YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	`Nanda Nath Saikia College`
• Name of the Head of the institution	`Dr. Litool Baruah`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`03771-248446`
• Mobile No:	`9435490134`
• Registered e-mail	`nnscollege@gmail.com`
• Alternate e-mail	`iqacnnsc@gmail.com`
• Address	`Titabar`
• City/Town	`Titabar`
• State/UT	`Assam`
• Pin Code	`785666`
2.Institutional status	
• Affiliated / Constitution Colleges	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Semi-Urban`
• Financial Status	`UGC 2f and 12(B)`

• Name of the Affiliating University	**Dibrugarh University**
• Name of the IQAC Coordinator	**Mr. Joy Prakash Oza**
• Phone No.	**03771-248446**
• Alternate phone No.	
• Mobile	**8638993271**
• IQAC e-mail address	**iqacnnsc@gmail.com**
• Alternate e-mail address	**joyprakash16@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://nnsaikiacollege.org/index.php/aqar
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://nnsaikiacollege.org/index.php/academics/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A+**	**3.26**	**2023**	**01/05/2023**	**30/04/2028**

6.Date of Establishment of IQAC	**27/12/2003**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Bio-tech hub	**Institutional Biotech Hub**	**DBT**	**2023 & 5 years**	**8.8 lakhs**
Chemistry	**DST-TARE**	**SERB**	**2022 & 3 Years**	**5.3 lakhs**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Enhancing and encouraging research atmosphere, 2. Skill development among students, 3. Community activities, 4. Filling up of vacant positions, 5. Increase of student enrollment

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

Plan of Action	Achievements/Outcomes
1. To instal ICT based devices in the classrooms	Almost all the classrooms are installed with projectors
2. To organize an event on international platform	An international seminar has been organized in the college
3. To encourage research project among faculties	About 5 project proposal;s have been submitted

13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
IQAC executive committee	12/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	16/02/2024

15.Multidisciplinary / interdisciplinary

Nanda Nath Saikia College, Titabar, has consistently strived to adopt a multidisciplinary and interdisciplinary approach for the benefit of its students and to fulfill the mission and vision of the institution. To this end, the college has integrated a variety of multidisciplinary and interdisciplinary courses into its academic curriculum, including subjects such as tourism development, web designing, environmental studies, gender studies, entrepreneurship development, and human rights. The implementation of NEP 2020 has mandated the introduction of a number of multidisciplinary courses such as skill enhancement courses, Ability Enhancement Compulsory Course (AECC), Gender studies, climate studies, plant diversity and human welfare, natural resource management etc. The college is committed to expanding students' educational experiences beyond the prescribed university curriculum, encouraging them to engage in multidisciplinary activities through various co-curricular initiatives and add-on courses. The college carefully selects papers and subjects to incorporate a multidisciplinary approach, which is further enhanced by the current NEP 2020 framework that allows students to choose subjects from various disciplines and work on interdisciplinary projects. Students are encouraged to participate in intra-college activities, collaborating across subjects in teams and units. Additionally, the institution supports students through various cells like the NSS and NCC, motivating them to actively engage in community outreach initiatives. These activities take place in nearby schools and adopted villages, where students share knowledge and raise awareness on critical issues such as gender equality, women's empowerment, education, health and hygiene, sustainable natural resource management, Swachh Bharat Abhiyan, ICT development, life skills, and management skills. The college emphasizes experiential learning through methods like fieldwork, projects, and extension activities, providing students with opportunities to engage with real-world challenges and scenarios.

16.Academic bank of credits (ABC):

Nanda Nath Saikia College is an affiliated institution under Dibrugarh University, and as such, it adheres to the academic rules and regulations set by the university, always with a focus on the wellbeing of its students. The college has adopted the system of

Academic Bank of Credits (ABC) as mandated by the National Education Policy (NEP). The institution is hopeful that the ABC would facilitate in providing more opportunities to students in carrying their academic career forward and to accumulate, transfer, and recognize the credits earned by them throughout their academic journey. NEP's four-year structure will contribute to reducing the student dropout rate, particularly given that many of the college's students come from economically and socially disadvantaged backgrounds.

17. Skill development:

Nanda Nath Saikia College regularly organizes workshops and events to foster extracurricular skills among its students, stakeholders, and residents of the adopted village. These workshops focus on the holistic development of participants, covering areas such as ICT skills, soft skills, sports, and more. Additionally, Skill Enhancement Courses are an integral part of the NEP curriculum, and the college has implemented measures to ensure students make the most of these opportunities. The college's NSS and NCC units also play a key role, providing students with opportunities to engage with the broader community and contribute to societal development.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Nanda Nath Saikia College has effectively implemented the NEP curriculum, allowing students to benefit from a wide range of classical and cultural texts included in the syllabi. The college adopts a bilingual teaching approach, with instructors using both Assamese and English as mediums of instruction. The course content includes classical literary works, such as The Mahabharata, as well as cultural texts like Parijata Harana. The college provides students with platforms to showcase their cultural talents through competitive programs, where they learn various folk music and dance forms, poetry recitation, and more. Additionally, the college offers an add-on course in Yoga to emphasize the significance of this ancient discipline. The college also maintains a collection of medicinal plants, fostering an appreciation for nature and highlighting the potential of alternative Ayurvedic medicine. Furthermore, the college boasts a well-equipped library that offers access to valuable books in vernacular Indian languages and e-resources, supporting modern learning methods. Through these initiatives, the college has taken significant steps toward integrating the Indian Knowledge System, a crucial aspect of the National Education Policy (NEP).

