



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

NOWBOICHA COLLEGE

**NOWBOICHA COLLEGE, AT - NOWBOICHA, PO - DOOLAHAT, PS - NORTH
LAKHIMPUR, DIST - LAKHIMPUR.**

787027

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

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nowboicha College, a pioneer institution of higher education is located in the Nowboicha Assembly Constituency of Lakhimpur district in Assam. It was established on 29th August, 1985 by a group of intellectuals of this region to fulfill the needs of the poor students of this locality to pursue their higher education. As the college is located in an area where a majority of population belong to SC/ST/MOBC whose economic condition is very poor. Further, the college has to face a lot of problems every year due to flood caused by the rivulet Singra and the Ranganadi of the river mighty Brahmaputra.

In spite of all these odds, the institution has successfully completed its 37 years of journey in the field of higher education imparting under graduate programmes in different subjects to the poor students of this locality. The catchment area for the various programmes of study stretches across the adjoining districts and bordering areas of Arunachal Pradesh. To impart quality education is the prime motto of this institution. Co - curricular activities are also given high priority in the instityion.

It is probably because of the institutions' continuous effort on student centric quality education that it has been able to receive C++ Grade from NAAC in 2004. Now the college is preparing for the second cycle of assessment in spite of many hardships.

Vision

The vision of this institution is to spread the light of Education in the backward and poor locality of Nowboicha Revenue Circle. A group of educated people and social workers of Nowboicha Assembly Constituency desired to establish an institution of higher education to fulfill the needs of poor students of this locality who have always been deprived of availing higher education due to their poor socio-economic condition. To provide a better platform for the development of higher education and intellectual aspect of people, there must be an institution of higher education in this socially and economically backward and area. The institution will impart knowledge through the mother tongue and to develop English as a second language to trap the employment opportunity available in the country and abroad. To develop the concept of universal education, the institution will also provide opportunities for learners to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

Mission

- **To develop a highly developed institution of higher education with improved infrastructure facility along with highly qualified faculty members for imparting quality education to the students of this locality.**
- **To develop academic environment and to create a better and conducive atmosphere for the greater interest of the students community.**
- **To preserve the socio-cultural identities of greater Assamese society and to spread it through this institution of higher education.**

- To minimize the problems of unemployment to some extent by giving proper education from this institution.
- To develop a highly developed institution of higher education with improved infrastructure facility along with highly qualified faculty members for imparting quality education to the students of this locality.
- To develop academic environment and to create a better and conducive atmosphere for the greater interest of the students community.
- To preserve the socio-cultural identities of greater Assamese society and to spread it through this institution of higher education.
- To minimize the problems of unemployment to some extent by giving proper education from this institution.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college has established itself as a leading educational institution of higher education in the vast and mostly rural locality of Nowboicha Revenue Circle.
- Trained and experienced faculty members. ICT facilities.
- Student Friendly Academic Environment.
- Library equipped with INFLIBNET and e – resources.
- Healthy institution community relationship.
- Pollution free campus.
- Co – education.
- All inclusive and accommodative policy.

Institutional Weakness

- Geographical isolation.
- Situated in flood prone area.
- Lack of communicative skills in majority of the students due to their previous poor educational background.
- Shortage of manpower in the administrative office.
- Remote location from major cities.
- Limited number of permanent teachers as the state government has not sanctioned new posts for the last 26 years.
- Preference given by students in using Assamese over English in answering even core courses which in turn affect future prospects.
- Weak economic background of the students.
- Lack of industries in the nearby areas hampers forging of institution – industry collaborations.

Institutional Opportunity

- To start new programmes of studies which are relevant in the local context having focus on skill development.
- Experience of faculty members offers a golden chance to improve the teaching – learning process.
- Possibility of financial grants from UGC and other funding agencies to carry out infrastructural work.
- To make the institution one of the best in the NER.
- To start a Self-financing Course on Computer Application

Institutional Challenge

- To make all the faculty members and employees ICT trained.
- To establish healthy institution – industry collaborations.
- To enhance employment/ placement opportunities.
- To start Skill-Based/ Vocational Courses for students.
- To start Science/Commerece Stream

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Nowboicha College has a vision to offer quality education to the students of Nowboicha Revenue Circle and its adjoining areas and border states of Arunachal Pradesh. It operates with a mission to offer an environment in which students can discover, examine and transmit knowledge and wisdom. The college has several objectives aimed at the overall development of the students and the greater society as well. The college offers undergraduate course of Dibrugarh University in Arts Stream and for effective delvery of the curriculum of Dibrugarh University it designs and plans all its academic activities in a meticulous manner. To this end, the college offers all possible assisstance to the teaching departments of the college and pays attention to the demands and suggestions of the faculty members. The Academic Council under the leadership of the Vice Principal have been entrusted with the responsibility to look after the effective and timely implementation and delivery of the academic programmes of the college. It also offes remedial classes to the students of SC/ST/OBC and other economically weaker sections of the society. The construction of the digital classroom, library, canteen and indoor stadium of the college are purely aimed at offering infrastructure equipped with modern facilities for the benifit of the students so that they can gain the most from the institution that will in turn help them secure jobs in the competitive job market of present times. The college adopts an all inclusive attitude keeping itself away from all discriminatory practices based on sex, class, creed, caste, culture and religion. It has been quite eager to integrate the important issues of climate change, environmental education, Human Rights, ICT etc. in to curriculum and has initiated several steps in this direction. The feed back received from the students and other stake holders of the college are carefully analysed and necessary steps are initiated to fullfil their logical feasible demands and suggestions.

Teaching-learning and Evaluation

The college has a transparent admission process. Online admission process is being followed by the college authority and students are informed in advance regarding the date of submission of the admission form, date of selection list and the date of admission in the college website. First semester classes are displayed well ahead of the date of admission. The university and government guidelines for reservation of seats are strictly followed by

the institution. The admission in to different major courses is done on the basis of merit. The department monitors the progress of the students during the academic session which contribute the improvement of the academic standards of the institution. The differently abled students are also offered maximum facilities for their ease and convenience as per Dibrugarh University rules.

The needs of the students are assessed before the commencement of academic programmes and required texts and reference books are procured accordingly. The college authority sensitises the teachers and staff regarding the sensitive issues like gender inclusion and equal treatment without any iota of discrimination. In the same way, the students are also advised to keep themselves away from any discriminatory behaviour. The advanced students are encouraged to crave for more knowledge and excellent results by teachers by offering advance learning materials, organizing seminars, debate competition, group discussion and arranging educational visits to advanced study centers for them. The college also takes care of the students at the risk of drop out by offering all possible assistance for their academic improvement.

The teaching, learning and evaluation schedule of the college are planned and monitored by the Academic council. The Academic council prepares the class routine, academic calendar, prospectus etc. The allotment of teaching units and departmental activities are planned by the Heads of the departments. The programmes of all internal evaluation process are chalked out by the Vice Principal of the college and the teaching departments carry out the internal assessment of students in each semester. The IQAC of the college plays the key role in the internal academic quality maintenance of the institution. It offers suggestions to the Principal on the vital issues related to the internal quality of the institute.

Research, Innovations and Extension

The college has given much importance on research in recent years. Several minor research projects have been completed by our faculty members. The college authority is always trying to encourage the faculty members to pursue research work and publish paper in the UGC approved journals. To encourage the research activity, the college authority has set up a Research Committee that is playing a vital role in the promotion of research activities in the college. It has also aimed to create a scientific temper among the students by organizing seminars, workshops, special lecture programmes etc. To create an atmosphere conducive to research, the college authority has invited some reputed resource persons to deliver expert lecture on various topics. The college authority always encourages its faculty members to participate in OPs and RCs and present papers in conferences, seminars and workshops across the country. The publication of research papers and book chapters by some of the faculty members of the college indicate such encouraging attitude of the institution. Moreover, the teachers also create awareness among the students by sharing their experience both inside and outside the classrooms so that the students are imbued with zeal to enroll themselves for research in future. The INFLIBNET facility in the library has been helping the students in this regard. The departments encourage their major students to read research articles in the reputed online journals and use other e- resources. In the area of consultancy, the college does not have any stated policy but the experienced teachers offer guidance and consultancy on gratis to the small scale entrepreneurs.

