



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NANDA NATH SAIKIA COLLEGE
Name of the head of the Institution		DR. LITOO BARUAH
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03771248446
Mobile no.		9435490134
Registered Email		nnscollege@gmail.com
Alternate Email		nforidnns@yahoo.com
Address		TITABAR, DISTRICT-JORHAT
City/Town		TITABAR
State/UT		Assam
Pincode		785630
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. NAZIM FORID ISLAM
Phone no/Alternate Phone no.	03771248446
Mobile no.	9854251461
Registered Email	nnscollege@gmail.com
Alternate Email	nforidnns@yahoo.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.nnsaikiacollege.org/images/AQAR_2017-2018.pdf">https://www.nnsaikiacollege.org/images/AQAR_2017-2018.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.nnsaikiacollege.org/images/Academic_Calendar_2018-2019.pdf">https://www.nnsaikiacollege.org/images/Academic_Calendar_2018-2019.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	67.25	2004	08-Jan-2004	07-Jan-2009
2	B	2.65	2015	15-Dec-2015	14-Nov-2020

<b>6. Date of Establishment of IQAC</b>	27-Dec-2003
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
One week Faculty	22-Jun-2019	60

Development Program on Use of ICT Tools for Classroom Teaching	6	
Organised Orientation Programme for B.A/B.Sc. First Semester students	24-Jun-2019 1	481
Organised Guardians meet	28-Jun-2019 1	118
One Day Seminar on Management Skill and Personality Development	06-Jul-2018 1	120
A Road Safety Programme	07-Feb-2019 1	300
<a href="#">View File</a>		

**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
Intitutional Biotech Hub	DBT Biotech Hub for NER	DBT	2003 5	4700000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

- Contributed towards preparation of academic calendar before the commencement of new academic session to ensure effective implementation of the curriculum. • Increased use of ICTbased teachinglearning. • Steps taken for upgradation of drinking water, medical firstaid, sports and gymnasium facilities. • Contributed towards installation of Incinerators at Girls Hostel and Girls common room. •

Initiative taken for ecofriendly and Swachhta Campus.

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

Plan of Action	Achivements/Outcomes
Promoting teaching excellence	Faculty members were encouraged for ICT based teaching learning processes , Regular counselling with students were undertaken, . Study materials were supplied to students, . Extra classes were conducted for slow learners, . Students were encouraged to participate in seminars, group discussions etc., . Faculty members were encouraged to maintain teachers diary
Preparation of academic calendar	Academic calendar has been prepared before the commencement of new academic session to ensure effective implementation of the curriculum
Sensitizing/ Promoting research climate in the Institution	Institutional Biotech Hub is under continuation which facilitates in house research for teachers and students, . Journals of high quality were identified and suggested to faculties for publication, . 8 International, 3 National research papers in reputed Journals, 1 books and 12 chapters in edited books were published during the period
Encouraging students to excel in various sports and cultural events	5 nos. of students won medal/ awards in various university/ state//national level sports and cultural events.
Uploading of college data on institutional website	Uploading of data pertaining to NAAC is initiated under the heading "NAAC Reports".
Transparency in the Admission Process	Online issue and submission of admissions forms have been started
Scrutiny and forwarding of pending applications of full time teachers for promotion under Career Advancement Scheme	Applications of seven full time teachers were scrutinized and forwarded to the competent authority
To strengthen role of alumni	Online membership registration process initiated
Environment friendly campus	Initiatives taken for maintenance of clean and green environment in the campus

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>IQAC EXECUTIVE COMMITTEE</td> <td>21-Dec-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC EXECUTIVE COMMITTEE	21-Dec-2019
Name of Statutory Body	Meeting Date				
IQAC EXECUTIVE COMMITTEE	21-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	27-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> <li>• Online issue of prospectus and issue and submission of admission forms.</li> <li>• Database on students' enrolment based on category (General/SC/ST/OBC), gender and roll numbers.</li> <li>• Records of fees received under different categories like tuition fees, examination fees etc.</li> <li>• Library informations are covered by separate module. For library operation SOUL 2.0 is used.</li> </ul>				

## 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

- Each faculty member submits a syllabus plan at the beginning of the semester to the Head of the Department. As the college follows the syllabus of Dibrugarh University, there is no scope for revision/ update of regulation or syllabi.
- An academic calendar is prepared in advance and published in the college prospectus. It is uploaded on our website.
- The progress of the students is monitored through regular tests, seminar presentations, group discussions and semester end exams.
- The principal conducts a meeting with all faculty members at the beginning and end of every semester. Time tables are prepared well in advance and made available before the commencement of each semester.
- Remedial classes and tutorials are conducted for the weaker students.
- Field visits and educational excursions are also carried out from time to time to acquaint the students in their respective discipline.
- The students are encouraged to participate in departmental seminars and to deliver speech on the topic of their choice. Besides, the students are encouraged to carry out short term

projects based on curriculum. • Head of the Department monitors and ensures the timely completion of syllabus before completion of each semester. • Through the Suggestion/ Grievance Box the Principal is informed if things are not going well with the students. • The learning process gets enhanced through the use of the ICT and by giving students extra resources and study materials. • The central library as well as departmental library serves as an added advantage to student community in terms of issue and consultation of books and other study materials.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ASSAMESE	10/06/2019
BA	ECONOMICS	10/06/2019
BA	EDUCATION	10/06/2019
BA	ENGLISH	10/06/2019
BA	GEOGRAPHY	10/06/2019
BA	HISTORY	10/06/2019
BA	POLITICAL SCIENCE	10/06/2019
BSc	BOTANY	10/06/2019
BSc	CHEMISTRY	10/06/2019
BSc	MATHEMATICS	10/06/2019
BSc	PHYSICS	10/06/2019
BSc	ZOOLOGY	10/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