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The members of Nanda Nath Saikia College are committed to providing outcome-based education. To stay updated on the latest trends in teaching and learning, the faculty regularly participate in refresher programs, short-term courses, and faculty development workshops. This continuous professional development enhances their teaching skills and ensures a better understanding of evolving educational practices. The college supports students in selecting subjects that align with their interests while helping them develop and refine their skills, ensuring they gain comprehensive knowledge by the end of their courses. Orientation programs are held at the start of each session to familiarize students with the range of courses available. Teachers are dedicated to preparing effective teaching and learning materials, utilizing ICT-enabled classrooms, and incorporating PowerPoint presentations, audio-visual tools, and PDF study resources to engage students more deeply in their learning. Additionally, students from various departments participate in field visits, providing them with practical knowledge and a deeper understanding of their respective disciplines. The course outcomes for various programs are made available on the college website, ensuring transparency and easy access for students.

20.Distance education/online education:

Nanda Nath Saikia College currently hosts a center for distance education under Krishna Kanta Handique State Open University. This center offers undergraduate and postgraduate courses in Assamese and English. The college provides students with all necessary texts and study materials and conducts regular through ICT based tools. The college uses several platforms for online classes, including Google Classroom, Cisco WebEx, Google Meet, Zoom, and Teachmint. In addition, a variety of online learning resources have been made available on YouTube and the college website by the faculty. The college also provides students with e-consortium facilities, including access to resources such as Shodh Ganga, Shodh Sindhu, Shodh Suddhi, N-LIST, Infistats, INFED, and e-Pathsala.

Extended Profile

1.Programme

1.1   **13**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	**View File**

2.Student

2.1 **1108**

Number of students during the year

File Description	Documents
Data Template	**View File**

2.2 **270**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	**View File**

2.3 **261**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	**View File**

3.Academic

3.1 **54**

Number of full time teachers during the year

File Description	Documents
Data Template	**View File**

3.2 **55**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**13**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**1108**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**270**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**261**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**54**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	55

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	133.17
4.3 Total number of computers on campus for academic purposes	83

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Nanda Nath Saikia College (established in 1959 and affiliated with Dibrugarh University) follows the university's CBCS-based syllabi and curriculum. The college also offers add-on courses, with syllabi designed by its departments and approved by the university.

Prospectus: An annual prospectus is prepared before admissions, with an e-prospectus introduced in 2023-24.

Academic Calendar: The College develops an academic calendar based on Dibrugarh University's schedule, covering key dates like admissions, examinations, project submissions, and events. It is included in the prospectus and uploaded on the website.

Class Routine: The Academic Planning and Monitoring Board prepare the semester routine, with departments allotting classes to faculty.

Orientation: An orientation program is conducted at the start of each academic session.

Teaching Plan and Syllabus Completion: Faculty must prepare teaching plans and submit syllabus completion certificates at the end of each semester.

Online Classes: Online platforms like Google Meet, Zoom, and others were used during the pandemic, with some teachers continuing online sessions post-pandemic.

Tutorial and Remedial Classes: Extra classes are provided for slow learners to enhance their understanding.

Monitoring and Mentoring: Teachers monitor student progress through tests, seminars, and assignments and guide them under a mentor-mentee system, providing academic and personal support.

Continuous Internal Assessment (CIA): An Examination Committee ensures smooth conduct of sessional and end-semester exams per the university's schedule.

Feedback: A scientific feedback system collects inputs from students, faculty, guardians, alumni, and employers for continuous improvement.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar for the entire year is set by Dibrugarh University and serves as the foundation for academic planning, outlining key timelines for academic activities. The institution strictly adheres to this calendar, ensuring students are well-informed at the start of each session. It is made available through the college website and notice boards. While the university's framework is followed, the principal has the authority to make minor adjustments based on departmental needs, with recommendations from Heads of Departments (HODs).

At the beginning of the session, faculty members are assigned specific subjects, and departments provide students with detailed schedules for examinations and seminars. Attendance is closely monitored, with HODs maintaining records. To enhance learning, departments organize field projects and group discussions. Remedial classes are also conducted to support students requiring extra guidance.

The principal regularly reviews internal assessments to ensure alignment with academic goals. An examination committee oversees the examination process, ensuring timely submission of internal marks by HODs. This structured approach ensures that academic activities, internal assessments, and evaluations are carried out effectively and in line with university guidelines, promoting academic rigor and excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.nnsaikiacollege.org/index.php/academics/academic-calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

292

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

292

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Curriculum Addressing Crosscutting Issues

Syllabus and Departmental Contributions The syllabi of various departments at Nanda Nath Saikia College are carefully designed to incorporate a wide range of crosscutting issues:

- Department of Education: Includes topics like gender and society, environmental education, women and adult education, population education, human rights, value and peace education, and democratic values.
- Department of Political Science: Covers themes such as human rights, feminism, fundamentals of democracy, good governance, and global social movements.
- Department of History: Explores themes such as the history of ecology and environment in India and the role of women in Indian history.
- Department of Zoology: Features subjects like environmental biology, wildlife conservation, and ecology, and offers a certificate course in yoga and physical fitness.
- Department of Geography: Integrates a project-based approach, emphasizing disaster management.
- Department of English: Focuses on women's writing and post colonialism, addressing key gender and societal issues.

This interdisciplinary approach ensures that students not only gain academic knowledge but also develop a deep understanding of societal challenges and responsibilities.

Key Initiatives:

- Gender Issues: Workshops, seminars, and celebrations like International Women's Day and National Girl Child Day promote gender equality.
- Environment: Events by IQAC, NSS, NCC, and others focus on environmental awareness and sustainable practices, maintaining a green campus.
- Human Values & Ethics: Programs like blood donation camps, health workshops, yoga day, and personality development sessions instill values and ethics.