The college is actively involved in extension activities and carries out its institutional social responsibilities with much dedication. It has adopted a village at a distance of eight KM. from the college and has organized a few programmes there to promote good citizenship. Students are always encouraged by the institution for their participation in extension activities in order to harness good citizenship role among them. The suggestions of

the stakeholders for performance and quality of the college are always welcomed.

Infrastructure and Learning Resources

The college has been continuously upgrading its infrastructural facilities for providing better and conducive academic environment to the students. The requirements in this regard are fulfilled on priority basis to promote a healthy teaching learning environment. The construction of library building, digital classroom, auditorium, girls' hostel, college canteen and a few classrooms are some important infrastructural activities performed during the last few years to facilitate effective teaching learning. Each department has been given a desktop computer with internet connection. The laboratory of education department has been upgraded from time to time. Each department has been given separate departmental rooms. At present, we have twelve classrooms of various sizes, LCD projectors and computer lab for augmenting the teaching learning process. A digital classroom cum conference hall has also been completed during the last five years. Photocopy machines and printers are available for the teachers and students. Further two generator sets have been installed to provide uninterrupted power supply in the college campus.

Facilities for sports and games and cultural activities are available in the college. The NCC and NSS are giving additional help to the students in shaping their future career.

The college puts emphasis on the utilization of available infrastructure so that the desired academic targets can be met. Though the existing physical facilities are not sufficient so we need to improve it in near future. Among the facilities that are proposed to be developed, a boys' hostel, modernization of computer lab, construction of new classrooms, a day care centre are the most prominent ones. At present, we have a forty bedded girls' hostel with all facilities.

So far as the common facilities are concerned, the IQAC has a separate room with all necessary facilities. The college has a canteen for the teachers and students. The rest of the common facilities like Grievance Redressal Cell, Women's Cell, Career Counselling and Guidance Cell etc. are functional but do not have separate office.

The college has a total of 35 sets of computer out of which 15 are in the Computer lab.

Student Support and Progression

The college through its updated prospectus communicates the students and guardians its academic vision, mission, programmes, admission procedure, fees structure, library rules and other relevant information. It ensures its commitments through the different academic programmes. The Grievance Redressal Cell looks into the complaints of the students and tries to solve the issues logically. The college also helps students by giving them scholarships and financial aid for their convenience. They are always encouraged to participate in various competitions of university/ regional/ national levels depending on their talents. Remedial classes are arranged for weak students for their academic improvement.

Career counseling programme is organized for the students in the college campus. The career and counseling cell guide the students about their economic and academic prospects of different subjects and courses of higher studies. In short, it may be said that we offer every possible support to the students so that they can shape their future. Even those students who are at the risk of drop out are supported and encouraged to complete their courses.

There is a Students' Union that has its own constitution and governing principles. It is formed every year through election by the students of the college. The President of the Students' Union represents the student community of the college in the IQAC.

The college has an Alumni Association and it is going to be registered very soon under Societies Registration Act – 1860. We have a very good relation with alumni who have been playing an important role in the development of the institution. Former faculty members have also maintained a cordial relation with the college and attend the college whenever they are invited.

Governance, Leadership and Management

The institution in keeping with its vision and mission always tries to fulfill its commitment to the students and the society at large. Transmission of knowledge wisdom has been the important objectives of the college in framing and implementing the policy and plans and the Governing Body , Principal and teachers play their respective roles. They consider every pros and cons of the important and sensitive issues of an educational institution and aim to bring in over all development of the college through the quality policy and plans. The principal plays the most crucial role in initiating the development programmes and academic plans to meet the mission and objective of the institute. The IQAC of the college recommend academic plans for better performance in academic aspects. The Governing Body being the top management body of the college looks into every important academic or service related issues of the employees without discrimination. The college welcomes participation of all members at the different level of its management. The teaching departments play a key role in this respect. They have been given much liberty to work independently in implementing the academic programmes.

There is a formal quality policy of the college that expresses the commitment towards maintaining academic quality, development of the students, teachers and staff. The Governing Body is the top most decision making body which functions within the purview of the provisions of UGC and government guidelines. The Principal is the secretary of the GB and he works as a bridge between the GB and teachers and with their assistance he implements the resolutions of the GB.

The college endeavours for professional development of the teaching and non teaching staff. It always allows them to participate in various training and skill development programmes. The utilization of financial resources is monitored at different levels. The government and internal auditors verify the expenditure record of the college grants received from the UGC, Govt. Aids and fees from students.

The IQAC plays the most important role in the internal quality assurance system of the college. It interacts with the authority and communicates to the teaching departments the various measures for maintenance of academic quality. The suggestions and recommendations of the IQAC are always paid serious attention by the college authority.

Institutional Values and Best Practices

Our institution has eco – friendly campus and the classrooms and other built in facilities hardly need any electric energy during day time except fans during summer. The silent generator sets, provision of LED bulbs

have proved to be energy saving measures. Carbon neutrality is maintained in the college campus by way of planting trees. Every year, the NCC and NSS organize Tree Plantation Programmes for creating eco – friendly environment in the college premises. The departmental wall magazines, departmental magazines, ICT enabled digital classroom have some of the innovative practices that has led to creativity and technology added presentation of the argumentative thoughts of the students have helped in creating congenial academic scenario in the college. The Department of Education of the college conducted Open Book Examination for development of the self-confidence of the students of Honours Course from the session 2018-19.

Decentralization of power adopted with a view to ensure a better functioning and governance of the institution has been one of the best practices to deliver academic and administrative responsibilities of the college. The Department of Economics has also adopted a best practice by adopting a poor female students of the nearby area from BPL family. It has yielded positive results since it involves participation of almost all the teachers and staff in various ways. Enhanced emphasis on teaching – learning has been the other best practices adopted by the college in recent times. To achieve the academic targets through enhanced emphasis on teaching – learning several new infrastructural facilities have been set up. This practice has also resulted in better performance of the institution in the field of academic aspects.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NOWBOICHA COLLEGE
Address	Nowboicha College, AT - Nowboicha, PO - Doolahat, PS - North Lakhimpur, Dist - Lakhimpur.
City	North Lakhimpur
State	Assam
Pin	787027
Website	http://www.nowboichacollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gunindra Nath Sarmah	03752-291190	7002782168	-	principalnowboichacollege@gmail.com
IQAC / CIQA coordinator	Binay Kr Thakur	03752-291127	6900210352	-	thakurbinay369@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	28-08-1985

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	18-09-1998	View Document
12B of UGC	13-06-2000	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Nowboicha College, AT - Nowboicha, PO - Doolahat, PS - North Lakhimpur, Dist - Lakhimpur.	Rural	16.5	3963

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HS Passed	Assamese	50	45
UG	BA,English	36	HS Passed	English	15	11
UG	BA,Economics	36	HS passed	Assamese	30	23
UG	BA,Education	36	HS passed	Assamese	35	33
UG	BA,History	36	HS passed	Assamese	50	48
UG	BA,Philosophy	36	HS passed	Assamese	40	40
UG	BA,Geography	36	HS passed	Assamese	15	13
UG	BA,Sociology	36	HS passed	Assamese	45	45
UG	BA,Political Science	36	HS passed	Assamese	50	48

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				26			
Recruited	0	0	0	0	0	0	0	0	15	11	0	26
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	9	2	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	0	0	0	1
M.Phil.	0	0	0	3	2	0	0	0	0	5
PG	0	0	0	12	9	0	2	0	0	23
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	144	0	0	0	144
	Female	164	0	0	0	164
	Others	0	0	0	0	0