**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
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	BOTANY	14
BSc	BOTANY	12
BSc	ZOOLOGY	19
BA	GEOGRAPHY	18
BA	GEOGRAPHY	25
BA	ECONOMICS	10
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The institution collects feedback from different stakeholders such as students, alumni and parents. After collecting and assessing the feedback from the various stakeholders, the areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. The valuable suggestions given were considered and necessary actions were executed.</p> <p>1. Students feedback and action taken report Feedback is received from students on varied aspects of the college. The feedback format consists of three sections. Section A includes rating elements for teachers, like planning and preparation, teacher-student relationship, instructional presentation, professionalism, and achievement/Outcome. Section B includes questions pertaining to course and Section C includes questions pertaining to college facilities like library, computer and internet, sports, health care, electricity, canteen and recreational facilities. The feedback response is based on a 5-point rating scale. The Scheme for the response scale is as follows: A Very good: B Good: C Satisfactory: D Poor: E Very Poor (where A5, B4, C3, D2, E1). The Average and percentage of various rating elements are calculated.</p> <p>2. Parents feedback and action taken report Feedback is collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each department of the college. Suggestions given by the guardians are taken into account for future development.</p> <p>3. Alumni feedback and action taken report The college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. Alumni surveys are conducted during alumni interaction at the alumni meeting held by different departments every year. The alumni appreciated the existing pattern of education and suggested for skill-based and interdisciplinary courses. Whenever any alumnus visits the college, feedback is taken. Further, college website invites alumni for online registration.</p>

### CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ASSAMESE	60	64	60
BA	ECONOMICS	40	37	23
BA	EDUCATION	60	62	60
BA	ENGLISH	50	46	34
BA	GEOGRAPHY	40	50	40
BA	HISTORY	40	46	40
BA	POLITICAL SCIENCE	60	65	60
BSc	BOTANY	40	44	40
BSc	CHEMISTRY	40	40	36
BSc	MATHEMATICS	40	40	28
BSc	PHYSICS	40	45	20
BSc	ZOOLOGY	40	43	40
PGDCA	PGDCA	30	31	30

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1009	0	45	0	0

## 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
45	9	10	10	0	0

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

Student Mentoring System N. N. Saikia College, Titabar The Mentor Mentee system is being practiced in the college since 2017 to understand the individual students and to bring out better academic outcomes. Mentoring is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Students of a department are divided into groups of 25 to 30 students, and each group is having a full time teacher as their Mentor. The Mentors are assigned by Head of the Departments at the beginning of the academic session. The Mentors are entrusted with the task of monitoring the overall



progress of the students including their grievances if any. The Mentor meets the students either individually or in groups All Mentors keeps a detail data about their students in "Student Mentoring Performa" which records the details of mentoring done by the Mentor. These performa are periodically evaluated by the academic Vice Principals and Principal of our college. The mentoring programme is monitored by a committee consisting of the Principal, Vice Principal and IQAC team. Studentmentorship has the following aims: • To keep a record of class attendance of students • To keep a record of their classperformance and academic progress • To identify the slow learners and to take measures for their academic progress • To enhance teacherstudent contact hours • To encourage students to participate in cocurricular and extracurricular activities • To identify and understand their educational and socioeconomic status • To boost their inclusiveness and social responsibility • To acquaint the students with the facilities available in the institute • To offer guidance and counselling to the students and mitigate their grievances.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1009	45	1 : 22.4

## 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
55	45	10	0	25

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	SNIGDHA RANI RABHA	Assistant Professor	Ph.D
2019	BORNAL SAIKIA	Assistant Professor	Ph.D
2019	NIRMAL JYOTI KONWAR	Assistant Professor	Ph.D

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ASSAMESE	VI	24/05/2019	16/07/2019
BA	ECONOMICS	VI	24/05/2019	16/07/2019
BA	EDUCATION	VI	24/05/2019	16/07/2019
BA	ENGLISH	VI	22/05/2019	16/07/2019
BA	GEOGRAPHY	VI	24/05/2019	16/07/2019
BA	HISTORY	VI	24/05/2019	16/07/2019
BA	POLITICAL SCIENCE	VI	24/05/2019	16/07/2019
BSc	BOTANY	VI	17/05/2019	16/07/2019
BSc	CHEMISTRY	VI	21/05/2019	16/07/2019

BSc	MATHEMATICS	VI	21/05/2019	16/07/2019
BSc	PHYSICS	VI	21/05/2019	16/07/2019
BSc	ZOOLOGY	VI	17/05/2019	16/07/2019
PGDCA	PGDCA	II	06/11/2018	22/02/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the entire process of examination and evaluation process is governed by the affiliating university, there is very little scope for any Examination / Evaluation reforms by the college. However, the institution holds continuous evaluation to analyze the academic progress of the student's like • Evaluations of students are carried out through continuous assessment (internal) and through end semester examinations (external). • Through periodical tests, seminars, assignments, projects etc. • Through supply of study materials, notes, photocopy of past question papers etc.

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

The college functions in accordance with the Dibrugarh University Academic calendar with some modifications as per the needs of the college. Academic calendar of the college is prepared at the beginning of the academic session. The academic calendar is strictly followed as per the University guidelines except for some unavoidable circumstances. The academic calendar provides the tentative schedule of date of admission, commencement of classes, examinations, seminars, field works, internal assessment, annual sports, freshmen social, holidays and other important academic matters for odd and even semesters respectively. As per the calendar and notifications given by the University from time to time, college notifies to the students for internal assessment, examination registration, and regarding other academic matters.