These efforts collectively enrich students' learning experience

while fostering awareness of societal and environmental responsibilities

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

Nil

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.nnsaikiacollege.org/index.php/students-cell/student-s-feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

675

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

230

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

To assess the learning level of students, departments usually organised class test, seminars, Group discussions, Quizes and active interaction with the students. Sessional examinations are conducted to access the performance of the students. Students having slow learning ability are identified through quiz, class test and sessional examination and therefore give personal interest, providing study materials, notes, remedial classes has been provided by respective teachers. More counselling is given for advancing their learning ability. Moreover special guidance by mentors is provided to the slow learners. All the teachers keep contact with them by which they discuss any queries facing by them

For advanced learners, teachers provide numerous books and advanced study materials, referred journals and sometimes introduce them to reputed subject experts for further special guidance in the areas of their interest. The bright students of a few subjects are taken to the advanced study centers and research centers for better exposure in the concerned subjects. Further departments also invite subject experts to deliver special lectures and encouraged students to undertake research based projects, seminar presentation etc. Apart from these, they are given assignment on current topics; assigning some team work, give information for higher studies and provide counselling for competitive examinations. Students are encouraged to present papers in the seminars held in our college and at other institutions.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1108	**55**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: The College adopts the following methods for effective experiential learning. Group discussion, Seminar presentation, Project work, Field study, Practical work Practice teaching, Psychological experimental activity, Writing for the college magazine Preparation, and editing of departmental wall magazines and handwritten magazines.

Participative learning:

Educational tour: Students of various departments have the opportunity to pursue participative learning through educational tours of their respective domains.

Seminar and group discussion: Students are encouraged to participate in seminars and group discussions regularly related to their syllabus and topics.

Preparation of wall magazines, and handwritten magazines: Students are encouraged to participate in the preparation of wall magazines and handwritten magazines.

Practice teaching: Students participate in mock-classroom teaching where they take the role of a teacher for a particular length of time.

Laboratory work: Students of various departments are encouraged to apply different concepts practically through their laboratory work.

Students of the department of Assamese are preparing weekly newspapers (Saptahi) and the handwritten poetry magazine (Ankuran) regularly.

Outreach and community services by NCC and NSS Participated in various career counseling programs and training of entrepreneurship programs.

Problem-Solving Methodologies:

To enhance the learning experience through problem-solving methods, the following methods are used.

Project work

Assignments

Practical Work in the laboratory

Individual and group projects help students to learn to identify and analyze a problem and come up with solutions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Each department is well equipped with an LCD projector and Screens and computers and printers have been provided to the departments for the smooth functioning of all academic activities.

There is a Computer Lab for the smooth functioning of the PGDCA courses in the college as well as other courses related to computer skills. There are 83 computers are in the college for ICT class as well as others works of the institution.

The college has installed Wi-Fi connections for the students and

teachers on the college campus. 100 percent of teachers are familiar with ICT tools and take classes using them.

Some of the teachers have uploaded e-content on youtube.

The language departments regularly use film screenings of adapted novels, dramas, or short films and case study videos.

Teachers are regularly conduct online classes and examinations and give assignments in Google Meet, Zoom, and Google Classroom. Social media is skillfully used by the college through its WhatsApp groups.

The library is regularly updated with online resources. Inflibnet membership is regularly upgraded.

Use of GIS laboratory by the department of Geography

The institution always encourages teachers to attend training programs, seminars, workshops, and conferences related to ICT use.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

54

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

34

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

502

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Since Nanda Nath Saikia College is an affiliating college, external assessment has not been under its purview. As far as the internal assessment is concerned, the college adopts a crystal clear policy.

TRANSPARENCY OF INTERNAL EXAMINATION:

A) Internal Examination Committee: At the beginning of every academic session, the academic committee appoints an Internal Examination Committee headed by the Vice Principal to conduct internal examinations The Internal Examination Committee is given in charge of setting up the dates of the examination.

B) Decentralization of Examination: The departments are entrusted with preparing question papers and appointing invigilators for the examinations. The dates of internal exams are notified in the central and departmental notice boards in the college as well as their WhatsApp Groups.

C) Evaluation: The answer scripts are evaluated within 15 days of the date of examination. The marks are notified in the notice boards and WhatsApp groups. The answer scripts are handed over to the students so that they can take note of the remarks written by the concerned teachers for further improvement.

D) Notification of Group Discussion/Home Assignment/Seminar/Viva: Notifications of the dates and the topics of Departmental Group Discussions/Home Assignments/ Seminars/viva are notified on the departmental notice boards or whatsapp group. The marks of Group Discussion/Home Assignment/Seminar are displayed on the notice boards or whatsapp group.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The college maintains a fair, impartial, and transparent evaluation in the Internal assessment of all students. The marks of in semester examination are notified in the notice boards and WhatsApp groups. The answer scripts are handed over to the students so that they can see over their answer script and take note of the remarks written by the concerned teachers for further improvement.

The students have full freedom to raise their voices of dissatisfaction regarding any discrepancy found in the evaluation process for Internal Assessment. The Principal has also circulates a notice to the students regarding notifying any grievance relating to Internal assessment. So, if students are not satisfied with the Internal Assessment mark, he/she can complain via email or fill up the standard form (proforma) on Internal Assessment grievances for the said issue directly to the principal or to the head of the respective department. The grievances of the students associated with the internal assessment such as correction of marks, totaling, and marks are promptly solved. Conduct of special examination for students who remains absent due to NSS, NCC camps, National Sports and Cultural Competitions, or any valid reasons are resolved immediately by the concerned department of the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College offers 12 programmes (7 from the Arts stream and 5 from the Science stream) of undergraduate courses under Dibrugarh University. The Programme Outcomes (POs) and course outcomes (COs) for all the programmes offered by the college are clearly stated and displayed on the college website. Moreover Programme outcome of different programmes are displayed in the departmental notice board of each department.. Moreover the Course outcomes of different courses are also available in the syllabus. At the time of departmental orientation programme each department provides e copy of syllabus containing the course outcomes of respective courses. So, the teachers and students are aware of the programme

outcome and course outcome of the different programmes offered by the institution which is followed by the syllabus under Dibrugarh University. These are also elaborated through Central and departmental Orientation programmes, departmental interaction and other lecture programmes. So, Teachers and students are aware about the programme outcome and course outcome from the orientation programme organized by the institution as well as respective departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nnsaikiacollege.org/index.php/academics/pragramme-outcome-and-course-outcome
Upload COs for all courses (exemplars from Glossary)	View File

