ANNUAL QUALITY ASSURANCE REPORT

NOWBOICHA COLLEGE

FOR THE SESSION 2018-2019

Submitted

To

The Director

National Assessment and Accreditation Council

Bangalore

Submitted By:

Principal

NOWBOICHA COLLEGE

P.O: DOOLAHAT

DIST: LAKHIMPUR (ASSAM)

PIN 787027

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

NOWBOICHA COLLEGE

P.O: DOOLAHAT

DIST: LAKHIMPUR (ASSAM)

PIN- 787027

PHONE NO: 8638211139/6900210352

YEAR OF THE REPORT- 2018-19

Name of the Institution   : Nowboicha College

P.O: Doolahat

Dist: Lakhimpur

Pin: 787027

Ph. No: 8638211139/6900210352

Vision:

The vision of the institution is to spread the light of education. A group of educated people of Nowboicha Assembly Constituency desired to establish an institution of higher education for fulfilling the need of poor students of this locality who have always been deprived of the domain of 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 area. Imparting knowledge through the mother tongue and to develop English as a second language to trap the employment opportunity available in the country and abroad and to develop the concept of universal education by giving opportunities to all sections of the society are the visions.

Mission:

- *To establish a highly developed institution of higher education having improved infrastructure facility with highly qualified faculty members for imparting quality education among the students of this locality.*
- *To develop the academic environment and to create a better and conducive atmosphere for the students.*
- *To bring gender equality by giving equal opportunity to female community for academic growth.*
- *To preserve the socio-cultural identities of Assamese society and to spread it through this institution of higher education.*
- *To minimize the problem of unemployment to some extent by giving proper education from such institution.*

The following strategies/mechanisms define how the institution tries to implement its missions and caters the needs of the society & students. The institution's future visions are:

a. *Strategies have been adopted to satisfy the needs of the students from diverse backgrounds complying with all the norms of the government.*

b. *Mechanisms to adopt Learner-centered approach, academic planning, and use of modern teaching-learning aids and application of ICT resources to make the curricular activities interesting and effective for the students.*

c. *To improve the infrastructure facilities and to promote the optimum use of the same to maintain the quality of academic and other programmes of the college.*

Mechanism to promote research culture, research publication, & professional development of faculty members for quality enhancement of teaching community.

The Annual Quality Assurance Report (AQAR) of the IQAC
Nowboicha College

Year of the Report :2018 - 19

Part – A

Data of the Institution

*(*Data may be captured from IIQA*)*

1. Name of the Institution   : NOWBOICHA COLLEGE

- Name of the Head of the institution   : DR. DILIP HAZARIKA

- Designation   : PRINCIPAL

- Does the institution function from own campus   : YES

- Phone no./Alternate phone no.   : 8638211139

- Mobile no.   : 9435663909
- Registered e-mail   : nciqac17@gmail.com

- Alternate e-mail :

- Address   : DOOLAHAT

- City/Town   : NORTH LAKHIMPUR
- State/UT   : Assam

- Pin Code   : 787027

2. Institutional status:
- Affiliated / Constituent   : AFFILIATED
- Type of Institution: Co-education/Men/Women   : CO-EDUCATION
- Location : Rural/Semi-urban/Urban   : RURAL
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify)   : Provincialized UGC 2f and 12(B)

- Name of the Affiliating University   : DIBRUGARH UNIVERSITY
- Name of the IQAC Co-ordinator   : MR. BINAY KR. THAKUR
- Phone no.   : 6900210352

1. Alternate phone no.   : N / A

- Mobile   : 6900210352

- IQAC e-mail address   : iqacnc18@gmail.com

- Alternate Email address   : N / A

3. Website address   : www.nowboichacollege.ac.in

    Web-link of the AQAR: (Previous Academic Year)   : www.nowboichacollege.ac.in
    /AQAR2018-19.doc

4. Whether Academic Calendar prepared during the year? : Yes

Yes/No, if yes, whether it is uploaded in the Institutional website: Yes

           : www.nowboichacollege.ac.in
           /AQAR2018-19.doc

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	C++		2004	from:2004 to: 2009
2nd				
3rd				
4th				
5th				

6. Date of Establishment of IQAC   : 05/01/2005

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. A Workshop on Internal Quality Assurance report preparation has been organised by the IQAC, Nowboicha College on 04/08/2018 in which all the teaching and non teaching employees participated.	04/08/2018 (one day)	31
2. A Talk-show programme was organised by IQAC in collaboration with an NGO, Sanjeebani in which all the teachers, employees and the students of the college participated.	20/08/2018 (one day)	181
3. A Popular Talk on Spiritual value and the moral characters of students has been organised by the IQAC on	28/08/2018 (one day)	259

the occasion of 32nd Foundation Day of Nowboicha College on 28th August 2018. 4. A Workshop on CBCS has been organised by the IQAC, Nowboicha College on 03/06/2019 in which all the teaching and non teaching employees participated.	03/06/2019 (one day)	31

Note: Some Quality Assurance initiatives of the institution are:
  (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*Uploaded latest notification of formation of IQAC in the website

10. No. of IQAC meetings held during the year   : 09

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website   **: www.nowboichacollege.ac.in**
          Yes/No   : Yes
  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes/No   **: No**