### 2.6 – Student Performance and Learning Outcomes

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

<https://www.nnsaikiacollege.org/index.php/programme-outcome>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ASMM	BA	ASSAMESE	28	20	71.4
ECOM	BA	ECONOMICS	13	11	84.6
EDNM	BA	EDUCATION	22	20	90.9
ENGM	BA	ENGLISH	19	17	89.4
GGM	BA	GEOGRAPHY	23	22	95.6
HISM	BA	HISTORY	24	20	83.3
PSCM	BA	POLITICAL SCIENCE	22	16	72.7
BOTM	BSc	BOTANY	17	13	76.4

CHEM	BSc	CHEMISTRY	19	12	63.1
MATM	BSc	MATHEMATICS	11	1	9.0
PHYM	BSc	PHYSICS	22	9	40.9
ZOOM	BSc	ZOOLOGY	16	7	43.7
B.A. GENERAL	BA	B.A. GENERAL	52	38	73.0
B.Sc. GENERAL	BSc	B.Sc. GENERAL	3	2	66.6

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## 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)

[Survey not yet started https://nnsaikiacollege.org/index.php/student-satisfaction-survey](https://nnsaikiacollege.org/index.php/student-satisfaction-survey)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	2190	DBT	47.46	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
OneWeek Faculty Development Programme on Use of ICT Tools for Classroom Teaching, organised by Electronics and ICT Academy, IIT Guwahati in association with N.N. Saikia College from 2227 April 2019	N.N. Saikia College	22/04/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
PLANTMICROBES ASSISTED AND BIOCHAR AMENDMENT SUSTAINABLE METHODS FOR STABILIZATION OF POLYAROMATIC HYDROCARBON AND HEAVY METALS	1)Hemen Sarma 2)Nazim Forid Islam 3)Aniruddha Sarma 4)M.N.V.Prasad	Office of the Controller General of Patents, Designs Trade Marks, Govt. of India	08/11/2019	Patent (Number A01B49/06)

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	4	3.25
International	Chemistry	1	2.5
National	History	1	0
National	Zoology	1	0

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

Department	Number of Publication
Assamese	10
Botany	3
Education	1
History	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Bacteria enhanced lignocellulosic activated carbon for biofiltration of	Hemen Sarma, WenYeeLee	Environmental Science and Pollution Research	2018	2	N.N. Saikia College	2

bisphenols in water.						
Biodegradation of bisphenol A by bacterial consortia isolated directly from river sediments.	Hemen Sarma, Amy R. Nava, Angela M. Encerrado Manriquez, Delfina C. Dominguez, WenYee Lee	Environmental Technology Innovation	2019	2	N.N. Saikia College	2
Mechanistic understanding and future prospect of microbe enhanced phyto remediation of polycyclic aromatic hydrocarbons in soil.	Hemen Sarma, A.R. Nava, M.N.V. Prasad	Environmental Technology Innovation	2019	4	N.N. Saikia College	4
Plant microbe assisted and biochar amended remediation of heavy metals and polyaromatic compounds a micro somic study.	Hemen Sarma, S. Sonowal, M.N.V. Prasad	Ecotoxicology and Environmental Safety	2019	1	N.N. Saikia College	1
Designing Microencapsulation based self healing Methylmethacrylate Glycidyl Methacrylate Copolymer.	Junali Handique, Bhaskar Jyoti Saikia, Swapan Kumar Dolui	Functional Polymer	2019	0	Tezpur University	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Plantmicro be assisted and biochar amended re mediation of heavy metals and polyaromat ic compoundsa microsomic study.	Hemen Sarma, S. Sonowal, M.N.V. Prasad	Ecotoxicol ogy and En vironmenta l Safety,	2019	1	1	N.N. Saikia College
Biodegrada tion of bisphenol A by bacterial consortia isolated directly from river sediments.	Hemen Sarma, Amy R. Nava, Angela M. Encerrado Manriquez, Delfina C. Dominguez, WenYee Lee	Environmen tal Technology Innovation	2019	1	2	N.N. Saikia College
Mechanisti c understa nding and future prospect of microbe enhanced p hytoremedi ation of polycyclic aromatic h ydrocarbon s in soil.	Hemen Sarma, A.R. Nava, M.N.V. Prasad	Environmen tal Technology Innovation	2019	3	4	N.N. Saikia College
Bacteria enhanced l ignocellul osic activated carbon for biofiltrat ion of bisphenols in water.	Hemen Sarma, WenYeeLee	Environmen tal Science and Pollution Research	2018	1	2	N.N. Saikia College
Designing Microencap sulation based self healing Me thylmethac rylateGlyc idyl Metha crylate	Junali Handique, Bhaskar Jyoti Saikia, Swapan Kumar Dolui	Functional Polymer	2019	0	0	Tezpur University

Coploymer.					
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	0	1
Presented papers	2	9	0	0
Resource persons	0	1	0	1
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachhta Pakhwada (1st to 15th August, 2018)	NSS	4	100
Swachh Bharat Summer Internship Programme (1st June to 30th July 2018)	NSS	2	60
Programme on Orchid Plantation (4th July 2018)	Department of Zoology	4	30
Swachhta Hi Sewa (15th September 2018)	NSS	2	70
International Women's Day (8th March 2019)	Sampriti Women's Cell of N.N. Saikia college teachers unit	24	40
World Environment Day (5th June 2019)	NSS	19	63
Special Camp on Disaster management (11th to 17th March 2019)	NSS	39	114
International Yoga Day (21st June 2019)	NSS	2	70
Awareness programme on Common Health problems of Women and its remedies(11th November 2018)	Sampriti Women's Cell of N.N. Saikia college teachers unit	33	26