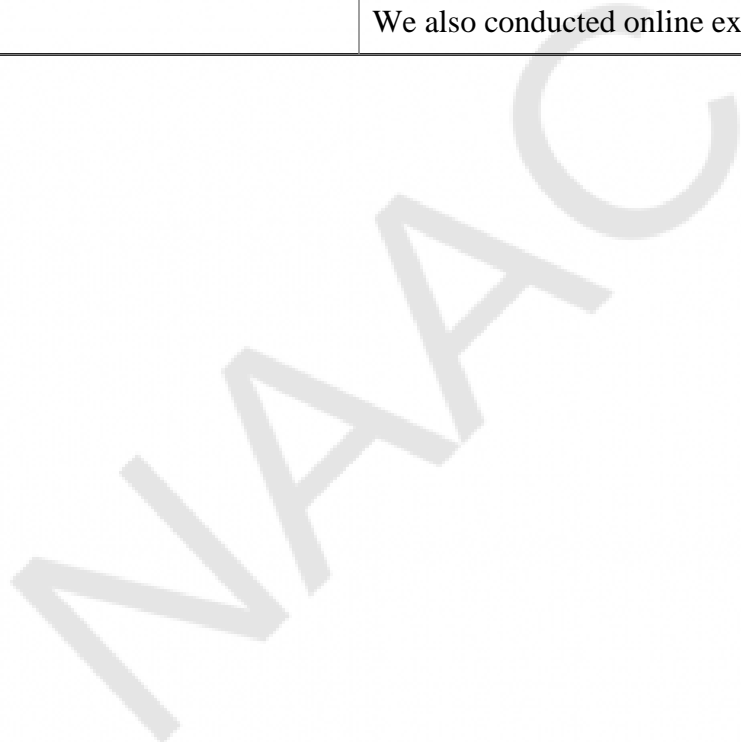
Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	30	20	22	31
	Female	11	14	6	29
	Others	0	0	0	0
ST	Male	36	36	32	35
	Female	33	39	29	32
	Others	0	0	0	0
OBC	Male	49	59	40	45
	Female	43	53	54	52
	Others	0	0	0	0
General	Male	18	32	28	23
	Female	55	47	29	24
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		275	300	240	271

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution has always tried to encourage multi disciplinary approach to students in their academic as well as co - curricular activities. Students are encouraged to formulate teams from different
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	disciplines to participate in various events like seminar/workshop or other activities.
2. Academic bank of credits (ABC):	The college is focusing its attention to mobilize students for pursuing online course through National schemes like SWAYAM, NPTEL and Distance Education. A study centre of KKHSOU has been established to impart distance education to students who have not been able to continue their regular studies through formal education. We are in the process of developing a system for executing ABC in true spirit after the implementation of New Education Policy from the next year.
3. Skill development:	The College authority in consultation with the local NGO is conducting workshops The college authority in consultation with the local NGOs is conducting workshops and Entrepreneurship Development program to bring awareness and develop skills among students so that they can start their own business after passing out from the college without waiting for Govt jobs. Students are being trained in the field of fishery, piggery, and nursery gardening etc. so that they can start their own business by investing low capital at the very beginning. The college is also planning to start skill -based certificate course for the drop out students through which they will be trained on specific skills like mason, fire-safety, electrical fittings, mobile repairing, housekeeping etc. The computer lab in the college is also helping the students by giving practical knowledge of the basics of computer.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Indian knowledge system includes various knowledge from ancient India to modern India and a clear sense of India's future aspiration with regard to education, culture, religion, health and environment. The Dibrugarh University is in the process of revision of its curriculum as per the NEP guidelines in which subjects/ topics related to Indian knowledge system will be properly included for the benefit of students.
5. Focus on Outcome based education (OBE):	The college after its assessment and accreditation in 2004 is trying its hard to give focus on Outcome based education. As the restructuring of academic curriculum is in the domain of the affiliating university, so we follow the model as prepared by the University in this field. The Academic Council of the

	<p>college gives emphasis on a clearly articulated idea of what students are expected to know and be able to do when they leave the institution.</p>
<p>6. Distance education/online education:</p>	<p>The college is running distance education programme under KKHSOU. Therefore, a study center of KKHSOU is imparting distance education programs at the under graduate level to all those students who have got admitted here. This study center is offering various courses in open and distance learning mode. During covid-19, the institution successfully provided online classes to the students of this college. We also conducted online examinations successfully.</p>



Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
30	30	30	30	30
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
270	240	300	275	300
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
144	126	90	61	67

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	25	27	27	28

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	28	28	28	28

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 15

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	48	71	101

4.3

Number of Computers

Response: 28

4.4

Total number of computers in the campus for academic purpose

Response: 21

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution has effective mechanism for curriculum delivery through a well planned system as per the instructions given by the Dibrugarh University. At the beginning of the each academic session, the college prepares its own academic calendar in coordination with the university calendar which is brought to the college notice board for the information of all the stake holders of the institution. Students are informed about the future course of academic activities of the college notifying the probable teaching days, date of internal examinations, co curricular activities. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implimentation. Students are also advised to follow the rules of disipline for the smooth conduct of the college activities. Academic Advisory Committee of the college headed by the Vice Principal prepares the master routine and it is circulated to the different departments. Routine is prepared on the basis of the credit points mentioned in the syllabus of each course offered by the department. based on the departmental routine all departments conduct meetings for allotment of classes and syllabus distribution among teachers. Based on the teaching assignments teachers prepare their teaching plans according to the number of classes allotted to them. Along with traditional chalk and talk method, teachers also use power point presentation for better understanding of students. Unit Tests / Sessional examinations and seminars are held after completion of a section of the syllabus for the periodic review of performance .Remedial and tutorial classes are also conducted for weak students. Field tours are also organized by some departments to ensure effective implementation of the prescribed curriculum.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Before the commencement of each session, the university notifies the academic calendar for all programmes which contains the date of commencement, last working day of the semester, and dates for other activities. The college follows the academic calendar strictly and plans all activities including the conduct of Continuous Internal Evaluation (CIE).As the college prepares its college level academic calendar and notifies its future academic and curricular activities for the smooth conduct of the academic session. The academic calendar helps faculty members to plan their respective course delivery and cocurricular activities. Department Heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in

advance and faculty members adhere to it.

Internal assessment tests, assignments and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well - defined process for the conduct of CIE as per the calendar of events. The principal through the academic committee meetings, frequently reviews the semesters progress and provides suitable suggestions. In case of revision of academic calendar by the university, the college incorporates the necessary changes accordingly.

File Description	Document
Upload Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 2

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 0****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

Our college integrates Cross - cutting issues of the societylike Moral values, Human values, Professional Ethics,Ethical Values, Gender equality, Environmental Awareness which are essential part of our course curriculum. The college has been working for the development of the students. The various programmes are arranged related to Gender Equality, Human Values and ethics. The college teachers engage the students in various activities through Expert lectures, NSS, NCC programs. The environmental issues are dealt in detail in the classroomthrough a regular subject entitled ' Environmental Studies '. This subject is taught by special teachers possessing deep understanding of the subject. The said subjects include the chapters such as Scope and Nature of Environment Science, Natural Resources,Eco - System, Bio - Diversity, Pollution,and Social Issues & Population etc.

Environmental Studies is a compulsory subject for B. A students of our college. The results of the students are not declared unless students clear this subject at the graduation level. The current issues of environment

awareness has been thoroughly addressed by the college. In the curriculum, sustainable development is of much importance. The students must understand the human values and follow professional ethics in their relevant field. Various departments organize the lectures on Human Values, Gender equality, Women Empowerment and skill development for the students of the college. The students are also engaged in value added programmes to make them aware of responsibilities and the professional ethics. More over, we are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments. Thus the college has a special arrangement to work after the issues relevant to Gender Equality, Environment and such related social issues.

The Study Tour conducted by Geography and other departments make students aware about the various nearby areas. They learn practical aspects from their study tours and field visits. The students prepare a separate project on Environment as a part of their study. Accordingly, the students of our college are made aware of the contemporary issues. The college works with the objective of generating social awareness among the students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.67

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 28.15

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 76

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: D. Any 1 of the above

File Description	Document
Any additional information (Upload)	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 92.4

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
270	240	300	275	301

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
300	300	300	300	300

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institution focuses on continuous evaluation of learning levels of the students by intra-institutional examination methods of the institution which can be outlined by taking into account five major test apparatus as mentioned below -

1. **UNIT TEST:** - These tests are held after completion of each Unit of the prescribed syllabus of a course. The aims of these tests are to keep the students in touch with the progress of the courses.
2. **SESSIONAL TESTS:** - The institution holds at least two Sessional Tests in each Semester of the academic session. The scope of these tests is wider than the Unit Tests. These Tests generally cover the course details of the entire Semester period.
3. **STUDENT SEMINARS:** - There is a Seminar session in every Saturday of a week. These Seminars are conducted in the classes which are basically centered on course related areas that both the students and teachers think worthwhile for more elaborate discussion. Besides, within each semester one general Seminar is also organized by the academic departments related to their course areas. free thinking, originality o thought and strategic presentation are the three guiding principles of these seminars.
4. **GROUP DISCUSSION:** - There is a provision of Group Discussion on topics from respective curricula which are conducted by the academic departments of the institution separately among their departmental students.
5. **HOME ASSIGNMENTS:** - Each Teacher of the academic departments of the institution asks the students to prepare Home Assignments on the topics related to the curricula. Each and every teacher is keen to get the students aware of the progress of the syllabus and assignments are given to them to practice those areas that need to be reinforced.