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

Since the institution does not have Outcome Based Education (OBE), the college uses direct methods to evaluate the attainment of course outcomes and programme outcomes. Through the direct methods, attainment is evaluated through In Semester examination results, End semester examination results, Seminars, Group Discussions, viva, Project Works etc. It is also evaluated through the Passed out Students' progression to Higher Studies, Qualifying various National level and State level Competitive Examinations as well as Passed out students' placement records. Moreover, a Survey is also conducted among students in the final year towards the awareness about POs and Cos by the IQAC of the college to evaluate the attainment of course outcomes and Programme outcomes.

Direct Assessment method used for PO and CO attainment

Sl No.

Types of Direct Assessment method

Frequency

1.

In semester Examination

Twice in a semester

2.

Group Discussion

Once in a semester

3.

Seminar presentation

Once in a semester

4.

Practical work in Laboratory

Once in a semester

5.

Home Assignment

Once in a semester

6.

End semester Examination (Theory and Practical)

Once in a semester

7.

Class test

Twice in a semester

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

195

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://nnsaikiacollege.org/index.php/students-cell/student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

14.1

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

29

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

22

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nanda Nath Saikia College is the only premier higher educational institution in the entire Titabar Subdivision.Therefore, it is the institution's duty to take specific actions to raiseawareness and promote community welfare. The various departments of our institutions run a variety of programs to raise awareness among the local community and to sensitize students to important social concerns including road safety, health and hygiene, and a clean and sustainable environment. Highlights of this year's extension activities include workshops on "Alcohol Abuse and Yoga for Mental Health," Land Restoration, Desertification, and Drought Resilience.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

890

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 26 numbers of classrooms with adequate teaching- learning facilities. All the classrooms are equipped with blackboards/ whiteboards. Six numbers of classrooms among them have smart boards with uninterrupted power supply. All the classrooms are well furnished with comfortable and good quality desk- bench and in some of class rooms there are provisions of table- chair for the students. The classrooms are spacious and

there are sufficient numbers of electrical fans and lights in each room.

The departments of Botany, Chemistry, Education, Geography, Mathematics, Physics and Zoology have facilities of laboratories (details enclosed). All the laboratories are well equipped and updated as the requirements of the respective departments. All the laboratories have provisions for conducting classes at the time of requirement. One each of the laboratories of the departments of Botany, Chemistry, Geography, Physics and Zoology has LCD projectors.

Each department of the college has at least one computer for departmental activities like preparing student related documents, question papers, departmental notices, etc. there are facilities of printers in some of the departments which are shared by neighbouring departments, i. e., one printer among 3 or 4 departments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

For cultural activities, there is an auditorium in the college with more than 600 sitting capacity. The stage of the auditorium is big enough to perform drama, group dance and other cultural programmes. There is a well maintained playground in the college which facilitate various outdoor sports, athletics events, etc. The measurement of the playground is 127mX55m. in the north-western corner of the playground, there is a multipurpose synthetic Volleyball court with tow numbers of Badminton Courts. Facilities for various light indoor games, like, Carom, Chess, Chinese checker, etc. are available in the girls' hostel and boys' and girls' common rooms. For practicing and performing athletics, football, cricket, etc., the college playground is used and adequate accessories are available in the college. There is a gymnasium of 693 square feet in the college. A part time gym instructor is hired to train the students and employees. The number and variety of equipments in the gymnasium is satisfactory. A 6 station multi gym is installed in the gymnasium along with

other exercise equipments like Dual Twister, Multifunctional Bench, Manual Roller Jogger, Dumb bells, Squat Rack, Push up Stand, Weight Plates of different weights, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.nnsaikiacollege.org/index.php/discover-more/1554-ict-classrooms-of-n-n-saikia-college
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24.13

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Yes, It is automated with SOUL2.0 ILMS with a locally installed P.C. server with 3 client machines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

2.67

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

88

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college designed and uploaded a portal for online admission in its website. SMS service regarding the information of admission process was also initiated. The operating systems of the computers are well maintained. The college campus is Wi-Fi enabled and it is maintained by the service providers. For online classes and other academic activities, Google Meet platform was subscribed.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

83

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

19.69

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has been following effective mechanisms for maintenance and utilization of physical, academic and support facilities. The infrastructure of the college is well maintained and reviewed timely by the committees relating to infrastructure development. All the items are purchased by the process of inviting quotations and the same process is followed in case of repair and repurchases too.

The classrooms, laboratories and other buildings are cleaned by the housekeeping staffs. The Nature Club of the college monitors the green cover of the college campus. For the safety and security of the college campus and the girls' hostel, CCTV cameras, solar and electrical lights, fire extinguishers, etc. are available. All the civil works are done by engaging contract workers. Laboratory bearers of each department are responsible for overall maintenance of their respective department's laboratories. The library committee monitors the overall functioning of the central library. At the beginning of each session, newly admitted students are counseled.

The teacher in charge of sports in coordination with the college authority facilitates all the required sports equipments and maintains the gymnasium.

The online UPS, generators, internet connectivity, biometric services and computers are maintained by the service providers and the suppliers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

809

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

121

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

121

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council of the college plays a pivotal role in both administrative and academic endeavors, significantly contributing to the overall development of campus life. The council actively participates in organizing a wide range of co-curricular and extracurricular activities, fostering a vibrant and inclusive campus environment.

