in getting jobs in the Govt. as well as in private sectors. We are very proud to say that many of our students have been selected in Defense Department as they have NCC backgrounds. The Department of Physical Education of Dibrugarh University gives them opportunity to participate in Games Sports Competition every year .
Additional Information : Our college provides an opportunity for the rural

youth coming from BPL families in getting employment in the college and outside. Literacy rate is gradually improving in the nearby villages such as Ahumani, Rowdung Borpathar, Borsala, Kalakhua and Rajali etc.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Construction of classroom for students. 2. Construction of Toilet Block for students. 3. Development of infrastructure facilities in the college office for smooth conduct of official work. 4. To organize seminar and workshop to promote quality culture among faculty members of the college. 5. To organize seminar / workshop / job oriented program by the Information and Career Guidance Cell for the benefit of students. 6. To arrange Community Service Program. 7. To construct a Cycle Stand for students. 8. To take steps for internal Resource Generation. 9. To complete the ongoing construction of Multi - Gymnasium. 10. To purchase books for college library.