Seminar on Environmental Awareness on Air pollution (2nd April 2019)	Department of Geography	4	30
Awareness programme on Plastic Pollution (4th April 2019)	Department of Zoology	4	40
Workshop on "Bioinformatics and its Application" (6th to 9th March 2019)	IBTHub	1	30
Seminar on Butterfly Conservation (16th November 2018)	IBTHub	2	35
Workshop on Biotechnology and its application (28th February 2019)	IBTHub	2	180
Application of Biotechnology in Agriculture (20th March 2019)	IBTHub	2	80
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
17th Miss Assam 2019 (Beauty Pageant)	1st Runner Up	Saundarjya	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Summer Internship Programme (1st June to 30th July 2018)	MHRD	Summer Internship Camp	2	60
PRERDCICUM CATC (9th to 18th December 2018)	1 Assam BN NCC, Guwahati	NCCNCC	1	1



PRERDCIICUM CATC (19th to 28th December 2018)	1 Assam BN NCC, Guwahati	NCC	1	1
DeKitting cum CATCII	30 Assam Engr Coy NCC, Guwahati	NCC	1	1
<a href="#">View File</a>				

### 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
00	00	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
University of Science Technology	08/05/2019	Recognition as Ph.D guide	1
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4500000	3300000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0.14	2014

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23801	3783687	1048	100124	24849	3883811
Reference Books	2221	643320	0	0	2221	643320
Journals	13	94317	0	0	13	94317
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	78	0	1	4	38	8	12	100	9
Added	0	0	0	0	0	0	0	0	0
Total	78	0	1	4	38	8	12	100	9

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

100 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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
3250000	3107748	4300000	3172565

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)

Procedures and policies for maintaining and utilizing physical, academic support facilities laboratory, library, sports complex, computers, classrooms etc. The college has robust mechanism for maintenance and utilization of physical, academic and support facilities. There is a systematic procedure for the purchase of equipments and maintenance of infrastructural facilities. The management expedites it through periodical meetings with various committees, Staff and HoDs. The departments and office keeps a record for the available and newly purchased items. The departments submits proposal of the requirements to the college office and it is approved by the principal and governing bodies of the college, followed by invitation of quotations. The same process is done for repair or repurchases. Housekeeping staffs were assigned for regular cleaning of classrooms, staff common rooms, seminar halls, laboratories and college gardens. The Nature club periodically monitors the green cover and overall hygiene and cleanliness of the campus. The college is equipped with CCTV cameras, solar lights, fire extinguishers' etc., for the safety and security of the campus. For uninterrupted power supply online UPS, generators and solar power is provided. There is separate lounge for pure drinking water and overhead tanks are cleaned periodically by assigned nonteaching staffs. Civil works like carpentry, masonry, plumbing and electrical maintenance and repair work is done through contract workers. The requirements of repairs and maintenance work are periodically submitted by the stakeholders to the Principal, which are collectively processed at the end of every semester.

**Laboratory** The laboratories are maintained by laboratory bearers of respective departments supervised by HODs. Annual maintenance work of lab equipments carried out by the service providers and suppliers, and supervised by HODs and management.

**Library** Library committee monitors the overall activities of the central library. The departmental library is monitored by HODs of concerned departments. The requirement of books and other infrastructural facilities are submitted periodically to the Principal for its approval. At the beginning of each session, students are counseled about the library rules and regulations.

**Sports** The College has a teacher incharge to monitor the sports activities. The incharge facilitates the required sports equipments in coordination with management of the college. A separate stock register is maintained to keep an account of the sport equipments. The outdoor sports infrastructures are maintained by assigned nonteaching staffs and synthetic volleyball cum badminton court by the supplier concerned.

**Computers** The College has adequate number of computers and other accessories in the computer centre, departments, office and library. The purchase and maintenance are monitored by the administration and repair works are carried out through assigned assigned service provider farms and suppliers. The online UPS, generators, internet connectivity and biometric services are maintained by the administration through external service providers. Classrooms and seminar hall

The classrooms and seminar hall are maintained by the assigned nonteaching staff. The requirements for any classroom furniture's, blackboards etc. are monitored by the administration. The smart class rooms and digital boards are maintained through assigned service providers and suppliers. Students are sensitized at the commencement of semester

<https://www.nnsaikiacollege.org/index.php/policies>

## **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 AID FUND	14	59200

<b>Financial Support from Other Sources</b>			
a) National	ISHAN UDAY	34	183600
b) International	0	0	0
<a href="#">View File</a>			

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.,

<b>Name of the capability enhancement scheme</b>	<b>Date of implementation</b>	<b>Number of students enrolled</b>	<b>Agencies involved</b>
Mentoring	01/08/2018	481	Departments
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

<b>Total grievances received</b>	<b>Number of grievances redressed</b>	<b>Avg. number of days for grievance redressal</b>
1	1	6

## 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
00	0	0	00	0	0
<a href="#">No file uploaded.</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.A.	EDUCATION	DIBRUGARH UNIVERSITY	M.A. EDUCATION
2019	2	B.A.	EDUCATION	DIBRUGARH UNIVERSITY	P.G.D.C.A
2019	1	B.A.	EDUCATION	WOMENS UNIVERSITY	M.A. EDUCATION