A key focus of the council is to promote integration and inclusivity among students by commemorating the birth and death anniversaries of leaders of national and regional significance. Furthermore, the council takes the lead in organizing important events such as International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers' Day, and World AIDS Day.

In addition to these initiatives, the council is instrumental in hosting events that enrich campus life, including College Week, Freshman Socials, Farewell Ceremonies, and other celebrations. The students also actively participate in programs organized by various college committees and cells, such as the Grievance Redressal Cell, the Committee for Resolving Issues Related to Sexual Harassment, the NCC, the NSS Unit, the Cultural Committee, the Sports Committee, the Nature Club, and the Debate Club.

Through their dedication and active involvement, the Student Council fosters a sense of community and engagement, making the college a dynamic and inclusive space for all.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

5

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	<u>View File</u>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Although the institution does not currently have a registered Alumni Association, the alumni actively contribute to the college's development by offering valuable suggestions to foster a supportive and enriching academic environment.

Steps have already been initiated to establish a registered Alumni Association, and the process is underway.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Founded in semi-rural locality, N. N. Saikia College has been persistently following the vision of providing excellent infrastructure and opportunities to the students for fulfil their academic and co- curricular needs and enable them to develop their full potentialities.

1.MissionandVisionoftheinstitution Mission statement

Create,maintainandprovideforourstudentsadistinctiveenvironmentfort hepromotionof academic excellence, innovative endeavours and social commitment.

Develop human, moral and cultural values among students.

Developmultidisciplinaryapproachestoenablethemforglobalcompetencie s. Ensure effective pedagogy and efficient methods of evaluation.

Vision statement

The institution has the vision of providing excellent infrastructure with modern facilities and imparting quality education to the students and enabling them to succeed in academic and other professional fields.

The governance of the college is endeavoring to fulfill its vision and mission by providing the students with updated facilities for their academic and extra-curricular aspects and also by infusing in them the sense of duty and responsibility through different means.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

The administrative management of the college is decentralized and participatory in nature. The noble vision and mission of the institution inspires an atmosphere of participation, decentralization and coordination among different statutory committees and cells. The regular holding of the college Governing Body meetings facilitates in making policies for the institution and implementation of the different decisions and suggestions offered by the committees. The Principal of the college being the secretary of the Governing Body duly communicates the decisions to the stakeholders through staff meetings, meetings with the HoDs, and general meetings with the members of the public. Accordingly, different academic and administrative tasks are distributed among the different committees and cells.

It is also ensured that various committees and sub-committees must be constituted by all the stakeholders of the college such as the teaching and non-teaching staff, students, parents, alumni and members of the public, local industrialists, eminent social workers and donor members. The coordinators or the conveners of the committees make sure that regular meetings are called for where relevant issues are

addressed and opinions of the members are considered and any decision or resolution taken is

duly intimated to the authority of the college.

Moreover, students are enrolled as members in a number of

committees and clubs. Besides, students are encouraged to participate in various extension activities and community works and especially NCC and NSS cadres actively take part in a number of extra-curricular and outreach programs.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/management/committees-cells/teachers-unit
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- In enhancing and encouraging research and scientific investigations.
- In the enhancement and extension of ICT facilities to maximum number of students by successfully installing ICT projectors in almost all the classrooms of the college. The class routine ensures that all these classrooms are fully utilized and all students get the benefit. Moreover, all the departmental rooms are installed with a desktop computer, printer and internet facilities.
- In ensuring that the Central Library of the college is equipped with ICT facilities and is run by Integrated Library Management Software (SOUL 2.0) through which online resources are accessed and books are issued and borrowed. The college office is availing ICT in matters of admission, registration, scholarship etc.
- In upgrading the computer operating system from Window 7 to Window 10.
- In increasing the number of books in the Central Library.,
- In increasing Internet bandwidth ? 50MBPS and in upgrading the operating system of the computers in the internet section from Windows 7 to Windows 10 with a system specially dedicated to the use of e-resources (N-LIST).
- In connecting the computer systems with LAN.
- In successfully organizing an event on international platform as the college has held an International Seminar on a highly relevant topic.
- In ensuring more collaboration with other higher education institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Administrative Setup: N. N. Saikia College has precise and distinct policies and rules for its administrative setup. The Governing Body consisting of 13 members is the highest administrative body of the college. It plans and monitors the different policies and their implementation in academic, non-academic, infrastructural and financial aspects of the college. The Principal being the executive and administrative head of the institution takes all measures to implement the plans and policies of the GB through the Academic and Administrative Vice-Principals and the IQAC. The Principal constitutes various committees and cells under IQAC to look after the various dimensions of the college. Regarding appointment, the college strictly follows government appointment procedures and service rules. The governing body of the college constitutes different appointment committees for the selection of assistant professors, office staff and other positions. The affiliated university also provides two nominees for the appointment committees. As per government rules, the selection list of candidates is forwarded to the Director of Higher Education for approval.

Code of Conduct: The college has constituted and followed its Code of Conduct. These codes setclear rules and regulations for the teachers, students and the non-teaching staff of the college. They also help in running the administration effectively.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/about-us/perspective-plan
Link to Organogram of the Institution webpage	https://nnsaikiacollege.org/index.php/management/organisational-structure
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

N. N. Saikia College has adequate and effective welfare measures for the teaching and non-teaching staff. It has adopted an Employee Welfare Policy for the wellbeing of the teaching and non-teaching staff. This policy ensures that the employees of the college can work in a healthy, comfortable and convenient atmosphere so that they can give their best output in their works.