The advanced and slow learners of a subject are identified by the concerned faculties based on their internal assessments and end-semester examinations. they are also identified on the basis of their active participations, involvement, performance in the classroom activities and practical works. Accordingly, subject-wise, paper-wise and practical-wise strategies are adopted.

Strategies Adopted for Advanced Learners:

- Tutorial and Remedial classes, Reference Materials, E-books, Review Articles, reports and Internet Surfing.
- Assignment preparation on latest topics based on reference Books and internet surfing.
- Student Seminars on related references.
- Participation in Quiz and Debates.
- Student Project Works on selected Soci-cultural, environmental and educational topics.
- Teaching by Taught strategy is also used by some academic departments.

Strategies for Slow Learners:

- Tutorial Classes, Remedial Classes and Interactions.
- Personal Academic Counseling.
- Concept Clarification and Problem-solving exercises.
- Provision of Simple and Standard course materials.
- Steps to enhance their communication skills.

Maintaining the progress of the students at every Internal Assessment and End-semester Examination.

File Description	Document
Upload any additional information	View Document
Upload any additional information	View Document

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

Response: 11.74

File Description	Document
Any additional information	View Document

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

Response:

Response:

The Learning Process is student-centered in Nowboicha College.

Experiential Learning is used in the academic departments like Education and Geography, where student has to undertake Project-work, Field work where self learning by students is core of the work. Such activities contribute to self-management of knowledge development skill formation in the students and provides requisite platform to the students to become confident and self-reliant. Now, according to New CBCS curriculum introduced by the affiliating university has also offered Project Study at the Sixth Semester DSE Course (Honours) where every academic department of the institution has the opportunity to get their students engaged in such experiential learning. The institution also has a Digital Library in which the students can enhance their Learning ability by use of the facilities.

The institutional unique approach to student learning prepares the students for the challenges of life and work. The aim is to help the students to fulfill their intellectual and personal potential in a way that significantly contributes to each and every role they play in the society. The teachers also engage the students in united tutorial classes and remedial classes which gives an opportunity for mutual interaction

between the teachers and students. Such academic counseling is helpful to the students for personality development and to have clear academic conception and problem-solving ability. Moreover, civic activities and problem-solving abilities are developed among the students through NCC and NSS units of the institution.

File Description	Document
Upload any additional information	View Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Nowboicha College is located in a rural area where network problem is still a major issue. Yet the College authority has been able to build a Digital Classroom with ICT enabled and projectors installed there. The faculty members of the college use various ICT enabled tools to enhance the quality of teaching-learning among students. The PPTs are enabled with animation and simulations to improve the effectiveness of the teaching – learning process.

The institution has one digital class room. The teachers of various academic departments of the institution use the digital classroom whenever they feel necessary as per their curricular transaction. Moreover, teachers are registered under INFLIBNET through the digital library of the college where they use to read e-books, e-journals. The teachers of the college also use interactive white boards, laptops and PCs in transacting the learning resources to the students.

The college authority is in the process of providing Wi-Fi facilities in the college premises for creating better teaching-learning environment.

File Description	Document
Upload any additional information	View Document

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

Response: 30

2.3.3.1 Number of mentors ?????????????? ????????

Response: 9

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 92.86	
File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 0.71				
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1
File Description	Document			
Institutional data in prescribed format	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 24.26	
2.4.3.1 Total experience of full-time teachers	
Response: 558	
File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.

The students are well informed in the very beginning of the session regarding the university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examination.

As per the COE (Controller of Examination, Dibrugarh University)notifications, Academic activity plan and Internal Assessment Examination Scheduled is prepared. Based on the Academic Calendar, the Internal Assessment Examination is conducted at regular intervals of time. The timetable for the assessment test is prepared by the Academic Council and it is displayed to the college Notice Board, Department Notice Board and also circulated to students.

The college conducts two Sessional Tests for 20 marks with duration of 60 minutes and the Final Examination is conducted by the university for 80 marks with duration of three hours.

The evaluated answer sheets of the Sessional Tests are issued to students in classroom. The students can approach the teacher in case they need a clarification on the award of marks based on the scheme of evaluation discussed in the class. The mark list for internal assessment is prepared and displayed in the notice board.

File Description	Document
Any additional information	View Document

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

Response:

The college has a well organized mechanism for Redressal of examination related grievances. The student can approach the teachers, Vice Principal (who is also the head of the Academic Council) and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

A. Grievance related to college conducted examination:

At the college level, the evaluation work is done by the concerned faculty members. If any student feels that the marks given to him in any paper are not just, he or she can approach the concerned Head of the

Department for the Redressal of his/her grievance. The concerned Head of the Department will look to the matter and take appropriate measures.

Internal examination committee also looks after the complaints the complaints or grievances related to Sessional Examinations. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The Principal and in charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the internal examination committee.

B. Grievances regarding University examinations:

Grievances related to final examination of under graduate courses are forwarded to the University Grievance Committee. Students can obtain photocopy of the answer sheets from university on request. Students who are not satisfied with their marks at the university examinations can apply for Revaluation / Reassessment to the University. The students are notified about the same in due course. For students whose marks are not entered or incorrectly entered due to oversight in the university mark list, the college sends a photocopy of the mark list with an application to rectify the error at the University level. The entire mechanism to deal with examination related grievances is time bound as per University rule and regulations.

File Description	Document
Any additional information	View Document

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.

Response:

Programme Outcomes (PO):

The institution gives ample emphasis in all the programmes of the curricula in respect to the following -

- Critical Thinking
- Effective Communication
- Social Interaction
- Effective Citizenship
- Ethical Responsibility
- Environment and Sustainability
- Self-directed Lifelong Learning

Programme Specific Outcomes (PSO):

- **Developing the inquisitiveness capacity** and to introspect on the nature as well as the basic

concept of the discipline.

- To analyze the various concepts and theories to introspect on the contemporary developmental issues in the field of study.
- To develop Laboratory performance/hands on programmes.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document

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

Response:

The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and displayed on the departmental notice board. Two Sessional Tests are conducted per semester to ensure that students have achieved desired level of learning outcomes in their concerned subjects. At the end of each semester, the affiliating university conducts end-semester examinations. Based on the results published by university, the course outcomes are analyzed by the IQAC and necessary advices are given to the teachers of academic departments. Accordingly the teachers of the departments take initiatives to deelop the learning outcomes of the students. .

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 51.26

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
144	43	42	61	54

2.6.3.2 Total number of final year students who appeared for the university examination year-wise

during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
148	151	154	110	113

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.59

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response: 2****3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response: 0.08****3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response: 1.31****3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
04	07	07	06	10

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response:

Nowboicha College is always ready to promote regular engagement of faculty, students and staff with the neighbourhood community through numerous extension activities towards community development. Every year the College authority organizes extension activities to the neighbourhood community where the students, teaching and non-teaching staff of the college participate voluntarily.

The College organizes various awareness programmes, workshops on themes like health and hygiene, child abuse, child labour, dowry, care of girl child, domestic violence, importance of green environment and tree plantation, gender equality, gender sensitization, importance of digital payment, empowerment of girls and women etc. The NSS and the NCC of Nowboicha College aims to develop the over-all personality of student volunteers through community services and to make them sensitive about the role of each human being towards society and make them responsible human beings who are aware of the socio-economic realities of the present society from where they belong to. The Women Cell of Nowboicha College is a sister concern of the All Assam college Teachers' Association. Nowboicha College Women Cell always tries to bring about awareness and sensitivity among the students by engaging them in various extension activities in the surroundings area of the College and in the Adopted village of the College. The Women Cell instills desire among students to work for a gender unbiased, safe society for girl child through various activities such as Art competitions and by organizing General Meeting where eminent local personalities are invited to deliver their speech. The Women cell is also celebrating International Women's Day every year in the neighbouring community to uphold numerous problems of women's and gender related issues. The only motto of such meetings is to impart knowledge among the rural women as well as students that women can excel and are excelling in every professional field.