2019	1	B.A.	EDUCATION	JORHAT LAW COLLEGE	L.L.B
2019	2	B.Sc.	BOTANY	DIBRUGARH UNIVERSITY	M.Sc. LIFE SCIENCE
2019	1	B.Sc.	BOTANY	GUJARAT FORENSIC SCIENCE UNIVERSITY	M.Sc. FORENSIC SCIENCE
2019	1	B.Sc.	BOTANY	ASSAM UNIVERSITY	M.Sc. MICROBIOLOGY
2019	1	B.Sc.	BOTANY	PRINCE OF WALES	ITI
2019	1	B.Sc.	BOTANY	TEZPUR UNIVERSITY	B.Ed.
2018	2	B.Sc.	ZOOLOGY	ASSAM UNIVERSITY	M.Sc. ZOOLOGY
2018	1	B.Sc.	ZOOLOGY	DIBRUGARH UNIVERSITY	M.B.A.
2018	1	B.Sc.	ZOOLOGY	DON BOSCO UNIVERSITY	M.Sc. ZOOLOGY
2019	2	B.Sc.	ZOOLOGY	ASSAM UNIVERSITY	M.Sc LIFE SCIENCE
2019	1	B.A.	ECONOMICSS	DIBRUGARH UNIVERSITY	M.A. ECONOMICS
2018	1	B.Sc.	CHEMISTRY	ASSAM UNIVERSITY	M.Sc. CHEMISTRY
2019	2	B.Sc.	CHEMISTRY	ASSAM UNIVERSITY	M.Sc. CHEMISTRY
2019	1	B.Sc.	CHEMISTRY	DIBRUGARH UNIVERSITY	M.Sc. CHEMISTRY
2019	1	B.Sc.	CHEMISTRY	PRINCE OF WALES	ITI
2019	2	B.A.	HISTORY	DIBRUGARH UNIVERSITY	M.A. HISTORY
2019	2	B.A.	ASSAMESE	DIBRUGARH UNIVERSITY	M.A. ASSAMESE
2019	1	B.A.	ASSAMESE	J.B. COLLEGE	M.A. ASSAMESE
2018	1	B.A.	ENGLISH	ARUNACHAL UNIVERSITY	M.A. ENGLISH
2018	1	B.A.	ENGLISH	GUWAHATI LAW COLLEGE	L.L.B
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	

No file uploaded.

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

Activity	Level	Number of Participants
College Week	Under Graduate	650
District level Classical Dance Competition	Under Graduate	27
District level Science Model Competition	Higher Secondary Under Graduate	48
All Assam Inter College Quiz Competition	Higher Secondary Under Graduate	48
All Assam Essay Competition	Under Graduate	120

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### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	3rd in 45 kg women kumite competition	International	1	0	SID#7011	Philiman Manki

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

Student council of the college is represented by the class representatives from each semester in both arts and science stream. The student council plays a vital role in the administrative and academic activities. They play an important role in both academic and administrative matters. They coordinates different Cocurricular and Extracurricular activities in association with faculty members. The organizes important events of the college like Birth/Death Anniversaries of important leaders, International Women’s Day, International Yoga Day, Sports Day, Nonviolence Day, Teachers Day, World AIDS Day and various extension activities of the college . They also organize college week, freshman social and farewell and other activities. Besides the students actively participates in the events/ programmes organize by the college committees and cells viz., Grievances Redressal Cell, Committee for resolving issues pertaining to Sexual Harassment, NCC, NSS Unit, Cultural Committee, sports committee, Natures club and Debate club.

### 5.4 – Alumni Engagement

#### 5.4.1 – Whether the institution has registered Alumni Association?

No

#### 5.4.2 – No. of enrolled Alumni:

970

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

46000

5.4.4 – Meetings/activities organized by Alumni Association :

3

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The college has mechanism for decentralization and participative management and for providing operational autonomy. 1. The college has different statutory committees and cells for coordination of different academic and administrative activities and to fulfill the vision and mission of the institute. Moreover, while organizing public events additional subcommittees are constituted for various functionalities to work towards the successful completion of events. The committees and sub committees are represented by all the stakeholders like parents, students, alumni, teaching and nonteaching staffs, local industrialist, eminent social workers and donor members. They are invited to the meetings for taking various decisions and resolutions. Each committee is governed by a coordinator or a convenor to monitor all the activities of a given committee. The committees are encouraged by Principal of the college to perform their activities and show their abilities. The college has Governing bodies for policy making and in implementing various decision and suggestion given by different committees. Governing body also have active representation from different stakeholders taking initiatives of matters pertaining to college. Principal being the Secretary of the Governing body communicates these decision through staff meetings, meeting with the Head of the Departments and through general meetings. 2. Students' bodies are encouraged to participate in various academic, cocurricular and extracurricular activities. The students have their class representative to look after the various academic matters. They have active representation in different committees like cultural, sports, alumni, IQAC, college development committee, nature's club, debate club, committee for resolving issues pertaining to sexual harassment, extension activity and in students grievance and redressal cell. Besides they represent NCC and NSS of the college.

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

Partial

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission of students is made as per merit. Reservation of seats according to government norms are followed during students' admission. Online issue and submission of admission forms have been initiated. Record of admission are maintained through database.
Curriculum Development	Being affiliated to the Dibrugarh University, the college follows the syllabus set by the University. In each department the course units are



assigned to faculty members by respective Head of the Department at the beginning of the session. To monitor the academic progress of each semester every departments conducts departmental meeting. Apart from the conventional teaching methods, teaching aids including charts, maps, models, projectors, power point presentation and other tools are also used for effective implementation of the curriculum. Workshop and seminars are conducted at regular intervals for the benefits of the students based on course curriculum.

Teaching and Learning

- Enrichment of library with new books, elibrary facility, INFLIBNET facility etc.
- Use of ICT based class rooms by the faculty members.
- Students' performance is also assessed by conducting continuous assessment tests, assignments, projects etc.
- Updating faculty members through participation in Refresher and Orientation course from time to time.
- Faculties were also encouraged to involve themselves in updating their knowledge through active participation in seminar and workshop and other knowledge building platforms.
- Mandatory Project works, group discussion and seminar presentation by students
- Educational tour and industrial visit by students.
- Organizing special lectures by inviting eminent academicians and scientists.

Examination and Evaluation

There are two parts of evaluation InSemester and EndSemester. InSemester consists of two sessional examination, seminar/ group discussion and attendance. The InSemester evaluation process is done by the individual departments. The Endsemester evaluation is controlled and conducted by the Dibrugarh University. Besides, their regular class tests are conducted to access the performance of the students.