Apart from that, the employees of the college are provided with financial support in the time of need through Nanda Nath Saikia College Thrift and Credit Society registered under Assam Cooperative Society Act. For more than 30 years till now, this society has been providing loans to both the teaching and non-teaching staff against deduction of instalment amount on monthly basis. The society also provides emergency loan to its members

immediately after applying. Moreover, among other welfare measures for the employees include a well-furnished Staff Common Room with recreational facilities, a college Canteen with food items of reasonable price, a Day-Care Centre and a mini-Gym.

There are other activities and provisions for the promotion of a healthy and harmonious working environment among the teaching and non-teaching staff. Professional achievements of the teachers are always encouraged through felicitation ceremonies. They are felicitated for awarding Ph. D. or any such higher degrees. Moreover, the bonding among the staff is strengthened by attending important events of their lives, by celebrating different occasions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

44

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for teaching staff include the Students' Feedback System on teachers and office staff and through Annual Performance Index of individual teachers.

Students' Feedback on teachers are assessed on the basis of the following aspects:

1. **Punctuality**
2. **Intelligibility**
3. **Friendliness**
4. **Approachableness**
5. **Motivation**
6. **Innovativeness**
7. **Availability after class hours**
8. **Knowledgeable**

Maximum value for response is 4 and the lowest value is 0. Thus, the values obtained by individual teachers are analysed by IQAC along with Feedback Committee and the overall report is submitted to the Principal who takes specific measures to curb any anomaly if found.

Teachers' performance for promotions are also assessed on the basis of their Annual Performance Index in three categories- Category-I: Teaching, Learning and Evaluation Related Activities, Category-II: Co-curricular, Extension, Professional Development related activities and Category-III: Research, Publications and Academic Contributions by the teacher. The minimum API score required for promotion in Category-I is 75 per year, and 15 in Category-II. In Category III, one has to score minimum 5 points annually for promotion from stage I to stage II, 10 points annually for promotion from stage II to stage III and 15 points annually for promotion from stage III to stage IV (Associate Professor).

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute performs two types of audits: Internal and Government/External Audit. It has completed an External Audit from

1st April, 2023 31st March, 2024. The audit was conducted by CA Nitesh Kumar Lakhotia. All these audits have been completed in due time and no anomaly was found by the auditors. The college also receives donations in cash and kinds which are also duly audited time to time. The records of these donations are properly kept by the concerning departments and the administration. Moreover, the college maintains its own audit regarding the funds raised within departments for the support of the student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

N.N. Saikia College has a well-defined and precise Policy for the Maintenance and Utilization of the Physical, Academic and Support Facilities and Resources of the college. It has clear strategies for the mobilization and optimal utilization of resources and funds.

The college also receives donations in cash and kinds which are also duly audited time to time. The records of these donations are properly kept by the concerning departments and the administration. Moreover, the college maintains its own audit regarding the funds raised within departments for the support of

the students. This audit is conducted by the departmental heads.

Regarding the maintenance and utilization of physical and support facilities of the college, it must be mentioned that these resources have been utilized for various academic and non-academic purposes on regular basis. For example, the college's auditorium and its classrooms have been used for conducting different examinations, trainings, meetings etc. These resources are utilized also for KKHSOU Study Centre and a Vermicompost Unit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

TheIQACofN.N.SaikiaCollegehasbeencontributingsignificantlyforinstitutionalizingthe quality assurance strategies and processes. These strategies include:

1. Use of ICT tools in teaching-learning: For the enhancement of quality assurance, the IQAC has been stressing on the use of modern technology inteaching-learning process. IQAC ensures the use of ICT in the classes of all the departments and to include 100% students in such classes. Currently the college has total 15 classrooms installed with smart boards, LCD Projector and Digital classroom facilities.

2. Feedback mechanism: The college sincerely believes that in order to achieve its mission, an all- inclusive feedback system plays a very important role. That's why the college has been continuing tocollect,analyseandtakeappropriateactiononthefeedbacks fromstudents,teachers,employees,

alumni and parents. Currently a committee comprising of the Principal of the college, the Coordinator, IQAC and three faculty members looks after the entire issues related to the Feedback mechanism of the college.

3. Community Work: In keeping with the vision and mission of the

college, the IQAC emphasizes the social responsibilities of the institution and believes that for the students' awareness of social issues enhances in them the qualities of humanity, equality, generosity and a strong sense of belonging. All the different wings of the college i.e. Teachers' Unit, Women's Cell, Student Union, NCC, NSS etc. have been actively and dedicatedly involved in various community service works.Besidesthecollege'sado ptedvillage,thediversecommunityworksofthecollegecoverthe neighbouring localities and schools, border areas and surrounding tea gardens.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC reviews the teaching learning process by taking up different initiatives:

1. Through the Prospectus the students are made aware of the academic and extra-curricular aspects of the college. The college's own Academic Calendar helps in executing the teaching-learning process in a precise and strategic way. The daily class routine is prepared and strictly followed by all the teachers and students for planning and timely completion of the syllabus.

2. Another important strategy for improvement in curriculum delivery is the teaching plan prepared individually by all the teachers of all departments. The distribution of syllabus is another significant measure for effective teaching and learning

3. Other important initiatives are the Orientation Programs for I Semester students where they are given a clear idea regarding the current curriculum and course. Regular correspondence between the students and teachers is ensured by departmental notices.

4. The mentorship practice, experiential and participative

learning, special talks for students of the college are effective ways in of contributing enough to the overall performance of the students. The course completion certificate of individual teacher and the maintenance of annual departmental profile are two significant measures taken for the improvement in teaching and learning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Nanda Nath Saikia College, Titabar, places significant emphasis on ensuring and promoting gender equity within its campus. The key measures implemented to promote gender equity are as follows:

Nanda Nath Saikia College has taken proactive steps to create a safe and secure environment for female staff and students. The campus employs dedicated security personnel to monitor visitor entry and exit. Additionally, 24/7 CCTV surveillance ensures continuous monitoring of the campus. The girls' hostel, located within the college premises, is safeguarded with boundary walls and dedicated security staff.