If yes, mention the amount: N/A   Year: N/A

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

* Conduct of workshop

* Conduct of talk-show programme

* Village adoption programme

* Flood relief camp

* Cleanliness drive programme

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

Plan of Action	Achievements/Outcomes
1. To renovate and beautify the college campus.	Campus Beautification Committee is has taken the initiative.
2. To provide important books for competitive examinations.	Some books have been purchased and kept in the library for the benefit of students.
3. To ongoing construction of Multi–Gymnasium.	Concerning authority is yet to release the rest of the fund. So the project is not completed.
4. Initiative for development of women in the locality.	The College Women Cell has organized Social Awareness Programme on Gender Equity.
5. To establish Legal Literacy Club.	District Legal Authority Cell has established a Legal Literacy Club at the college during the year.
6. Arrangement of regular power supply by installing generator.	The college authority has installed a D G Set for regular power supply.
7. To arrange Remedial Classes for weak students.	Some departments have been arranging Remedial Classes for weak students.
8. To make students computer literate.	Students are sent to college computer lab for learning the basics of computer.
9. To promote Research Activities.	The Research Committee is taking initiatives.
10. To continue Career Counselling to students in an updated manner.	The Information and Career Counselling Cell is engaged in this work.
11. To encourage students to participate in inter college and university games, sports, cultural and literary competitions.	Related Cells are taking initiatives in this regard.

12. To construct a Cycle Stand.	College authority is taking steps.
13. To initiate Faculty Improvement Programmes for teaching staff.	The IQAC has organised seminar and workshop.
14. To arrange Community Service Programmes.	The college Extension Activities Cell arranged programmes.
15. To take steps for Internal Resource Generation.	The college authority has taken measures in this respect.
16. Re – opening of Girls' Hostel.	The college authority is to complete this work.

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

    Name of the statutory body: **Governing Body**   Date of meeting(s):

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

    Yes/No: No   Date:

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

    Year: **2018-19**   Date of Submission:

17. Does the Institution have Management Information System?

    Yes: Yes

    If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

The college has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralised governance system.

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

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

3. **Student Level**: Students are empowered to play an active role as a coordinator of co curricular, extracurricular activities and social service group coordinator.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

1. At the beginning of each academic session, the college prepares its proposed academic calendar which is brought to the college notice board for the information of all the stake holders. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examination, circular, extension related and co – curricular activities.

2. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. Students are also advised to follow the rules of discipline for the smooth conduct of the college activities.

3. Academic Advisory Committees of the college headed by the Vice Principal prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. Routine is prepared by the routine committee for all generic courses, all programs and honours classes of arts departments.

4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department.

5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their Teaching Plans according to the number of lectures allotted in the university syllabus for each topic.

6. Along with the traditional chalk and talk method, teachers use power point projector during the lecture to demonstrate topics.

7. Unit Test / Sessional Examination and students seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken.

8. Remedial Classes / Tutorial Classes are conducted by some departments within class routine hours for which separate attendance registers are maintained.

9. Classes are also held during the summer break every year to keep pace with the curriculum of CBCS.

10. Field Tours are organized by some departments to ensure effective implementation of the prescribed curriculum.

11. Interactive sessions with students and sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners.

12. Students Satisfaction Survey is going to be conducted by IQAC to improve the teaching learning process of each department from the session 2019-20 onwards.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year			
Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
Nil	Nil	Nil	Nil

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

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
Nil	**Nil**	**Nil**	Nil	**Nil**	**Nil**
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

1.3 Curriculum Enrichment

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

Value added courses	Date of Introduction	Number of students enrolled
Nil	Nil	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
1. **'Problems & Prospects of Historical Tourism in Assam' With Special Reference TO Sivasagar & Charaideo.**	**41**
2.	**33**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes/ No	Yes/ No	Yes/ No	Yes/ No

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

Feedback on the teaching learning process is received from students based on a structured Feedback Form and approved by the IQAC of this college. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feed back to the head of the institution on different academic, administrative and other affairs related to the college. Members of Anti Ragging Committee and Internal Complaints Committee also receive feedback from students through class campaigns. Grievance (if any) and necessary suggestions can be registered to the Grievance Redressal Cell. Departments receive feedback from parents through Parent Teacher meeting and discuss different issues related to the overall development of their ward.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. A. (UG)	**300**	**400**	**300**

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	300	Nil	27	N/A	N/A

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
Nil	Nil	Digital Board, OHP and Laptop, Mobile Apps.	1 Digital Classroom	Nil	E-Journals are projected through the OHP & Different e-learning resources are provided to the students.

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

No formal Students Mentoring system is there in the institution. But Students Guidance and Counselling Cell of the college provides information regarding different employment opportunities among the students of the college bringing Career Counsellors from different part of the state along with personnel from different public and private sector services to make the students aware of job and employment opportunities. One Career Oriented Programme, one Career Counselling programme and one Job Oriented Awareness Programme was organized by the Students Counselling and Guidance Cell of the IQAC in collaboration with Kaziranga University, Life Insurance Corporation of India and State Bank of India.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
All students are provided with different Job Oriented information and awareness by the SCGC, IQAC.	The Co-ordinator of the SCGC takes initiation of the programmes.	**Nil**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	**27**	**Nil**	**Nil**	**1**

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

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

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B. A.		**Final Sem.**	**03/06/2019**	**16/07/2019**

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

Internally Two Sessional examinations are held during every semester as per the guidelines provided by the Dibrugarh University keeping one month duration in between. Sessional examinations are held as per the academic calendar of the college prepared by the Admission committee. During this session Department of Education held Open Book Examination for the first time for the Major Course students of the department on experimental basis which was later followed by Department of History. Besides this Unit Tests and Class Tests were held among the Major Course and Pass Course students of the college.

