

# Annual Quality Assurance Report (AQAR)

## Year 2012-13

### 1. Kindly provide the details of the institution

Name of the Institution:	N. N. SAIKIA COLLEGE
Year of Establishment of the Institution:	1959
Address Line 1:	P.O. TITABAR
Address Line 2:	Dist. JORHAT
City/Town:	TITABAR
State:	ASSAM
Postal Code:	785630
Email Address:	<a href="mailto:nnscollege@gmail.com">nnscollege@gmail.com</a>

### 2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	2003
Current Grade:	C++
CGPA:	67.25

**3. Institutional Status** **Non Autonomous, Affiliated**

### 4. Contact Person Details

Name of Head of Institution:	DR. LITTOOL BARUAH
Contact Phone:	03771-248446
Email:	<a href="mailto:litolbaruah@gmail.com">litolbaruah@gmail.com</a>
Website URL:	<a href="http://www.nnscollege.org">www.nnscollege.org</a>
Name of IQAC Coordinator:	DR. DEVAPROTIM HAZARIKA
Email:	dprotim@gmail.com

## SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

### 5. Number of academic programmes existing ( Enter a number 0 for nil)

Undergraduate (BA /B.Sc. / B.Com etc.)	2
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/Ph. D)	0
Certificate Programmes	0
Professional Programmes	0
(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/ Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	0
Any other programme offered (Specify)	0

### 6. Details on Programme Development (Enter a number 0 for nil)

New programmes added during the year	0
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations Implemented (Total)	0
Number of NAAC peer team recommendations Implemented	1
Number of UGC/any other expert committee Recommendations implemented	0
Number of review committee recommendation under Implementation	0
Number of NAAC peer team recommendations under implementation	3
Number of UGC/ any other expert committee recommendations under implementation	0

**7. Faculty Details (Enter a number 0 for nil)**

Total faculty strength required as per norms for all programmes	55
Total faculty on rolls	51
Faculty added during the year	1
Faculty positions vacant	4
Faculty left during the year	2
Total number of visiting faculty	0
Total number of guest faculty	0

**8. Qualification of Faculty**

Ph D and Above	19
M Phil	9
Masters	51
Any other (Specify)	0

**9. Faculty Qualification Improvement**

PhD awarded to existing faculty	2
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

**10. Administrative staff details (Enter a number; 0 for nil)**

Administrative staff (total sanction)	24
Administrative staff (Actual strength)	22
Added during the year of reporting	0
Left during the year	2
Number of posts vacant	4

**11. Technical Support Staff Detail (Enter a number; 0 for nil)**

Technical Support Staff (Total sanctioned strength)	0
Technical Support Staff (Actual strength)	0
Added during the year	0
Left during the year	0
Number of posts vacant	0

## SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

### 12. Establishment details

Year of establishment of IQAC: **27.12.2003**

### 13. Composition of IQAC (Enter a number 0 for nil)

Number of IQAC members	10
Number of Alumni in IQAC	0
Number of Students in IQAC	0
Number of Faculty in IQAC	7
Number of Administrative Staff in IQAC	0
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	2
Number of any other stakeholder and community representatives	0

### 14. IQAC Meetings

Number of IQAC meetings held during the year 1

### 15. Whether Calendar of activities of IQAC formulated for the academic year

**YES**

**16. IQAC Plans for Development (Enter a number 0 for nil)**

Number of academic programmes proposed	9
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	2
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	0
Number of student mentoring programmes proposed	0
Number of co curricular activities proposed	2
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	4
Any other programmes proposed (Specify)	0

**17. IQAC Plans for development & Implementation (Enter a number 0 for nil)**

Number of academic programmes implemented	7
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	2
Number of faculty competency and development Programmes implemented	1
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	0
Number of co curricular activities implemented	2
Number of inter departmental cooperative programs implemented	0
Number of community extension programmes implemented	4
Any other programmes suggested that are implemented (Specify)	0

**18. IQAC Seminars and Conferences (Enter a number 0 for nil)**

Number of seminars/conferences/ workshops organized by IQAC within the institution	0
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality attended	0
Number of events conducted with IQACs of other institutions as collaborative programmes	0

**19. Did IQAC receive any funding from UGC during the year?**

No

**20. If the response to Qn. 19 is Yes, please provide the amount received from UGC (Input 0 if NA/NIL)**

Amount received from UGC	0
Amount received from any other source including the college management	0

**21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)**

- Organisation of departmental seminar
- Enhancement of books in the library
- Enhance of Internet facility
- Submission of National Seminar Proposal to different funding agencies
- Submission of minor/ major research project to different funding agencies
- Remedial coaching for weak students
- Upgradation and modernisation of laboratories.

### SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

#### 22. Academic Programmes

Number of new academic programmes developed or designed by faculty	2
Number of faculty members involved in curriculum restructuring/revision/syllabus development	2
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	215
Average percentage of attendance of students	80
Percentage of classes engaged by guest faculty and temporary teachers	
Number of self financed programmes offered	0
Number of aided programmes offered	1
Number of programmes discontinued during the year	0

#### 23. Whether any systematic student feedback mechanism is in place?

Yes

#### 24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student feedback is taken	100
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#### 25. Is feedback for improvement provided to the faculty?