Impact and sensitization: Through organizing and involving the students in extension activities, the College authority wants to expose the students to face numerous social issues and problems like domestic violence, dowry, child abuse, etc. whereby they learn how to develop oneself as well as how to help people in their need in order to create a healthy society where everyone can lead a peaceful life and to create a holistic society for future.

Learning outcome of the activity: Through such extension activities the College authority wants to give the students some knowledge on various societal issues whereby they can learn themselves to find out solutions for these problems. The world is a platform to learn many things which are not included in the

syllabus. So by engaging with such activities the students can build up a healthy relationship with various organizations whereby they can carry forward numerous humanitarian works for future generations. Through such activities the students learn to develop their positive vibes towards working for the race of humanity. The all round development of students as said by Swami Vivekananda can be attained by engaging students in such activities.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 6

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 17.38

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
55	60	25	50	45

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 5

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

NAAC

Criterion 4 - 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.

Response:

Content:

- Classroom
- Seminar Hall
- Laboratory
- Digital Library
- Digital Classroom
- Computer Lab

The institution has the sufficient numbers of infra-structural facilities and learning resources like - Classroom, Laboratory and Computer Lab, Library with reading Room, Assembly hall and Auditorium. The campus is Wi-Fi enabled and internet facilities to the students and staff. The institution also updates the infra-structure and learning resources facilities with the changing requirements. The infra-structure and physical facilities are also available in the institution. The institution has adequate facilities for computing equipments in the institutional office room.

File Description	Document
Upload any additional information	View Document

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

Response:

Content:

- Gymnasium
- Outdoor Games
- Indoor Games
- Assembly Hall
- Red Ribbon Club
- Annual Sports Competition

The institution is providing facilities for students to participate in cultural activities, sports, games in various ways. Cultural Committee supported by a team of faculty members and sports officer looks after all cultural, sports and extra curricular activities of the students of the institution. Facilities for the indoor

games like - badminton, table tennis, chess, carom etc are provided to the students in the college campus. A large number of sports activities are organized in the college aiding the students to express their talents in sports activities. The institution also has an Auditorium where tennis court, badminton court and gymnastic facilities are available.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 00

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	48	71	101

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The institution has an automated library with reading room facilities for the students and teaching staff separately. Besides the curricular books satisfactory numbers of reference books, news papers, magazines are also there in the library. Moreover e-books and e-journals are also available to surf in the internet. Library issues library cards to the students through which they may borrow curricular and reference books for every fifteen days. The Library staff looks after the books transaction system.

Separate toilet and drinking water facilities are also provided by the library management for both students and teachers. Sufficient lighting arrangements and sitting arrangements are made there in.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.9	0.08	0.95	0.6	0.3

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 5.12

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

Response: 15

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution frequently updates its IT facilities including Wi-Fi facilities in the college library and campus. The students are also benefitted by the use of digital classroom for their academic purposes. As the institution is situated in a rural area frequent fluctuation of internet services are faced. The students and teachers of the institution also use their mobile phones for internet network connectivity for surfing e-resources.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 12.86

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 16.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	10	6	5	4.4

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

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.

Response:

The institution has been trying to provide minimum required physical facilities to the students and teaching and non-teaching staff.

the Academic Council of the college looks after the academic aspects like - preparation of academic calender, class routine and conduction of sessional examinations.. The principal, Vice Principal and Heads of the Departments monitor the classes.

The institution has students support facilities like = Career Guidance Cell, Legal Literacy Club, Electoral Literacy Club, Students Grievance Cell, Student Aid Fund, etc. which try to provide the required support to the students.

There are two separate laboratory facilities for Department of Education and Geography. The laboratories have satisfactory numbers of equipments as per the requirements of the students.

The institution has an Auditorium cum Indoor stadium where there are Tennis and Badminton court with Gymnastic facilities.

The college has a computer laboratory with satisfactory numbers of computer facilities for the benefit of the students.

The college has thirteen classrooms where sufficient infra-structural facilities are there. Every classroom

has interactive white board, blackboard. teachers use laptops and PCs to provide resources to the students in the classrooms. One Digital Classroom is also there in the institution which is used by the academic departments purposefully.

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 2.31

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	10	0	0

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 4.73

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
34	11	11	4	4

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.59

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
62	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: D. 1 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years				
Response: 4.06				
5.2.1.1 Number of outgoing students placed year - wise during the last five years.				
2020-21	2019-20	2018-19	2017-18	2016-17
8	9	0	1	4
File Description	Document			
Institutional data in prescribed format	View Document			

5.2.2 Average percentage of students progressing to higher education during the last five years	
Response: 4.17	
5.2.2.1 Number of outgoing student progressing to higher education.	
Response: 6	
File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
Response: 80	
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) year wise during last five years	

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	1	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

The following student committees are operational in Nowboicha College to showcase the student's representation and engagement in various administrative, co – curricular and extra- curricular activities.

Class Representatives:

All classes have two students designated as Class Representatives. They are responsible for representing any issues related to academic/ non – academic to concerned Ho Ds/ class teacher. The college authority interacts with class representative at least once during the semester.

Cultural and Sports Committee:

Students have strong representations in all cultural and sports committees. They help in the organization and management of the college events. Major events include Annual Sports Day, Fresher's Day, Republic Day and Independence Day Programme.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

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

Response:

The Alumni Association of Nowboicha College closely works with the institution and provides dedicated support in all activities. It has contributed significantly through financial and non – financial means during the last five years. A total of Rs 62100/ (Sixty two thousand one hundred) has been contributed by the Alumni Association during the last five years. Some members of this association have helped the students of our college by donating books and Study materials to carry out their study. They also act as mentor and guide to our students and are always eager to support for their academic progress.

The Alumni Association is further planning to organize special coaching for competitive examinations for the last semester students.

Recently, the Alumni Association has been reconstituted in its general meeting held on 12/03/2022 by its members and a new committee has been formed unanimously to work and support for the institution. The registration work of the association under Societies Registration Act, 1860 of Assam Government.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

The College was established in 1985. Since then it has been trying its level best to cater the needs of the society to establish itself as a premier institution in the educationally, socially backward place.

Our mission is to become the most preferred institution of choice for students and guardians. Our vision is to achieve global leadership of excellence in education by prioritizing our values, namely integrity, transparency, quality, team work, execution with passion and human touch and working towards national development.

The college envision a student centric, goal-oriented, holistic education to all the aspiring students without regard to caste, creed etc and particularly to economically and socially backward learners to meet the challenges of a rapidly evolving society.

- Having improved infrastructure facility with highly qualified faculty members for imparting quality education among the students of the locality.
- We have a better academic environment and a better conductive atmosphere for the students.
- Equality by giving equal opportunity to female community for academic growth.
- Entire campus Green Zone and tobacco free.
- To preserve the socio-cultural identity of Assamese society
- Institution is doing some activities as co-scholastic.
- To minimize the problem of unemployment to some extent by giving proper education from such institution.
- Emphasis is laid on E-learning, visual learning and hands on experience.
- Students mentorship
- Well maintained library facility
- Comfortable hostel facility for girls
- Good sport facilities both indoor and outdoor
- CCTV facility within the campus
- Auditorium with standards for hoisting conference, meeting
- and workshops
- E-Governance, Digital classroom, Digital Library and online admission, registration etc.

The mission of our college is to serve the society at large and students belonging to deprived class of society. Both the vision and mission of the institution is in tune with the objectives of the Higher Education Policies of the nation. The institution admits students from disadvantaged sections and meritorious students from the general category thereby addressing inclusive education issues. Through its academic policy, extension activities and extra-curricular activities, it helps the students in acquiring knowledge inculcating moral values, imbibing good citizenship, culture, developing life skills as well as training them for successful careers. It tries to sensitize the youth to the needs of the marginalized sections of society and constantly strives for community and social development. With the objective of inclusive growth it tries to reach out and help socially and economically backward and differently able students, by constituting various measures into operations.