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

Nowboicha College Admission Committee prepares Academic Calendar in collaboration with the Academic Calendar Preparation Committee for the college as per the Academic Calendar provided by the Dibrugarh University before the admission of new batch of B.A. first semester and publish it in the Admission Brochure every year and provided to the applicants along with the admission forms. In the Academic Calendar dates of Sessional examinations, College Establishment Day, different holidays, dates of College Week and

Vacations are mentioned.

2.6 Student Performance and Learning Outcomes

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

<center>**Web link to be mentioned here**</center>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B. A. Final		**124**	**42**	**34%**

2.7 Student Satisfaction Survey

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

Students Satisfaction Survey has not been done during this session of 2018-19, it will be started from the session 2019-2020

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	N/A	Nil	Nil
Minor Projects	Nil	N/A	Nil	Nil
Interdisciplinary Projects	Nil	N/A	Nil	Nil
Industry sponsored Projects	Nil	N/A	Nil	Nil
Projects sponsored by the University/ College	Nil	N/A	Nil	Nil
Students Research Projects *(other than compulsory by the College)*	Nil	N/A	Nil	Nil
International Projects	Nil	N/A	Nil	Nil
Any other(Specify)	Nil	N/A	Nil	Nil
Total	Nil	N/A	Nil	Nil

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

N / A	N / A	N /A

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

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	**Nil**

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

Incubation Centre	Name	Sponsored by
Nil	Nil	**Nil**

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	**Nil**

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	**Nil**

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

Name of the Department	No. Of Ph. Ds Awarded
Nil	Nil

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

	Department	No. Of Publication	Average Impact Factor, if any
National	Nil	Nil	**Nil**
International	Nil	Nil	Nil

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

Department	No. Of publication
02	02

Political Science:

1. Devi, Chitrarlekha. *Ethnicity and Students Politics of Mishing in Assam*. On behalf of Golap-Tiluttama Memorial Trust, Cinnamara College Sakha Sahitya Sabha Prakashan: Publications, July, 2019, ISBN: 978-93-84191-78-8.

Philosophy:

1. Borah, Biren. Manavayatan: A Peer reviewed international journal, vol. VII, 2018. Ankiya Bhaona aru ear Vivartan.ISSN-2249-0612.

2. Upadhaya, Dharmendra. Sugandhi Sabdar Malita, Kobita Puthi, March 2019, ISBN-978-93-87287-18-1.

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the	Number of citations excluding

					publication	self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. Of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Nil		Nil	
Presented papers	Nil	04	Nil	
Resource Persons	Nil		Nil	

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
NSS:			
1. Flood relief Camp at Gorchiga, Nowboicha	Nowboicha College Teachers	01	60
2. Health Check-up Camp at East Doolahat.	Nowboicha College Women's Cell under the Supervision of Nowboicha Hospital	01	55
3. Swachatta Programme	Nowboicha College	01	130
4. Celebration of Independence Day	Nowboicha College	01	100
5. Observation of Gandhi Jayanti	Nowboicha College	01	145
6. Road repairing at Chamua Gaon	Nowboicha College	01	50

7. Construction of Two Flower Gardens in front of the Auditorium			
	Nowboicha College	01	80
8. Swachatta Programme	Nowboicha College	01	110
9. Plantation Programme	Nowboicha College	01	65
10. Observation of World Environment Day			
	Nowboicha College	01	110
NCC:			
1. Inter Group Competition RDC, 2018 Shillong			
	8th Assam Batallion	01	01
2. 8th Assam Batallion	8th Assam Batallion	01	03
3. PRE-RDC 1camp CATC Narangi (Guwahati)			
	8th Assam Batallion	01	01
4. PRE-RDC-11 Camp CATC Narangi (Guwahati)			
	8th Assam Batallion	01	01
5. RDC(Republic Day Camp) New Delhi	NCC Directed NER Shillong		
		01	01
6. Dekitting Camp CATC-ll Rajiv Gandhi Indoor Stadium, Amingaon, Guwahati			
	8th Assam Batallion	01	01
7. Army Attachment Cam 2019, Phulbari, Tezpur	8th Assam Batallion	01	02
8. Combined Annual Training Camp CATC-05, Nagaon			
	8th Assam Batallion	01	04
9. Combined Annual Training Camp CATC-10, Nagaon			
	8th Assam Batallion	**01**	**05**
10. Combined Annual	8th Assam Batallion	**01**	**12**

Training Camp, RGGP, Itanagar,(Arunachal Pradesh)			

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. Of Students benefited
1.100 meter Race(Male)	2nd position	District Sports Association, Lakhimpur	01 (Sri Dilip Gogoi)
2.200 meter Race(Male)	3rd position	District Sports Association, Lakhimpur	01 (Sri Dilip Gogoi)
3.Javlin throw(Male)	3rd position	District Sports Association, Lakhimpur	01 (Sri Dilip Gogoi)
4.Marathan Race(Male)	3rd position	District Sports Association, Lakhimpur	01 (Sri Dilip Gogoi)
5.Discuse throw(Male)	1st position	District Sports Association, Lakhimpur	1 (Mr. Gunjan Phukan)
6. Discuse throw(Female)	1st position	District Sports Association, Lakhimpur	1 (Miss Chandramoni Boruah)
7.High Jump(Female)	2nd position	District Sports Association, Lakhimpur	1 (Miss Chandramoni Boruah)
8.Shot-Put(Female)	1st position	District Sports Association, Lakhimpur	1 (Miss Chandramoni Boruah
9.Long Jump(Male)	2nd position	District Sports Association, Lakhimpur	1 (Sri Raju Gogoi)
10.Triple Jump(Male)	2nd position	District Sports Association, Lakhimpur	1 (Sri Ranjan Gogoi)
11.High Jump(Male)	2nd position	District Sports Association, Lakhimpur	1(Sri Bibek Nagte)
12.High Jump(Male)	1st position	District Sports Association, Lakhimpur	1 (Sri Monuj saikia)
13.Triple Jump(Male)	2nd position	District Sports Association, Lakhimpur	1 (Sri Nabajyoti Gogoi)