Research and Development

To promote research activities the college has constituted a research committee comprising of a few experienced faculty members who have exposure to research. The committee conducts training programme on preparation of research project proposal and research report. The committee also gather information regarding various funding agencies



communicates the same to the faculty members. The award of major and minor research projects to faculty and collaborations between faculties of different departments underscore the growing importance given to research in the College. Some departments encourage undergraduate research in various ways -by way of projects, seminar papers and assignments. Faculties were encouraged to publish their scientific findings in research journals of national and international repute.

Library, ICT and Physical Infrastructure / Instrumentation

Library: Well equipped central library for both students and faculty are available. Online resource like INFLIBNET is also available. Internet service, printing and photocopy facility is also available for faculty and students. Separate sections for text books, reference books, journals and magazines, back volume repository, etc. were maintained. Beside this, each department maintains and runs a departmental library. ICT: The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The institution deploys and employs ICTs for a range of activities. In keeping with rapid advancements in technology, and for students to benefit from stateoftheart equipment, the College has set up four SMART Boards in selected classrooms located in different buildings on campus. Additionally, every department has been provided with a desktop. Departments having practical class have overhead projector. A computer lab provides opportunities for handson training.

Physical

Infrastructure/Instrumentation: One auditorium, one seminar hall, 20 classrooms (four class rooms equipped with SMART Boards), buildings to house administrative offices, staff rooms, well equipped laboratories, library, students' common room (one each for boys and girls), games field, canteen, parking area for students and staff are provided. In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus. Biometric attendance for faculty and staff has

	<p>been implemented. Fire extinguishers have been installed on campus at vital location. The last reaccreditation cycle foregrounded the need for the College to respond to the growing importance of developing a vibrant research culture on campus. As a first initiative to enhance infrastructure to facilitate research and enrich the teachinglearning process, the biotech hub was set up with sophisticated equipment.</p>
Human Resource Management	<p>The institution adopts a participatory and all encouraging strategy in respect of its human resource management. In all the vital decision making process the institutions involves its human resource, which is the faculty members and staff and seeks their suggestions and position on the vital issues. So far governance and leadership are concerned a decentralised strategy particularly in the area of academic issues is preferred. The various committees, subcommittee, clubs, examination committees include the commitment of the institute towards participatory strategy for academic achievement and human resource management.</p>
Industry Interaction / Collaboration	<p>Chemistry, Physics, Geography Economics Department carry out Industrial Visits as a part of the curriculum</p>

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

E-governance area	Details
Administration	<p>College Management Information System is partially operational. The modules implemented under Management Information System (MIS) are: Employees salaries, students' admission, scholarships, employee information's, students' information, library works and various processes pertaining to examinations. Computerized maintenance of data is done using EIMS software. College website is updated from time to time with all the ongoing and forthcoming events. The college has a biometric system for attendance of teaching and nonteaching staff.</p>
Finance and Accounts	<p>Receipt of admission and examination fees is done using EIMS software. Salary bills are submitted to the treasury through PFMS software. Etender is notified as per the government</p>

	guidelines for purchase of items. Payment for the work orders is done through PFMS according to government guidelines
Student Admission and Support	College has initiated online issue and submission of admission forms. Students' scholarship are processed online through respective government portals.
Examination	Submissions of Insemester marks, students' registration, examination form fillup, issue of examination admit cards are carried out through Dibrugarh University online portal.

### 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
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	OneWeek Faculty Development Programme on Use of ICT Tools for Classroom Teaching		22/04/2019	27/04/2019	60	0
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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	From Date	To date	Duration
OneWeek Faculty Development Programme on	17	22/04/2019	27/04/2019	6

Use of ICT Tools for Classroom Teaching organised by EICT Academy IIT Guwahati in association with N.N. Saikia College				
UGC sponsored Short Term Course on Value Education, organised by Gauhati University	2	29/10/2018	04/11/2018	7
Faculty Development Programme on Behavioural Remodelling and use of ICT tools for classroom delivery of teachers organised by EICT Academy IIT Guwahati in association with Furkating College	2	22/10/2018	31/10/2018	10
Refresher Course in Disaster Management, organised by NEHU University	1	12/11/2018	02/12/2018	21
OneWeek Faculty Development Programme on Use of ICT Tools for Classroom Teaching organised by EICT Academy IIT Guwahati in association with K.C. Das Commerce College	1	29/10/2018	04/11/2018	6
Induction Training of Faculty,	3	11/06/2019	10/07/2019	30

organised by Tezpur University				
107th Orientation Course, organised by University of Hyderabad	1	27/06/2019	17/07/2019	21
UGC sponsored Orientation Programme, organised by University of Lucknow	1	22/10/2018	20/12/2018	28
UGC sponsored Orientation Programme, organised by Jaeaharlal Nehru University	1	08/10/2018	02/11/2018	26
UGC sponsored Orientation Programme, organised by Jaeaharlal Nehru University	1	04/07/2018	24/07/2018	21
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Cooperative society	Cooperative society	GIS, Student Aid Fund, Merit Scholarship, Prize for the best Arts and Science graduates

**6.4 – Financial Management and Resource Mobilization**

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

The college has a transparent mechanism for internal and external audit. The college administration maintains all the financial data as per the standard procedures. At the end of financial year the internal auditors do internal audit verifying the receipts, vouchers, ledger etc. and the external audit is done by authorized Govt. auditors. All the income and expenditure passes through continuous internal checks. All the major financial transactions are done through bank thus further ensures an internal check. Internal audit of the college accounts is undertaken on various financial heads. Internal audit

reports are verified by the college Governing Body (GB).