Yes

**26. Faculty Research, Projects, and Publication details for the year**

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	1
Number of research publications in peer reviewed journals	10
Number of research publications in international peer reviewed journals	5
Number of research publications in national peer reviewed journals	5
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer Reviewed journals	0
Average of impact factor of publications reported	Could not be ascertained
Number of books published	1
Number of edited books published	1
Number of books (single authored) published	0
Number of books (co authored) published	1
Numbers of conferences attended by faculty	46
Number of international conferences attended	8
Number of national conferences attended	23
Number of papers presented in conferences	31
Number of papers presented in international conferences	8



Number of papers presented in national conferences	23
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons international	0
Number of faculty acted as experts resource persons national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	2
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	0

## SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

### 27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	1260
Actual enrolment during the year	838
Student dropout percentage during the year	15
Success percentage in the final examination across the courses	60
Number of academic distinctions in the final examination and percentage	12, 3.6
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/SET	0
Number of students qualified GATE/ CAT/other examination (Specify)	0

### 28. Does student support mechanism exist for coaching for competitive examinations?

Yes

### 29. Student participation, if response is yes to Qn. 28

Number of students participated	100
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### 30. Does student counselling and guidance service exist ?

Yes

### 31. Student participation, if answer to Qn. 30 is yes

345

### 32. Career Guidance

Number of career guidance programmes organized	1
Percentage of students participated in career guidance programmes	76

**33. Is there provision for campus placement?**

No

**34. If yes to Qn. 32**

Number of students participated in campus selection programmes 0

Number of students selected for placement during the year 0

**35. Does gender sensitization program exist?**

Yes

**36. If Answer is Yes to Qn 35**

Number of programmes organized 2

**37. Student activities**

Number of students participated in external cultural events	18
Number of prizes won by students in external cultural events	1
Number of cultural events conducted by the institute for the students	1
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	0
Number of students participated in state level sports and games events	1
Number of students participated in university level sports and games events	38
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	0
Number of prizes won by students in state level sports and games events	1
Number of prizes won by students in university level sports and games events	5
Number of sports and games events conducted by the institute for the students	1

**38. Composition of students**

Percentage of Scheduled Caste	8.11
Percentage of Scheduled Tribe	25.65
Percentage of other backward communities	45.46
Percentage of women students	51.98
Percentage of physically challenged	0.12
Percentage of rural students	88.5
Percentage of urban students	11.5

**39. Scholarships and Financial Support**

Number of students availing financial support from the institution	33
Amount disbursed as financial support from the institution	35,300.00
Number of students awarded scholarship from the institution	47
Number of students received notable national/international achievements /recognition	1

**40. Student initiatives**

Number of community upliftment programmes initiated by students	1
Number of literary programmes initiated by students	0
Number of social action initiatives based on science / environment initiated by students	1
Number of student research initiatives	0

## **SECTION V**

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

**41. Whether perspective plan for overall developmental activities is created ?**

**Yes**

**42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored ?**

**Yes**

**43. Whether benchmarking is created for institutional quality management efforts?**

**Yes**

**44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format**

- Digital library
- Digital classroom and conference hall
- Introduce Vocational and Skill oriented course in college campus
- Introduce a training centre of rural women empowerment

**45. Is a Management Information System (MIS) in place?**

**Yes**

**46. If answer to question 45 is Yes, please provide details of MIS applied to**

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. Others

(enter the respective details corresponding to the serial numbers)

The institute has been developed a state of art electronic database system to restore the various data related to academic and administrative exercise specially grant received and their utilisation, student enrolment in various course on yearly basis and their biographical detail. Besides the database also display information related to university examination outcome, pass percentage, achievement and participation in various sports and cultural events, completed and ongoing research projects details, so that one can retrieve and access easily and maintain the paper free green academic as well as administrative environment.

**47. Existence of learning resource management**

e-database in library	No
ICT and smartclass room	No
e-learning sources (e-Books, e-Journals)	Yes
Production of teaching modules	No
Interactive learning facilities	Yes

**48. Internal resource mobilization : Kindly provide the amount contributed**

Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Well wishers	11,78,000.00

**49. Infrastructure and welfare spending: Please specify the amount**

Amount spent for infrastructure development	7,96,585.00
Amount spent for student welfare	35,300.00
Amount spent for staff welfare	0

**50. Is delegation of authority practiced**

Yes

**51. Does grievance redressal cell exist?**

Faculty	Yes
Students	Yes
Staff	Yes

**52. Grievances received from faculty and resolved ( Enter a number 0 for nil)**

Number of grievances received	5
Number of grievances resolved	4

**53. Number of grievances received from students and resolved ( Enter a number 0 for nil)**

Number of grievances received	5
Number of grievances resolved	4

**54. Number of grievances received from other staff members and resolved ( Enter a number 0 for nil)**

Number of grievances received	2
Number of grievances resolved	2

**55. Has the institution conducted any SWOT analysis during the year**  
**Yes**

**56. The SWOT analysis was done by internal or by external agency**  
**Internal**

**57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)**

- Almost 50% faculty members are MPhil and PhD holders.
- Every department has a common room and departmental library.
- A two storied women hostel with seat capacity of 40 is within the campus.

**58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)**

- Insufficient books, journals and magazines, poor and limited infrastructural facilities in the central library.
- Lack of ICT enables class rooms.
- Insufficient sports, games and cultural facilities.

**59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)**

- Creation of research environment in the college.
- Creating employability by conducting some coaching classes for competitive examination and spoken English course.

**60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)**

- Lack of Boys Hostel.
- Insecure campus due to lack of complete boundary wall.

**61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)**

- Students from this college are getting employment in different state, central and private sector services.
- Increased research initiatives by the faculty members.

**62. How do you perceive the role of NAAC in the quality development of your institution?**

**(Suggestions in bullet format to be given below)**

- Record keeping system in college has become systematic and modernized.
- Teaching, learning & research environment in college is improving.