14.Shot-put		2nd position	District Sports Association, Lakhimpur	1 (Sri Nabajyoti Gogoi)
15. 100 Meter Race		2nd position	District Sports Association, Lakhimpur	1 (Miss Binita Haro)

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swach Bharat, Aids Awareness, Gender Issue, etc. During the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. During the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Nil	Nil	Nil	Nil	Nil

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

Nowboicha college is a rural based educational institution. As a rural college, for the students and teachers physical development college is providing- Yoga, Meditation, major and minor games drinking water an peaceful environment college has already completed a indoor stadium where all physical facilities for the student. Badminton, Football, Volley ball, Long jumped, Tennis and Gym facilities available in the batter man of students. Teacher in-charge always encourage and help for the up liftmen of the student.

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	Nil

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	50 Bigha	Nil

Class rooms	11	2
Laboratories	3	Nil
Seminar Halls	1	Nil
Classrooms with LCD facilities	Nil	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	Nil	Nil
Video Centre	Nil	Nil
No. Of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. In Lakhs)	Nil	Nil
Others	Nil	Nil

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

The college has text books and reference books. Newspapers and periodicals are available in the library. Regarding the e-journal N-list is running. The library has automated. Book bank facilities will be started shortly to help the poor student. The reading room facilities for both teachers and students are available in the library.

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Fully	Soul 2.0	2018

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	439	51,566.1	417	36,772	856	88338.1
Reference Books	026	4990	312	78,312	338	83,302
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library automation	Automated					
Weeding (Hard & Soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	13	1	Available	1	Nil	4	2	Nil	Nil
Added	8	Nil	1	Nil	Nil	1	7	Nil	1
Total	21	1	1	1	Nil	5	9	Nil	1

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

…… Nil ………….… MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Nil	Nil	Nil	Nil

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Building		3,50,000/	Rs-3,44,270/
Electricity bill & goods		1,20,000/	Rs-1,07,076/
Desk benches		90,000/	Rs-95,000/
Diesel for power set		20,000/	Rs- 15,600/
Computer goods		75,000/	Rs- 70,500/

		2,00,000/	Rs- 2,02,500/
Salary for non sanctioned Staff			

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

1. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of Nowboicha College is done by the college authority with the consent by the Governing Body, Nowboicha College.

2. The college receives grant from the Higher Education Department &Education Directorate, Government of Assam under Plan Head and Non-Plan .Under Non-Plan Head, maintenance and security of physical infrastructure is also done, such as telephone services, security guard, office expenses, , CCTV surveillance etc. The other funding agency like UGC and RUSA also provides grants for infrastructure development.

3. While purchasing equipment from any fund, it is always ensured that t installation charges and maintenance charges (with warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.

4. Portion of the fund received under RUSA Scheme has been utilised for upgradation and repairing of the existing laboratories and other existing infrastructure.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student Welfare fund	7	1000x7=7000
	(1)Late Sivanath Bora Memorial Best Graduate Award	1	Rs 2000
	(2) Late khageswar Bora Memorial Best Graduate Award	1	Rs 2000
	(3) Late Basudev Hazarika Memorial Best Graduate Award	1	Rs 2000

		1	Rs 2000
	(4) Best Graduate Award given by Teacher Unit Nowboicha College		

Financial support from other sources			
a) National	(1) UGC special scholarship scheme for north Eastern region	Dibyajoyti saikia	Rs 1,58,000
	(2) National scholarship portal. 2.0 Application ID-AS201819003465779 (A/F	Bikashjyoti Bhuyan	Rs- NA
b) International	NIL	NIL	NIL

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
(a)Yoga	21/8/2018	110	Self
(b) Meditation	21/8/2018	110	Self
(c)Personal counselling and mentoring	11/03/2019	130	Nowboicha college and Kazironga University
(d) Remedial coaching	2018/2019	160	Remedial coaching for poor student of nowboicha college has been organized by different department from time to time, The department of English, Assamese, Education, Economics, Pol. Science, Sociology, Philosophy, History have arranged remedial classes for the benefit of slow learners students during the session 2018-2019
(e)A special programme on career opportunity was organised by the students counselling and guidance			Nowboicha college and LICI of North lakhimpur branch

cell of the college in collaboration with LICI N. Lakhimpur Branch at Digital classroom in the college	2019	172	
(f) Swachatta and plantation programme at college campus	5th jun 2018	180	NSS and students of nowboicha college
(g) Cleanliness programme at college	14-08-2018	190	NSS and students of nowboicha college
(h) Workshop on Drama	1-7-2019 to 10-7-2019	50	By NDA students

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-2019	Skill development and career counselling	130	130	N.A	N.A

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. Of grievances redressed	Average number of days for grievance redressal
NIL	NIL	Held in quarterly

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
LICI	100	N.A	N.A	N.A	N.A
SBI	90	N.A	N.A	N.A	N.A
Kaziranga University	130	N.A	N.A	N.A	N.A