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

142653

### 6.5 – Internal Quality Assurance System

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

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

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

The college organises parentsteachers meeting annually. Besides, in each semester each department separately organise parentteacher meet and discusses the problems/ success of each students with the parents. Positive recommendations and suggestions are welcomed and necessary actions are taken as and when demand required. Parents are cordially invited to different functions of the college. They are encouraged to associate themselves with the development social activities of the college

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

1. The needs of support staff are discussed in staff meeting and college authority takes appropriate steps to mitigate the same 2. The casual and temporary staffs are given hands on training on computer by senior staffs and teachers from time to time 3. The support staffs were given free medicines at first aid centre when required

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

1. Setting up of a Medical First Aid Centre within the college campus to meet the inhouse medical emergencies. 2. Initiation of online issue and submission of student admission forms and prospectus 3. Mentoring system and implementation of teachers class diaries

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
------	------------------------------------	-------------------------	---------------	-------------	------------------------

2018	Organised Worlds AIDS Day in collaboration with NSS	01/12/2018	01/12/2018	01/12/2018	78
2019	Programm on road safety and quiz competition in collaboraton with Diamond Jubilee celebration committee	07/02/2019	07/02/2019	07/02/2019	48
2019	All Assam intercollege quiz competition	22/06/2019	22/06/2019	22/06/2019	48
2019	Organised workshop on Application of Biotechnology in Agriculture in collaboration with IBTHub	20/03/2019	20/03/2019	20/03/2019	80

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sexual Harassment Awareness programme for male and female stodents of NNS college	27/06/2019	27/06/2019	73	48

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

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

- As energy conservation measure, Solar panels have been installation in the campus with 25 KW capacities.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	11/12/2018	1	1	Common health problems of women and its remedies	59
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Hand book of duties, code of conduct and professional ethics	29/06/2019	Hand book of duties, code of conduct and professional ethics was published on 29th June 2019. The book contains the detail guidelines pertaining to duties, code of conduct and professional ethics for all the stakeholders' viz., Governing body of the college, Principal, Teachers, Librarian, Internal Quality Assurance Cell, Nonteaching staff, different committees and cells of the college and students. It was circulated via IQAC whatsapp group and



through institutional website.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Womens Day was celebrated by "Sampriti Women's Cell" of the college involving the neighboring villagers.	08/03/2019	08/03/2019	137
No file uploaded.			

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

- More plantation work has been undertaken in the college campus.
- Installed incinerators for sanitary napkins
- As energy conservation measure, Solar panels have been installed in the campus with 25 KW capacities.
- Pavement were constructed
- Steps taken to make campus tobacco free

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**INSTITUTIONAL BEST PRACTICES: Best Practices I:**

**1. Title of the Practice: MENTORING SYSTEM**

**2. Objective: The objective of Mentoring is:**

- To achieve the vision of the institution viz., to enrich knowledge, skill and personality of students for their life time success.
- To keep a record of students academic and overall progress.
- To enhance teacherstudent contact hours
- To encourage students to participate in cocurricular and extracurricular activities
- To establish the mentor as a role model and to encourage students to participate in cocurricular and extracurricular activities.
- To identify and understand the educational and socioeconomic status of students.
- To boost their inclusiveness and social responsibility
- To acquaint the students with the facilities available in the institute
- To identify the slow learners and to take measures for their academic progress
- To identify the slow learners and to take measures for their academic progress
- To offer guidance and counselling to the students and mitigate their grievances.

**3. The context:**

Nanda Nath Saikia College is committed to the educational upliftment of the students in particular and people in general of this vast Titabar locality that is mostly rural and agrarian based, as well as remote from the modern facilities of the big towns and cities. Most of the students who are admitted in this college are first generation learners. Hence, implementations of mentoring system become imperative for better academic outcomes.

**4. The Practice:** The Mentor Mentee system is being practiced to understand the individual students and to bring out better academic outcomes. Mentoring is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Students of a department are divided into groups of 25 to 30 students, and each group is having a full time teacher as their Mentor. The Mentors are assigned by Head of the Departments at the beginning of the academic session. The Mentors are entrusted with the task of monitoring the overall progress of the students including their grievances if any. The Mentor meets the students either individually or in groups All Mentors keeps a detail data about their students in "Student Mentoring Performa" which records the details of mentoring done by the Mentor. These performa are periodically evaluated by the academic Vice Principals and Principal of our college. The mentoring programme is monitored

by a committee consisting of the Principal, Vice Principal and IQAC team. 5. Evidence of Success: With the implementation of mentoring system in the college students are excelling in the examinations. Students are increasingly taking interest in this practice. Some of the positive outcomes after its implementation are improvement in mentees discipline, enhancement in peer to peer interaction and communication skills, improvement in class attendance and enhancement in MentorMentee relationship 6. Problems encountered and resources required: The only problem encountered in implementation of the mentoring system is the irregularity in attendance of some of the students. However, the college is committed to its best effort to resolve the matter. Moreover, due to vacancy of many faculty positions in number of departments the MentorMentee ratio is not up to the mark. Hence vacancy position should be filled by Govt. of Assam as early as possible for better outcomes in the institutes of higher education.