File Description	Document
Upload any additional information	View Document

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

Response:

The College has a mission statement and goals in tune with the objectives of higher education. The college is trying to effective leadership in various institutional practices and ensuring the organizations management system development, implementation and continuous improvement, interaction with stakeholders. The principal plays a key role along with the heads of the departments, the IQAC and some of the senior faculty members in framing various policies and principles for proper academic, administrative and financial management of the Institution leading to its systematic development and progress in all spheres of the institution. Interaction with stakeholders, executive committee discusses various issues, challenges and progresses with regard to achievements of goals and implementation. Besides the principal and the staff also provide counseling to the students about various issues, policies facilities and skills etc. available in the institution. The parents and local elites of different sectors

also interact with the staff and the principal. During such meetings the principal presents the objectives, policies and various implementations etc. these interaction help in ensuring the stake holders, participation to achieve the objectives and

goals. The implementation of those policies and plans are usually done through setting up different committees.

The committee works in coordination with aforementioned apex

body of the institution. The Executive Body determines policies, programs and

ultimately controls the overall administration. Different committee along with the Principal, IQAC coordinator, Secretary of Teachers Unit, departmental

heads, GS of the Students Union work as a cohesive group to attain the desired target of academic

atmosphere.

During the conduct of seminar, workshop, symposium at departmental level, small ad-hoc committees are formed with staff and students for discharging then allotted assignments. When functions are held at the college level such as College Established day, College Week, freshmen social, Parent-Gradient meet, Alumni meet etc, the entire teaching and Non-teaching staff are employed in different committees with one or two as members. The students Union has its own office as President, Vice-President, Secretary etc. each department has its own association with students as office bearers. In sports and games, each team is headed by a student leader. Similar is the position in NSS and NCC special camping programmes. The Committees formed at the time such as Invitation Committee and adviser forum are all managed and administered by the students.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Our quality policy is to pursue standards of excellence in all the areas of teaching-learning, research, services offered and administration. It has been developed by IQAC based on the objectives set up by the institution for achieving excellence in all the areas of working.

The drive towards excellence is instilled among staff members and students by reiterating its importance time and again and has results in offering high quality services to our stake holders. Standardizing routine procedures, conducting regular interactive meetings at all levels is to our quality policy. Our quality policy is reviewed by IQAC, taking into consideration the feedback received from the stakeholders.

We have a perspective plan which is reviewed every 5 years and the aspects considered for inclusion in the perspective plan are mentioned below:-

- Providing more student-centered learning opportunities
- Enhancing quality of teaching-learning methodology
- inculcating a value system in students
- Developing leadership qualities in students
- Strengthening research activities work by faculty.
- Building up academic linkages
- Enhancing operational efficiency
- Strengthening alumni network
- Contributing to social change and promoting green initiative
- Providing better physical facilities.
-

A brief description of the quality improvement strategies of our institution for each of the following:

Teaching & Learning: Quality of teaching and learning is maintained and upgraded by proper planning through academic calendar and teaching plans. Teachers' diary, departmental seminar, group discussion, sessional examination, assignments' use of ICT skills etc properly used in teaching-learning process.

Community engagement: we adopt a village namely Konwarpur around 3 K.M. distance from the institution for last 6 years and presently another village we adopt namely Dolapa pathar and carry out some activities with the help of college staff and students to bring about visible improvement in hygienic and quality life of the villagers.

Research& Development: The institution motivates all teachers to participate in quality research activities by providing guidance through the Research Cell and assistance for participate on national and international seminar/symposium. Teachers are done UGC sponsored MRP and organized departmentally national Seminars/symposium and papers are published in form of book with ISSN only after through scrutiny by experts.

File Description	Document
Upload any additional information	View Document

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

Response:

Nowboicha College is administered by jointly the Dibrugarh University and Higher Education Department, Govt. of Assam. The HED formulated the corporate policies for higher education to be followed by the all colleges. Based on the need and according to the policy of higher education guideline and procedures are formulated by the college and get approved from the higher education department through the College Governing Body.

The overall planning and development of the institution is done by the Governing Body of which the Chairman, the secretary cum Principal assisted by the various committees consisting of experienced members of the faculty.

The executive leadership is shared with the Vice principal, IQAC coordinator and all the Head of the departments.

The Vice Principal assists the Principal in academic and administrative affairs of the college.

The Public Relation Committee communicates with the public and the press during all important events of the college.

The Authority encourages the faculty to participate in various committees. This enhances the leadership qualities and skill.

The Grievance redressed committee has been formed for both staff and the students.

The duly constituted Governing Body (GB) meets as its requirement to look into various activities of the institution. GB always encourages staff members to express their opinions and suggestions for better management of the institution. Regular interaction through these mechanisms ensures continuous contribution towards overall improvement. Relevant suggestions are accepted by the management for redesigning the institutional processes for increased effectiveness. Teachers and employees representatives have been given for raising the problems of the college teachers and employees as per the government role.

Through the principal holds the position of chairperson in all committees, participatory approach and consensus are the basis of decision-making process in the institution. Vice-principal, Coordinator and Head of the Departments are the facilitators between staff, students and the management. Students' representatives as members of some committees are involved in decision-making process depending on the issue under consideration.

The power delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

File Description	Document
Upload any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: E. None of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

our institution staff welfare is given foremost importance. in connection with this , existing welfare

measures for teaching and Non-teaching staff members are itemizes below-

- Health insurance
- Medical leave for eligible staff members
- Maternity leave for eligible staff members
- Faculty members are eligible for Earned leave
- Yoga is also accessible for the staff
- Free Wi-Fi facilities are also available in college campus
- Teachers Unit under the Assam college teachers Association for welfare of the teaching staff
- Employees Unit for welfare of the Non-teaching staff
- Faculty members are provided a common room, Library reading room, canteen and individual cabin and system to facilities good ambience.
- Faculty Development Programme(FDP)for teaching members on regular basis
- Automation of attendance and leave using biometric system.
- Gratuity for the teaching and Non-teaching staff
- Women Empowerment Cell is established for creating venues for women members to flourish and gain momentum.

However as per Govt. rule, after getting approval of the Government, pension , loan facilities from any nationalized bank, group insurance scheme (GIS), Car loan, home loan etc are provided to the teachers and all most all the staff of the institution availed the benefits.

Besides, the teaching and non-teaching staff of the college gets benefit from the Nowboicha College Teachers' Welfare Fund which was formed in the year 2001.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format(Data template)

Document[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 1****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

File Description

Institutional data in prescribed format(Data template)

Document[View Document](#)**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).****Response: 7.57****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
07	0	01	01	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Nowboicha College is strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff and Measures for the Maintenance of Standards in Higher Education.

The Institution, through IQAC, teachers' performance evaluation is done by students as feedback and Student Satisfaction Survey system through a structured preformed prepared by the college academic council.

The analysis of performance appraisals of various departments highlights the important areas where is a scope for improvement.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- d) The faculty members are informed well in advance of their due promotion.
- e) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the coordinator, IQAC and the Principal.
- f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal.

The various parameters for staff members are assessed under different categories- -

- Character and Habits,
- Departmental Abilities,
- Capacity to do hard work,
- Discipline, Reliability,
- Relations/Co-operation with superiors,
- subordinates, colleagues,
- students and public,
- Power of Drafting (*where applicable*),
- Efficient organization of documents

The comprehensive Annual Confidential Report comprises of many parameters. Each one of them is graded on a seven-point scale-

- Excellent,
- *Very Good*,
- Good*,
- *Highly Satisfactory*,

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Nowboicha College regularly conducts internal and external financial audits. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

- 1. The following agencies conduct regular financial audit in the Institute: (a) CAG through Auditor General (AG) Guwahati, Assam.
- (b) Chartered Accountant of the Institute
- The principal assigns a **committee for internal audit** of the internal financial audit. The college has a separate internal audit system coordinated by Account Branch of the college.
- 2. AG, conducts statutory audit covering all financial and accounting activities of the Institute. This includes scrutiny of the following: (a) *all receipts from fee, donations, grants, contributions, interest earned and returns on investments;*
- (b) *all payments to staff, vendors, contractors, students and other service providers.*
- 3. All observations/objections of AG are communicated through their report. These objections are examined by separate committees of the institute consisting of Governing Body, Internal Auditor, and any other member nominated by the Director. Draft report is submitted to Treasurer and Director, (if necessary) for finalizing compliance report of the Institute.