5.2.2 Student progression to higher education in percentage during the year : 2018-2019

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	4	B.A	Pol- science	North Lakhimpur college	M.A
2018-2019	1	B.A	Geography	North Lakhimpur Law college	L.L.B
2018-2019	1	B.A	Economics	Biswanath chariali Teachers training college	B. ED
2018-2019	4	B.A	Assamese	North Lakhimpur college	M.A
2018-2019	2	B.A	Education	North Lakhimpur college	M.A

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. Of Students selected/ qualifying	Registration number/roll number for the exam
NET	2	N.A
SET	N.A	N.A
SLET	N.A	N.A
GATE	N.A	N.A
GMAT	N.A	N.A
CAT	N.A	N.A
GRE	N.A	N.A
TOFEL	N.A	N.A
Civil Services	N.A	N.A
State Government Services	N.A	N.A
Any Other	N.A	N.A

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

Activity	Level	Participants
1.100 meter race (Male)	College level	80
2.100 meter race (Female)	College level	60
3.200 meter race(Male)	College level	80

4.200 meter race (Female)	College level	60
5.Long jump (Male)	College level	60
6.Long jump (Female)	College level	40
7. High jump (Female)	College level	35
8.High jump (Male)	College level	60
9.discus throw (male	College level	50
10.Discus throw (Female)	College level	40
11.Javelin throw (Male)	College level	50
12.Javelin throw (Female)	College level	43
13.Shot put (Male)	College level	52
14.Badminton boys group	College level	40
15.Badminton girls group	College level	36
16.Badminton single boys	College level	36
17.Cricket	College level	66
18. Football	College level	66
19.Marathon race Boys	College level	40
20 Marathon race Girls	College level	30
District level: Student participation in sports during the (2018-2019) at District level(date of event on 7th,8th and 9th April 2019 at Harmoti H.S play ground, organized by District Sports Association-Lakhimpur)		
1.100 meter race (Male)	District level	14
2.200 meter race (Male)	District level	14
3. Javelin throw (Male)	District level	14
4.Marathon race (Male)	District level	14
5.Discus throw (Male)	District level	14
6.Discus throw (Female)	District level	14
7.High jump (Female)	District level	14

8.shot put (Female)	District level	14
9.Long jump (Male Sr.)	District level	14
10.Triple jump (Male Sr.)	District level	14
11.High jump (Male Sr.)	District level	14
12.High jump (Male)	District level	14
13.Triple jump (Male)	District level	14
14.Short put (Male)	District level	14
15.Triple jump(Male)	District level	14
16.100 meter race (Female)	District level	14
17.300 meter race (Female)	District level	14
18.400 Meter race (Female)	District level	14
19.Discus throw (Female)	District level	14
20.Short put (Female)	District level	14
21. 400 meter race	District level	14
22. Long jump (Female)	District level	14
23. High jump	District level	14
24. Relay race (Female)	District level	14
25. Relay race (male)	District level	14

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

The college has a student union body whose members are elected by the students a tenure of for one academic year. 3 class representatives (Boy's and Girl's) for each semester assist them. The council functions under a constitution that delegates various powers function and which are aimed at providing where assignee and support towards the college administration.

The student council and representation on academic and administrative bodies of the institution have been key factor of grand success of the institution. The take active role for smooth conducting the classes,

Sessional examination and competitions of departmental seminars before end semester examination.

So, Students union body who are the representative of students, discuss with authority time to time. Similarly, celebration of college week freshmen social, teachers day, Gandhi jayanti and as well as state level seminars where students have been key factor for the grand success. The student union have fully participated in the celebration of Independent day Republic day in the institution.

It is seen that the senior student co-operate with admission committee, regarding new admission procedures. They help the authority to maintaining better academic atmosphere of the institution.

Hence, the student council fully co-operates the academic and administrative bodies to smooth functioning of the institution.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Yes

We have registered Alumni in every year after declaration of final year result. We have an Alumni association in our college and a committee is running for the smooth conduct of the association. Alumni association member are organized a meeting regularly and they accept some common agendas for the development of the college. They also regularly contact with the college authority and extend their cooperation to the college authority.

5.3.2 No. Of ~~registered~~ enrolled Alumni:

Till October 2019 we have registered Alumni of 575 numbers.

5.3.3 Alumni contribution during the year (in Rupees) **:**

Alumni contribution during the year (In rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association **:**

Yes, they regularly organize meeting according to their agenda.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership VISION: The vision of our college is educating the youth. Our college campus is appropriately named Learning Centre. As an educational institution this vision would accelerate the intellectual growth of the country through its role in making student preparedness for future. The dictum of this vision is :

> Education for all
> Education for the youth
> Education for the future of our country.

MISSION :

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 sensitise 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.

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

6.1.1 <u>PARTICIPATIVE MANAGEMENT</u> :

The institution promotes a culture of participative management by involving the staff and student in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed to express themselves of any suggestions to improve the excellence in any aspect of the institute.

The college has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. **<u>Principal Level:</u>**
   The governing body delegates all the academic and operational decisions based on policy to the academic monitoring committee headed by the principal in order to fulfil the vision and mission of the college. Academic Monitoring Committee formulates common working procedures and entrust the implementation with the faculty members.

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

3. **<u>Student Level</u>**:
   Students are empowered to play an active role as a coordinator of co curricular, extracurricular activities and social service group coordinator.

4. **<u>Strategic Level</u>**:
   The principal, vice principal and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations pertaining to admission, placement, discipline, grievance, counselling, paining etc and effectively implementing the same to ensure smooth and systematic functioning of the institute.