Nanda Nath Saikia College is equipped with essential facilities to support its female stakeholders. The campus includes a well-furnished girls' common room with an attached washroom block. Additionally, there are six toilet blocks designated for female stakeholders. A fully functional Day Care Centre is available to assist female employees with children. The college also provides ramps for differently-abled individuals, along with separate toilet facilities for male and female persons with disabilities (PwD). The college has formalized a policy on Gender Equality and Gender Sensitization to foster an environment of respect and awareness of gender differences. A copy of this policy is accessible on the institution's website.

File Description	Documents
Annual gender sensitization action plan	https://www.nnsaikiacollege.org/images/management_content/Policy/Policy_on_Gender_Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://nnsaikiacollege.org/images/7.1.1_.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For waste management, color-coded dustbins are strategically placed throughout the campus to collect solid and liquid waste. Biodegradable waste, collected from areas like the college playground, parks, and other locations, is placed in pits for natural decomposition. Non-biodegradable waste is managed through a partnership with the Town Municipality Board, which regularly collects it from the campus. The college generates minimal e-waste, which is reduced by refilling printer cartridges instead of purchasing new ones and returning e-waste such as computers, printers, and UPS units to vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://nnsaikiacollege.org/images/7.1.3._Geo_tagged_photograph.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Nanda Nath Saikia College actively promotes cultural harmony and raises awareness about the socio-cultural significance of various communities through a range of events that encourage cultural assimilation and sensitization among students and staff. These events are conducted both at the departmental and institutional levels.

Within departments, faculty members foster an inclusive environment by highlighting the importance of unity and harmony among diverse communities. Given the college's location in a region where students from various cultural backgrounds and economic strata enroll each year, teachers are committed to maintaining an inclusive and respectful atmosphere.

At the institutional level, several units and cells—such as the NSS Unit, NCC Unit, Students' Union, Women's Cell, Teachers' Unit, and Employees' Unit—regularly organize events that showcase and celebrate the cultural diversity and "unity in diversity" ethos of India. The college shares a cordial relationship with neighboring areas and adopted villages

The annual College Week features competitions in various art forms, offering a platform to celebrate India's rich cultural heritage. All events, whether conducted on or off campus, promote inclusivity, are free of discrimination, and encourage participation from all. Additionally, the college observes and celebrates days of state, national, and international significance to foster awareness and strengthen unity among its stakeholders.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college actively promotes adherence to the rules and principles of the Indian Constitution, holding the fundamental duties of Indian citizenship in the highest regard. Significant days such as Independence Day, Republic Day, National Voters' Day, and National Girl Child Day are celebrated to foster national consciousness and unity.

To encourage democratic participation, the institution conducts the students' union election annually, adhering to principles of inclusivity where all eligible students are welcome to contest. Parent-teacher meetings are regularly organized to strengthen communication, address concerns, and assess students' progress effectively.

The college upholds equality and harmony among its students. Scholarships, hostel accommodations, and other grants are awarded purely on the basis of eligibility, ensuring that no discrimination occurs on grounds of class, caste, or gender.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code A. All of the above
of conduct for students, teachers,
administrators and other staff and conducts
periodic programmes in this regard. The

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Nanda Nath Saikia College actively organizes and celebrates national and international commemorative days, events, and festivals to raise awareness about significant historical events and promote cultural preservation. These events are conducted not only within the campus but also in nearby areas and adopted villages, fostering a strong and positive relationship with the local community. A detailed list of the events organized and days observed has been provided in the additional information section for a comprehensive overview.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

`Title: Enhancement of Teaching-Learning Methods`

`Objectives: To transition from traditional teaching to technology-driven methods, familiarize teachers and students with ICT tools, and enhance academic performance through modern learning approaches.`

`Context: With rapid advancements in ICT, the college prioritizes modern tools to improve teaching quality and meet evolving educational needs.`

`The Practice: ICT tools are installed in classrooms, reviewed annually by IQAC, and evaluated through student feedback. Course materials are uploaded to the college website for easy access.`

`Evidence of Success: Teachers effectively use digital platforms, examination results have improved, and learning extends via platforms like WhatsApp and YouTube.`

`Challenges: High costs for ICT installation and maintenance.`

`Title: Maintenance of a Green and Eco-Friendly Campus`

`Objective: To promote environmental conservation, reduce pollution, achieve a carbon-neutral campus, and harness renewable energy sources like water and solar power.`

`Context: The practice addresses environmental degradation by encouraging tree plantations, banning plastic use, and adopting sustainable initiatives. It aligns with global sustainability goals.`

`The Practice:`

- `Regular plantation drives`
- `Solar panel installations`
- `Energy-efficient LED bulbs and solar-powered street lights`
- `Ecologically responsible administrative decisions`

`Evidence of Success: The campus is greener, pollution levels are minimal, and vehicle use is limited. Energy conservation and awareness programs are prioritized.`

Challenges: Waterlogging can hinder plantation efforts.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The conservation and development of the ecosystem are of utmost importance at Nanda Nath Saikia College. The college has implemented a green protocol, which includes a complete ban on the use of plastic within the campus.

The Department of Botany and Department of Zoology have taken various initiatives to raise awareness about environmental issues. The campus hosts a significant number of medicinal herbs and trees, each labeled with name boards to help students and teachers identify and learn about them. To highlight the importance of environmental conservation, significant days such as Ozone Day and World Environment Day are celebrated annually.

Numerous plantation drives have been conducted in and around the campus by the NSS Unit, Teachers' Unit, and various departments, contributing significantly to the greenery of the area. The increase in tree cover has also led to a noticeable growth in the local fauna, promoting biodiversity.