**Best Practices II:**

1. Title of the Practice: Financial Aid to the economically weaker and meritorious students
2. Objectives: Nanda Nath Saikia College has a vision to offer quality education to the students. It operates with a mission to offer an environment in which students can discover, examine and transmit knowledge and wisdom. It is committed to the educational upliftment of the people of this vast Titabar locality that is mostly rural and agrarian based, as well as remote from the modern facilities of the big towns and cities. Most of the parents are unable to provide a sustained financial support for the education of their wards. So, the college provides financial support to the economically weaker and meritorious students with the following objectives
  - To extend financial aid to the economically weaker and meritorious students, so that they can continue their studies in spite of financial constraints.
  - To provide financial aid irrespective of their caste, creed or gender.
  - To encourage them in pursuit of their educational progress.
  - To inculcate scientific temper and social responsibility among the students.
3. The Context The expected outcome from the objectives mentioned above is that the students should be able to complete their degrees with good marks. It is evident that with the financial support from the college the meritorious youth can hope for successful completion of their higher studies. Verification of economical status and marks of the beneficiary is the real challenge. However, the college is delivering this noble service to the deserving students since its inception without any hurdles. The college management and departments strictly adhere to the rules framed for the selection and disbursement of financial aid to the deserving candidates. The different types of financial support are clearly defined in the college prospectus so as to prevent any misconceptions.
4. The Practice: The college is committed to extend best possible support to the deserving students so that they can excel and fulfil their endeavour of acquiring higher education. For this basic purpose the college offers different types of financial support as mentioned below. The financial support is extended to the deserving students without any bias or discrimination of caste, creed or gender. A duly constituted committee comprises of senior faculty members finalizes the list of eligible students for the aid. Awards and financial aids to the economically weaker and meritorious students
  - a. The Chakreswar Saikia Memorial Award: This award is given by the college every year in the memory of the founder principal Late Chakreswar Saikia to the best graduates securing first class in the B.A. and B.Sc. final examinations.
  - b. The Ratneswar Dutta and Mandakini Dutta Memorial Award : This award is given every year to the student who secures highest marks in science stream of H.S. Final examination from Titabar Assembly constituency. The Award is given from the Bank Interest of the fund of Rs. 60,000/ deposited by the family of Late Ratneswar Dutta and Mandakini Dutta.
  - c. The Sampriti Mahila Kosh Award : This award is given to the girl students of both Arts and Science streams who have secured highest marks in the degree final examinations.
  - d. Award from Nanda Nath Saikia Mahavidyalaya Sanchay Aru Rindan Samabay Samiti Limited : The best Arts and Science graduates are awarded a sum of Rupees

5000.00 (Five thousand) each from the Samabay Samiti of the college in recognition of their academic excellence. Students Aid Fund This fund was initiated by the college in 1970 for the economically weaker regular students of general category. In addition to these several departments of the college offered awards to brilliant students. 5. Evidence of Success: Most of the students who have availed financial aid passed out with high percentage of marks. They showed improved results with commitment for higher studies. 11 out of 31 outstanding performers got enrolled in reputed universities and institution of higher studies. Students who were supported with financial aid got admitted in Dibrugarh University, Assam University, Tezpur University, NEHU University and other central and state universities of repute. The financial support provided to students during 20182019 is given below. a) Students Aid Fund 14 studentsRs. 59200 b) Chakreswar Saikia Memorial Award (to best Art and Science graduate, 1000 each)2 studentsRs. 2000 c) Sampriti Womens Cell Award (to best Art and Science graduate, 1000 each)2 studentsRs. 2000 d) Award from Nanda Nath Saikia Mahavidyalaya Sanchay Aru Rindan Samabay Samiti (to best Art and Science graduate, 5000 each) 2 students Rs. 10000 6. Problems Encountered and Resources Required The only problem encountered is that, as the financial support is provided to meritorious students, sometime it becomes difficult to select on the basis of merit. As because most of the students secure high percentage of works but with very minor differences.

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

[https://nnsaikiacollege.org/images/Institutional\\_Best\\_Practices.pdf](https://nnsaikiacollege.org/images/Institutional_Best_Practices.pdf)

### 7.3 – Institutional Distinctiveness

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

Nanda Nath Saikia College has a vision to offer quality education to the students. It operates with a mission to offer an environment in which students can discover, examine and transmit knowledge and wisdom. The college has several objectives aimed at the overall development of the students and the greater society as well. The college offers undergraduate course of Dibrugarh University in both the Arts and Science streams and for effective delivery of the curriculum of Dibrugarh University, it designs and plans all its academic activities in a meticulous manner. To this end the college offers all possible assistance to the teaching departments of the college and pays attention to the demands of the faculty and the departments. The college is endowed with highly qualified teachers, imparting quality education to student community. The outcomes of their dedicated service are proved by students' results in the last academic session. Students excel in their performance and most of the students got admitted in the Universities and institutes of repute. The academic excellence of the college is further enhanced by professional and academic development of teachers, by their periodic participation in faculty development programmes in various state and central universities. The needs of the students are assessed before commencement of academic programmes and required texts and reference books are procured accordingly. The college authority sensitizes the teachers and staff regarding the sensitive issues like gender inclusion and equal treatment without any iota of discrimination. In the same way the students are also advised to keep themselves away from any discriminatory behaviour. The advanced students are encouraged to crave for more knowledge and excellent results by teachers by way of offering advanced learning materials and arranging educational visits to advanced study centers for them. The college also takes care of the students at the risk of drop out by offering all possible assistance for their academic improvement.

Provide the weblink of the institution

[https://nnsaikiacollege.org/images/Institutional\\_Distinctiveness.pdf](https://nnsaikiacollege.org/images/Institutional_Distinctiveness.pdf)

### **8.Future Plans of Actions for Next Academic Year**

- Filling the remaining vacant faculty position
- To encourage faculty members for using ICT in teachinglearning process
- Strengthen Alumni Participation
- To establish a seminar hall
- To increasing more sports facility in the college
- Increasing the infrastructural facilities for the Arts departments
- To Conduct Environmental Audit
- Upgradation of college auditorium
- To setup student information centre in college campus
- To enhance data management system of college
- To initiate online feedback system
- To organise workshop and seminars for teaching and nonteaching staff
- To organise programmes on career counselling
- To encourage faculty members for research activities