Committee/ Cell	Roles and responsibilities	
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the institution.	
Academic Monitoring Committee	Academic development and monitoring progress of various teaching learning processes.	
Examination Committee	Internal and university examination activities.	
Research Committee/Academic Research Co-ordinator	Academic and research activities of Nowboicha college.	
NCC Co-ordinator	NCC activities of the college.	
NCC officer	NCC activities inside and outside.	
Training Placement and Career Counselling Cell	Training and placement activities of the Students.	
Student Welfare Committee	Planning execution and supervision of activities of student union.	
Cultural and Sports Committee	Planning, execution and supervision of cultural and sports activities.	
Library Committee	Management of learning resources and smooth functioning of library	
Student Grievances Redressal Committee	Attending and redressal of student problem.	
Anti-Ragging Committee	Prevention and action against ragging cases	
Students Counselling and Guidance Cell	To provide information to the students regarding recent trends of development in the job sector.	

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

Yes

6.2 **Strategy Development and Deployment :**

Our college is committed to impart Quality Education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values. We have a formally stated Quality policy.

Quality Policy :

We at Nowboicha College are committed to impart Quality Education to youth, enabling them to develop right attitude, professional competence and inculcating rich ethical values.

This Shall Be Achieved By –
*Providing excellent infrastructure and conducive learning environment.
*Building a harmonious work culture and motivating everybody to contribute the best.
*Proactively responding to changing needs of industry, parents and the society by embracing latest Technological trends in the field of education.

The college has very effective internal coordination and monitoring mechanism. The Principal of the college takes initiatives to ensure effective coordination between and among the functionaries of the college. On the basis of the various policies formulated, objectives are laid down and plans made, a regular follow up is maintained thereby encouraging greater support and co- ordination. The Heads of the Departments and teachers co-ordinate and plan their individual departmental activities and report to the Principal accordingly. The non- teaching staff also works under the instructions of the Principal thereby co-ordinating the entire administration work. The Internal Quality Assurance Cell established in the academic year 2005 on the basis of the guidelines set forth by NAAC, helps the Principal to co- ordinate and monitor the various activities of the college. The different reports such as departmental reports, performance appraisal report, college annual reports and directives from the Government of Assam become the base for analysing and evaluating the overall performance of the institution. This also forms the basis for the future plan of action.

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

❖ **Curriculum Development** :
As the college is affiliated by Dibrugarh University and the university itself frames the academic curriculum and it is the duty of the academic institution to comply with the procedure as laid down by the university. There is no major role of the institution in framing the curriculum.

❖ **Teaching and Learning:** Teaching plans are prepared for a semester. These get verified and checked at different stages in accordance with syllabus and scheme of examination given by

Dibrugarh University and UGC.

❖ The teaching learning process is facilitated through qualified, trained and experienced faculty. Apart from classroom teaching, students are encouraged to use library and internet facilities. The teaching staffs maintain diary and record daily instruction delivered and other such activities performed. Any short time responsibilities (Extra Lecture, duties for seminar etc.) are properly recorded and informed to concerned authority. The teaching plan is drawn up by each department and it is strictly monitored by the heads of Department. The effectiveness of teaching learning process is reviewed on regular basis. The inputs from such review may be from :

❖ + Students feedback

❖ + Results of internal tests

❖ + Quality of assignment submitted by students + Final results of Semester.

The teaching and learning process is reviewed by Heads of Departments for the concerned teaching faculty and the feedback is communicated. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness.

❖ **Examination and Evaluation :**

The internal examinations like Unit Test and Sessional examinations are conducted by each department during each semester and its evaluation is done by the concerned faculty members.

Final examinations are conducted by the university. Paper evaluation and result publication are done under the control of the university.

❖ **Research and Development:** Research has been considered as an important integral part of the academic endeavours in the institutions of higher education. Faculty members are encouraged by the college authority to participate in the workshop and seminars for getting information on research methodology. The college promotes faculty participation in research by granting them leave, helping them in participation of faculty improvement programme and arranging for books required by them.

❖ **Library, ICT and Physical Infrastructure / Instrumentation :**

1. Computer lab and Library are updated and ICT based instruments and computers are purchased and used.
2. 24x7 Internet, Wi-Fi, CC TV surveillance services.

❖ **Human Resource Management :**

The college has adopted a mandatory Self Appraisal Method to evaluate the performance of the teaching, research and extension programmes. At the end of the academic year every teacher is given an Academic Performance Indicator (API) form on the basis of the UGC regulations. The form requires the teachers to give his/her self evaluation of the academic, co-curricular and extra-curricular work done during the year. It also requires the teacher to enumerate the papers presented at conferences, seminars, refresher c courses and orientation courses he/she has attended. The report to be filled in by each teacher is also evaluated and it analyses the duties performed with respect to lectures completed as per the teachers planned lecture schedules, lectures taken. The principal appreciates during monthly staff meeting no table performance of any faculty member and then persuades the other faculty members to follow such best practices in the interest of the college. The IQAC has planned to take up a Quality objective of providing six man days training to the staff based an competency based skilled matrix.

❖ **Industry Interaction / Collaboration:**
➢ MOU signed with Tea-Estates located nearby the institution.

- ➢ Industrial visit by the students to understand the real time scenario.
- ➢ Orientation programme/ counselling programme are conducted for the benefit of student.
- ➢ Alumni employed in different organizations are invited for dialogue to boost up students.

❖ **Admission of Students:**

Admission of the students is done as per the instruction of the Dibrugarh University. Topper student are given preferences and there is a system of waiving of admission fees of meritorious students belonging to poor family of the society.

Encouraging extra-curricular activities like sports and other competitions.

Maintaining Ragging free environment.