AG's audit for the previous years has been completed and replies have been submitted to their satisfaction.

It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by AG.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also countersigned by the CA. All Financial Statements upto 2021-22 have been certified by the CA.

5. Work of Internal Audit of the Institute has been entrusted to the Internal Auditor of the Institute.

The hostel account is audited by the college staff members being appointed by the principal. The AG office of Assam audits the utilization and implementation of various UGC schemes and other college accounts every year.

File Description	Document
Upload any additional information	View Document

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

Response: 6.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.9	4.9	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Budget estimates are prepared in consultation with the management, principal and heads of the departments to ensure that financial resources are used diligently. The Governing Body approves it after scrutiny. Mid-term checking of funds utilization is done by the principal and regular internal auditing helps the college to monitor judicious/ appropriate use of financial resources. Compliance to the rules of expenditure as laid down by the UGC and Govt. timely submission of audited accounts has helps the college in getting grants regularly

File Description	Document
Upload any additional information	View Document

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

Response:

The active IQAC, constituted as per the norms of NAAC, meets regularly to look into various quality assurance processes. It has formulated the Quality Policy and ensured that the stakeholders are adequately informed. IQAC, in its meetings reviews the implementation plan of the quality assurance activities, with a view to maintain excellence in all the activities. The vision, mission and the quality provide a framework for quality assurance in all our academic and administrative activities. IQAC elaborately deliberates upon the methods to operationalise the quality assurance systems. Some of the initiatives in this direction are- Various sub-committees have been constituted to look into different aspects like institutional policy. The institution has a formal offline mechanism to collect feedback from students about academic activities, infrastructure and services. The received feedback after analysis is discussed in a meeting and mode of action is decided to bring in quality.

File Description	Document
Upload any additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.

Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the rule & regulations, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute.

Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

Important announcements are made in the notice boards and attendance and conduct of classes are monitored by the every department.

The Vice Principal and Academic Committee members make random visits to ensure smooth functioning of classes.

IQAC is regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process.

Feedback from students is also taken individually by teachers for their respective departments.

Feedback is properly analyzed and shared with the HODs and individual faculty members.

The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

- • Introduction of Home Assignments
- • *Automation of Admission Processes - Provision for online fee payment*

- • *Automation of Examination Processes*
- • Curriculum Development Workshops in many subjects
- • *Green initiatives in Campus – tree plantation, plant and Tobacco free campus*

For this period 2020-2021, due to Carona pandemic we are unable to organize offline training but through the online mode a series of workshop and seminars are organized striving to work towards implementation of quality assurance.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality intitatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

Annual Gender Sensitization action plan

- 1.To organize international women day on every year (8th March)
- 2.To organized a seminar on domestic violerance and woman protection Act.
- 3.To organize an awareness programme on Gender discrimination.

Institution shows Gender sensitivity in providing facilities such as.

- Safety and Security
- Counseling
- Common room

Response-The College is a co-educational institution situated in a poor and backward rural area with minority community which makes it to remain vigilant about different issues related to Gender. A number of step and initiative are taken for sensitization of women as on equal entity of human being. The woman cell of the college has done Gender sensitization programme for bringing awareness among female community. In this regards international women day programme is celebrated by women cell of the college on every year (3rd March).

Safety and Security:- The college campus is surrounded by brick boundary walls and high raised gates and with a digital video surveillance system, while entering the college premises it is mandatory for students to were college uniform and to carry valididentity card issued by the college authority. Lady teachers are especially engaged in these occasions to ensure of the girls students.

Counseling:-The college provides counseling to ready student through the cells like the information and carrier guidance cell and self empowerment cell under the guidance of experts and teachers.

Common room:-There are separate common rooms for boys and girls students with modern amenities.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The College authority has arranged to different colored dustbins for collection of solid and liquid waste at the college premises. In front of library and office and common room blue color dustbins have been placed and in front of the canteen blue color and green color dustbins have been placed for depositing the solid waste and liquid waste separately. Waste room, Records are maintained both at the college level and Department level for the compliance of the process.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

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

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document

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 500 words).

Response:

The College has conducted several programmes for providing an inclusive environment. Various steps have been taken for promoting tolerance and harmony towards cultural regional, linguistic, communal, socio-economic and other diversities. There is a fee concession scheme for poor female students living in the college hostel.

For the promotion of unity in diversity NSS and NCC unit of the college organize programme under its banner. NSS cell of the college organizes programme in the nearby villages to highlight various social issues. The cultural committee of the college organizes various cultural programmes to celebrate the cultural diversity of the state and nation. Students from various tribes and communities participate in such programmes and present their cultural folk song and dances.

To cater to the linguistic diversity, all students related competitions like essay writing, Elocution and recitation are conducted in Assamese, English and Hindi

The various department of the college conduct seminars, Workshops and outreach programs to promote communal harmony and tolerance.

File Description	Document
Any other relevant information.	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Nowboicha College takes pride in the fact that apart from preparing a sound academic foundation of the students community, the college constantly work upon to develop them as better citizens of the country. In this regards, the institute. apart from imparting professional legal education inculcates a feeling of oneness among the student community through various practices and programme. Various faculties have

always been in the practice of organizing activities that not only initiate but also motivate the student to adopt various practices that promote the "Unity of Diversity" of our motherland.

The college ensure that the student participate very enthusiastically in all such activities, Since last five year the college has strived forward with great effort to increase the level of awareness and appropriate practices among the student with regards to the following areas-

- **National Identities and symbols:** The college has always taken various direct and indirect steps which promote the awareness about various national identities and symbols. The college celebrates the Independence day and Republic Day with great pomp and vigour. The college also celebrates the constitution Day on an annual basis and thus contributes to the spreading of constitutional values and ideals.
- **Fundamental duties and Rights of Indian Citizens:** The faculty of various departments have organized various academic and co-curricular activities for the propagation of the fundamental Duties and right of the Indian citizens. The students of have enthusiastically participated in various programmes like

(a) Academic programme like seminar, Group discussion expert talks etc. Which have enriched the awareness about these aspects.

(b) Organizing annual competition on various contemporary legal issues.

File Description	Document
Any other relevant information	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: C. 2 of the above

File Description	Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The following is the point of national and international commemorative days, event and festivals the institute celebrates every year and make the students and faculty to participate-

1. **International Yoga day 21th June (every year):-** Spreading growth, Development and space throughout the world making people aware of physical and mental illnesses and providing solution through yoga. It also aims to develop a habit of meditation for peace of mind, self awareness which is necessary to survive in a stress free environment. A yoga center establishes in 2017 at college premises under the department of History 7 it is conducting under the Mr. Madhab Borah associate prof. Nowboicha college.
2. **World Environment Day 5th June (Every year):-** The day raises awareness about the environment issues like global warming marine pollution on human over population, protection of wildlife and sustainable consumption. It has spread so far and wide, that WED has become a global platform for countries to reach out to the public.
3. **Independence Day 15th August (Every year):-** Independence Day marks the end of British rule in 1947 and the establishment of a free and independent Indian nation. It also marks the anniversary of the partition of the subcontinent in to two countries India and Pakistan, which occurred at midnight on August 14-15-1947.

Nowboicha college celebrates the independence day every year. Principal will hoist the flag and delivers speech highlights about the significance of republic day to the students and staff.

4. **Teachers Day 5th September (every year):-** Teacher day celebrated to acknowledge the challenges, hardships and the special role that teachers play in our lives, Teacher's Day is one such event for which students and teachers equally look forward to students of all departments organize teachers day and facilitate faculty members and conduct few event.

5. **Gandhi Jayanti:-** Honours Mahatma Gandhi's role in Indian independence, community. Historical celebrations. Gandhi Jayanti is an event celebrated in India to mark the birthday of Mahatma Gandhi. It is celebrated annually on 2nd October.

6. **International Women Day:-** International women day is a time to reflect on progress made, to call for change and to celebrate acts of courage and determination by ordinary women, who have played an extraordinary role in the history of their countries and communities.

Nowboicha college has establishes an women cell in 2012 and it is conducting annually under the women cell.