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

❖ Planning and Development :

Planning and development refers to the strategic measurable goals that an organization plans to meet within a certain amount of time. The development plan includes time based benchmarks :

- The college through the IQAC prepares tentative calendar for every semester in the beginning of the session. The calendar highlights various activities and events i.e. admission to various semesters, internal and external examination schedules, sports, holidays, fresher's and farewell programme etc.

- The college also updates and make aware of the upcoming activities of the college and important events held in the college notice board and various medias such as Whatsapp, SMS etc.

❖ **Administration:**

Biometric system of attendance of faculty and staff is maintained by the college authority.

The Vice Principal maintains the manual attendance register and leave record availed by the faculty members.

❖ **Finance and Accounts** :
- Scholarship of students and salaries of employees are credited to their bank accounts directly.

❖ **Student Admission and Support:**
- Admission information is given on the college notice board.
- Poor and meritorious students are given financial support by the college authority and staff,
- Admission record is preserved in the computer.
- Information regarding examination matters are given regularly on the college notice board.

❖ **Examination:**
- Unit Tests and two Sessional Examinations are conducted during each semester.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018 - 19	Nil	Nil	Nil	Nil

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	Dates	No. of participants	No. of

professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff	(from-to)	(Teaching staff)	participants (Non-teaching staff)
Effective Communication in the Teaching and Learning Process	Basic Computer course	20/08/2018	25	10

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Nil	Nil	Nil

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil	Nil	Nil	Nil

6.3.5 Welfare schemes for

Teaching	**Yes**
Non teaching	**Yes**
Students	**Yes**

6.4 Financial Management and Resource Mobilization

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

Internal Financial Audit: The college conducts internal financial audit once in a year at the end of the financial year. Financial audit of the college is done by a three members committee constituted by the college authority.
   External financial audit is done by the Government / Audit Officer.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	**Nil**	**Nil**

6.4.2 Total corpus fund generated   Nil

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External		
Administrative	Yes		Yes	

6.5.2 Activities and support from the Parent – Teacher Association (at least three)
>Conducts Parent – Teachers' Meeting at least once in a year.   >An Interaction Programme of the parents/ guardians of B. A 1st Semester was held on

6.5.3   Development programmes for support staff (at least three) :
1. Basic Computer Training was organized for support staff.
2. Constant motivation.
3. Proper guidance and orientation during execution of new assignments.

6.5.4 Post Accreditation initiative(s) (mention at least three) :
- Initiative for introduction of Distance Education Course of KKHSOU.
- Application forwarded to State Government of Assam through Higher Education Department for according permission to start Science Stream in the college.
- Purchase of Transformer for augmented power supply in the college campus.
- Computerisation of the College Library.
- Construction of Boundary Wall.
- Construction of Digital Classroom.
- Construction of College Canteen.
- Construction of Car Parking Stand.
- Construction of Flower Garden in front of Administrative Building of the College.

6.5.5
a. Submission of Data for AISHE portal   : (Yes /No) : No
b. Participation in NIRF   : (Yes /No) : No
c. ISO Certification   : (Yes /No) : No
d. NBA or any other quality audit   : (Yes /No) : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018	Orientation Programme on Research Methodology		One Day	185
2018	Orientation Programme for File Maintenance for the Office Staff		One Day	10

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity in providing facilities such as:
1. Safety and security
2. Counselling
3. 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 steps and initiatives are taken for sensitization of women as an equal entity of human being. The internal complain committee, Sexual harassment prevention committee, Anti ragging committee etc. These committees keep close watch on the safety and security of the girl's students and women employees of the institution.

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 valid identity cards issued by the college authority. Lady teachers are especially engaged in these occasions to ensure safety of the girl's student.

Counselling: The college provides counselling to needy student though the cells like the information and career 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.

Title of the programme	Period (from-to)	Participants	
		Female	Male
Talk on Crisis of contemporary society and equality of education in India	20th Aug/2018	80	70
Organizing a popular talk on Mental Health & acid attack by Legal literacy club	25th October2018	80	70
Parent –Teacher Meet organized by parent-teacher association ,	9th March2019	70	30
Scientifically fruits preservation training programme Organized by the women cell nowboicha college teachers unit & Nava sanjibani NGO	25th & 26th June 2019	36	1

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Power requirement met by renewable energy sources	Total power requirement yearly	Renewable energy source	Renewable energy Generated and used	Energy supplied to the Grid
Hydropower Diesel generator	33.12kw	0	0	N.A

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/ Rails	Yes	1

Braille Software/facilities				No		0
Rest Rooms				No		0
Scribes for examination				Yes		1
Special skill development for differently abled students				No		0
Any other similar facility(shoe)				Yes		1

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018			12th July2018	Flood Relief Camp, Nowboicha college Family	Considering the corporate social responsibility the college authority extended support to these flood affected area on Humanitarian ground.	100
2018			18th August 2018	Organizing Free Medical check-up camp at Flood effected area of Doolahat under Nowboicha revenue Circle by Women cell, Nowboicha college teachers unit & NSS unit	Addressing the health problem and other diseases broke out due to flood in the affected area.	
2018			7th September 2018	Organizing a Workshop of English Learning at the secondary stage at Nowboicha H.S school by the	Bringing awareness among students to increase their interest for learning and speaking English language.	above 250

				Department of English, Nowboicha college		
2019			26th February to 1st March, 2019	Mime & Yoga	For the development physical and mental health of students.	
2019			21th June 2019	4th international Yoga day	For the development physical and mental health of students.	

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

  The institution plans and organizes appropriate to increase to consciousness about national identities and symbols;

 Fundamental duties and rights of Indian citizens and other constitutional obligations(1)

  URL to handbook on code of conduct for student's teachers and governing body and brochures on human values and professional ethics.

Title	Date of Publication	Follow up (maximum 100 words each)
Formation of governing body Non-government college management rule 2001	Office Memorandum No AHE331/2008/33 Dated 9th July,2009	
Rotation of headship of provincialized colleges of Assam	Office Memorandum No AHE.177/2012/5 5th July 2012	
Regarding attendance of faculty members	No-G(B)Misc.30/2012/21 Dated Kahilipara, the 24-04-2013	
Bio-metric/ punching machine in the college	No PC/HE/Misc/36/2016/3 Dated Kahilipara, the 30th July, 2016	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants	
		Male	Female
Republic day celebration	26th January/2018-2019	50	70
Independence day- celebration	15 Aug/2018-19	More than 150	
Course objects- 1. To learn the rules of good behaviour(Popular talk on spiritual value and the moral character of	28th Aug/2018	More than 150	

students)			
Celebrated birth anniversary of Dr. Bhupen Hazarika by the deptt. Assamese	8th September/2018	More than 150	
Observed the national voters day by the deptt. Of pol. Sc	25Jan.2019	Male	Female
		51	70

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

1. Tree plantation programme organized by NSS & NCC unit.
2. The campus has been declared "plastic free" zone.
3. Tobacco smoking, chewing of pan-masala and gutka are prohibited in the college campus.
4. Measures for prevention of ragging.
5. **Solid waste management.**

7.2 Best Practices

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

 The IQAC of Nowboicha college has adopted the village no-2 Knowarpur of Nowboicha G.P with a vision to develop social-cultural educational and environmental development of the village.

   The mission of the said programme is to develop the educational awareness among the inhabitants and to make the people of the village environmentally aware besides it targets to develop social atmosphere and health and sanitation development and recent development trends are also taken into consideration.

    As a part of the programme on 17th January 2017, NSS unit and women cell of Nowboicha college celebrated "Silpi Divas" in knowarpur village. Villagers are asked about "Swachatta" health and sanitation and importance of socio-cultural activities among student.

    This programme was organized keeping in mind socio-cultural development of the people in the area. The programme will be able to bring awareness among the locality in their all round development and to preserve their social identity and unity.

7.3 Institutional Distinctiveness

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

"IF DAUGHTER EDUCATED IT IS EQUIVALENT TO AN EDUCATIONAL INSTITUTION"

Backward Area of Nowboicha Circle: Motivating Parents for encouraging their daughters to pursue primary to higher education.

It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas & poor background, but they are not poor in talent, knowledge and humility. Our college staff identifies their talent and encourage them as per our mission statement, 'our aim is to bring the girl students into the main stream of higher education'.

This institution was established on the year 1985. The main aim was to provide an opportunity to the rural students

of this area especially the rural girl students to pursue the higher education for their development and progress of the family. In accordance with mission statement HEI gives exposure to the girl students to get an opportunity to participate in every curricular, extracurricular and extension activities very actively. Through the NSS, NCC and EARN scheme the girl student get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness. Student welfare offers them the schemes to earn their own by participating in earn and learn scheme to fulfil the partial fees of the education and they can stand on their own independently.

The college organises the women empowerment programs for making them confident enough to struggle the battle of life. Various eminent woman personalities are being invited for the guidance on several issues. Special health related Seminars, work shop were organised and health check up camps has been organised to find out the health issues and provided them with Government and hospital help in the form of consultancy and expenditure. We constructed special girl students to facilitate them. With this effect many of them are selected in the Govt. job Department, Railway Department, Education Department & In Multi National Companies. We are very proud to say that our students that our girl student Miss Pronita Mili on NCC cadet of senior wing participated in the "Republic Day" programme at New Delhi and Prime Ministers Rally in Jan.2019, Many students selected in Army as a Soldier. Soldier is real hero of nation. Department of physical   Education had given them opportunity to actively participate in Kho Kho, Chess, Volley ball, Foot ball, Marathon, Wight lifting, shuttle badminton etc.

Cultural department provides them with an opportunity to participate in various cultural competitions of the university level, state level. The college always consider the dam affected background students as a central input and strength of the institution.

Additional Information:
 Our college provides an opportunity for the rural youth, especially for the economically underprivileged students from villages.
 Literacy rate is gradually improving in the various villages of Such as Ahumani, Rowdung Boirpathar, Borsala, Kolakhuwa, Rajali etc.

8. Future Plans of action for next academic year (500 words)

1. Upgradation of existing laboratories and purchase of equipments to promote student projects and research activities of faculty members.

2. Development of infrastructure facilities in the college office for the smooth conduct of official work.

3. Organization of workshop, seminar and job oriented programmes by the Information and Career Counselling Cell. The college plans to organize interactive session of final year students with skilled professionals and alumni.

4. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching – learning, research, extension related and co – and extra-curricular activities.

5. To make students computer literate.

6. To establish Legal Literacy Club.

7. To take steps for Internal Resource Generation.

8. To construct a Cycle Stand for students.

9. To arrange Community Service Programme.

10. To complete the ongoing construction of the Multi – gymnasium.

Name: Mr.Binay Kr Thakur   *Name: Dr. Dilip Hazarika*

Coordinator, IQAC   *Chairperson, IQAC*

Nowboicha College, Doolhat-787027   *Nowboicha College, Doolhat-787027*

Lakhimpur, (Assam)   *Lakhimpur, (Assam)*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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