File Description	Document
Any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Response:

Two Best practices:-

1. **Female child adoption programme:** Faculty of Economic Department visits the poor family of Mr. promud Nath of Rahali village. The family members have been assured to help and guide their female children for pursuing their education. There are child Miss Puja Nath a Student of B.A Eng (Honours) has been given assurance by the faculty members to bear the cost of living in the hostel and for purchase of book. The other female child Miss kankana Nath daughter of Mr Promud nath studying in class eight has been further adopted by the department of Economics for taking up the responsibility of her further study. Another faculty Mr. Dwijen Sarmah of Department of Education has adopted three Girl Children respectively Miss Tarali Sonowal (BA 6th Semester Honours, Nowboicha college), Miss Principriya Tamuli, (4th Semester Honours, Bihpuria College)

2. 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.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The college has provided tremendous thrust and priority to its programme of diversity inclusion and integration an area distinctive to the vision of the college. As the vision of the College is to educate enable and empower young male and female students mainly coming from SC/ST and minority communities including students belonging to other border state like Arunachal Pradesh. Students from Weaker section have been helped by amonging communication classes in English to bridge the gap of communication. The college emphasizes the need to mainstream the marginalized and weaker section of students to ensure justice and equality in society. The mission is to steer the education it offers not only towards the pragmatic goal of employability but also build of a life of the mind and sensitize and orient its students to the service of the community in the gust for a better life for society and the world that we inhabit.

The College facilitates students in need to obtain financial aid from the teachers and NGOs.

Under its diversity inclusion and integration programme, the college during Covid-19 pandemic in 2020-21 provided a vital support structure to conduct online Teeaching learning for all students including

PwD students. The College is in the process of Audio repository application for the use of visually impaired students. The college authority has also taken step to deposit scholarship cheques in student bank account to facilitate them to have access to financial resources during lockdown due to Covid-19.

File Description	Document
Appropriate web in the Institutional website	View Document



5. CONCLUSION

Additional Information :

The college authority is always trying to improve the infrastructure facilities for the benefit of students and faculty members to create a congenial academic environment for better performance of the institution. At present, our college imparts education to under graduate students of Arts faculty but the college authority is in touch with the State Government and Higher Education Department for according due permission to start other streams to extend the purview of education in the college. Steps are being taken to construct the boundary wall of the college and to complete the construction work of Gymnasium Hall. Renovation of library building and the development of the existing computer laboratory room are other important plans being implemented by the college authority. Further, the college authority is also contacting the local tea industries for signing MoUs with them for bringing understanding and mutual cooperation for the development of the institution and society as a whole.

Concluding Remarks :

Thus, the college is working hard to fulfill its vision and mission to spread the light of education in this socially and economically backward locality. The majority of population belonging to SC and ST community has got advantage from this institute as their children have been able to get the opportunity of attaining higher education from this institution. The academic scenario of the locality has improved a lot after the establishment of this college. As the college is now in the process of getting assessed and accredited by NAAC in its second cycle, therefore all the stake holders of this institution are very much active and extending full support to complete the assessment and accreditation process.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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 last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 9 Answer after DVV Verification: 2</p>																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1	0	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	1	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	0	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	0	0	0	0																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 135 Answer after DVV Verification: 76</p>																				
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p>																				

1) *Students*

2) *Teachers*

3) *Employers*

4) *Alumni*

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

1.4.2 **Feedback process of the Institution may be classified as follows:**

Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Answer before DVV Verification : B. Feedback collected, analysed and action has been taken

Answer After DVV Verification: C. Feedback collected and analysed

Remark : HEI has not taken any action for feedback received from students regarding the syllabus with the affiliated university.

2.1.1 **Average Enrolment percentage (Average of last five years)**

2.1.1.1. **Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
271	240	300	275	301

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
270	240	300	275	301

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

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

2.3.3.1. **Number of mentors** ?????????????? ???????

Answer before DVV Verification : 9

Answer after DVV Verification: 9

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

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 602

Answer after DVV Verification: 558

2.6.3 **Average pass percentage of Students during last five years**

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
144	126	90	61	67

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
144	43	42	61	54

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

3.1.2 **Percentage of departments having Research projects funded by government and non government agencies during the last five years**

3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

3.1.2.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years**3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

3.2.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>07</td> <td>07</td> <td>06</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>07</td> <td>07</td> <td>06</td> <td>10</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	04	07	07	06	10	2020-21	2019-20	2018-19	2017-18	2016-17	04	07	07	06	10
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04	07	07	06	10																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
04	07	07	06	10																	
3.3.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p> <p>3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1095 1046 1229"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>3</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1308 1046 1442"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1	3	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	3	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
3.3.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1722 1046 1856"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>2</td> <td>2</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1935 1046 2069"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	3	2	2	3	2	2020-21	2019-20	2018-19	2017-18	2016-17	2	1	1	1	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	2	2	3	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	1	1	1	1																	

3.3.4 **Average percentage of students participating in extension activities at 3.3.3. above during last five years**

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., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
100	159	35	75	79

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
55	60	25	50	45

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

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	4	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 01

Answer after DVV Verification: 00

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

785369	1000000	632446	588000	4.450000
--------	---------	--------	--------	----------

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	48	71	101

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
92049	8860	5380	61140	34353

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.9	0.08	0.95	0.6	0.3

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

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

Answer before DVV Verification : 70

Answer after DVV Verification: 15

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
785369	1000000	632446	588000	4.450000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	10	6	5	4.4

Remark : HEI has not provided the required documents. DVV is not able to verify the data.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	20	22	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	10	0	0

Remark : Document provided by the HEI are not the sanctioned letter. DVV is not able to verify the data.

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	11	11	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
34	11	11	4	4

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

	<p>Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: D. 1 of the above</p>																				
5.1.4	<p>Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years</p> <p>5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>110</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>62</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	110	0	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	62	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
110	0	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
62	0	0	0	0																	
5.1.5	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above</p>																				
5.2.1	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year - wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>9</td> <td>9</td> <td>6</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>9</td> <td>0</td> <td>1</td> <td>4</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	9	9	9	6	10	2020-21	2019-20	2018-19	2017-18	2016-17	8	9	0	1	4
2020-21	2019-20	2018-19	2017-18	2016-17																	
9	9	9	6	10																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	9	0	1	4																	
5.2.2	<p>Average percentage of students progressing to higher education during the last five years</p> <p>5.2.2.1. Number of outgoing student progressing to higher education.</p> <p>Answer before DVV Verification : 59 Answer after DVV Verification: 6</p>																				

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	1	1

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

Remark : DVV has updated the data as per documents provided by the HEI for the assessment period only.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

Remark : DVV has updated the data as per the documents provided by the HEI. HEI is considering activities conducted under any event as different events conducted by the Institute. HEI needs to re-verify the data.

6.2.3 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
08	0	01	03	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
07	0	01	01	0

Remark : DVV has updated the data as per documents provided by the HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
195000	493000	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.9	4.9	0	0	0

Remark : As per documents provided by the HEI

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : D. 1 of the above

Answer After DVV Verification: D. 1 of the above

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : D.1 of the above

Answer After DVV Verification: D.1 of the above

7.1.5 Green campus initiatives include:

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**

	<p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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 <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: D.1 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: C. 2 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>09</td> <td>09</td> <td>09</td> <td>09</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>30</td> <td>30</td> <td>30</td> <td>30</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	09	09	09	09	09	2020-21	2019-20	2018-19	2017-18	2016-17	30	30	30	30	30
2020-21	2019-20	2018-19	2017-18	2016-17																	
09	09	09	09	09																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
30	30	30	30	30																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>09</td> <td>09</td> <td>09</td> <td>09</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p>	2020-21	2019-20	2018-19	2017-18	2016-17	09	09	09	09	09										
2020-21	2019-20	2018-19	2017-18	2016-17																	
09	09	09	09	09																	

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	02	02	02

2.1 **Number of students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
271	240	300	275	300

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
270	240	300	275	300

2.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
86	77	96	88	96

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	25	27	27	28

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	25	27	27	28

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 13

Answer after DVV Verification : 15

4.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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2827218	3776691	6881077	8176140	9726014
---------	---------	---------	---------	---------

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	48	71	101

4.3

Number of Computers

Answer before DVV Verification : 28

Answer after DVV Verification : 28

4.4

Total number of computers in the campus for academic purpose

Answer before DVV Verification : 21

Answer after DVV Verification : 21

NAAC