The college operates a vermicompost plant that meets the campus's fertilizer requirements.

As part of its commitment to sustainability, the institution has installed 20KW on-grid and 5KW off-grid solar panels to serve as alternative energy sources. Additionally, the college features a large pond that plays a vital role in enhancing the campus's biodiversity.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Nanda Nath Saikia College (established in 1959 and affiliated with Dibrugarh University) follows the university's CBCS-based syllabi and curriculum. The college also offers add-on courses, with syllabi designed by its departments and approved by the university.

Prospectus: An annual prospectus is prepared before admissions, with an e-prospectus introduced in 2023-24.

Academic Calendar: The College develops an academic calendar based on Dibrugarh University's schedule, covering key dates like admissions, examinations, project submissions, and events. It is included in the prospectus and uploaded on the website.

Class Routine: The Academic Planning and Monitoring Board prepare the semester routine, with departments allotting classes to faculty.

Orientation: An orientation program is conducted at the start of each academic session.

Teaching Plan and Syllabus Completion: Faculty must prepare teaching plans and submit syllabus completion certificates at the end of each semester.

Online Classes: Online platforms like Google Meet, Zoom, and others were used during the pandemic, with some teachers continuing online sessions post-pandemic.

Tutorial and Remedial Classes: Extra classes are provided for slow learners to enhance their understanding.

Monitoring and Mentoring: Teachers monitor student progress through tests, seminars, and assignments and guide them under a mentor-mentee system, providing academic and personal support.

Continuous Internal Assessment (CIA): An Examination Committee ensures smooth conduct of sessional and end-semester exams per

the university's schedule.

Feedback: A scientific feedback system collects inputs from students, faculty, guardians, alumni, and employers for continuous improvement.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar for the entire year is set by Dibrugarh University and serves as the foundation for academic planning, outlining key timelines for academic activities. The institution strictly adheres to this calendar, ensuring students are well-informed at the start of each session. It is made available through the college website and notice boards. While the university's framework is followed, the principal has the authority to make minor adjustments based on departmental needs, with recommendations from Heads of Departments (HODs).

At the beginning of the session, faculty members are assigned specific subjects, and departments provide students with detailed schedules for examinations and seminars. Attendance is closely monitored, with HODs maintaining records. To enhance learning, departments organize field projects and group discussions. Remedial classes are also conducted to support students requiring extra guidance.

The principal regularly reviews internal assessments to ensure alignment with academic goals. An examination committee oversees the examination process, ensuring timely submission of internal marks by HODs. This structured approach ensures that academic activities, internal assessments, and evaluations are carried out effectively and in line with university guidelines, promoting academic rigor and excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.nnsaikiacollege.org/index.php /academics/academic-calendar

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

292

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

292

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Curriculum Addressing Crosscutting Issues

Syllabus and Departmental Contributions The syllabi of various departments at Nanda Nath Saikia College are carefully designed to incorporate a wide range of crosscutting issues:

- **Department of Education: Includes topics like gender and society, environmental education, women and adult education, population education, human rights, value and peace education, and democratic values.**

- **Department of Political Science: Covers themes such as human rights, feminism, fundamentals of democracy, good governance, and global social movements.**
- **Department of History: Explores themes such as the history of ecology and environment in India and the role of women in Indian history.**
- **Department of Zoology: Features subjects like environmental biology, wildlife conservation, and ecology, and offers a certificate course in yoga and physical fitness.**
- **Department of Geography: Integrates a project-based approach, emphasizing disaster management.**
- **Department of English: Focuses on women's writing and post colonialism, addressing key gender and societal issues.**

This interdisciplinary approach ensures that students not only gain academic knowledge but also develop a deep understanding of societal challenges and responsibilities.

Key Initiatives:

- **Gender Issues: Workshops, seminars, and celebrations like International Women's Day and National Girl Child Day promote gender equality.**
- **Environment: Events by IQAC, NSS, NCC, and others focus on environmental awareness and sustainable practices, maintaining a green campus.**
- **Human Values & Ethics: Programs like blood donation camps, health workshops, yoga day, and personality development sessions instill values and ethics.**

These efforts collectively enrich students' learning experience while fostering awareness of societal and environmental responsibilities

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

`Nil`

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

`Nil`

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`A. All of the above`

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://www.nnsaikiacollege.org/index.php/students-cell/student-s-feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

675

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

230

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

To assess the learning level of students, departments usually organised class test, seminars, Group discussions, Quizes and active interaction with the students. Sessional examinations are conducted to access the performance of the students. Students having slow learning ability are identified through quiz, class test and sessional examination and therefore give personal interest, providing study materials, notes, remedial classes has been provided by respective teachers. More counselling is given for advancing their learning ability. Moreover special guidance by mentors is provided to the slow learners. All the teachers keep contact with them by which they discuss any queries facing by them

For advanced learners, teachers provide numerous books and advanced study materials, referred journals and sometimes introduce them to reputed subject experts for further special guidance in the areas of their interest. The bright students of a few subjects are taken to the advanced study centers and research centers for better exposure in the concerned subjects. Further departments also invite subject experts to deliver special lectures and encouraged students to undertake research based projects, seminar presentation etc. Apart from these, they are given assignment on current topics; assigning some team work, give information for higher studies and provide counselling for competitive examinations. Students are encouraged to present papers in the seminars held in our college and at other institutions.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1108	55

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: The College adopts the following methods for effective experiential learning. Group discussion, Seminar presentation, Project work, Field study, Practical work Practice teaching, Psychological experimental activity, Writing for the college magazine Preparation, and editing of departmental wall magazines and handwritten magazines.

Participative learning:

Educational tour: Students of various departments have the opportunity to pursue participative learning through educational tours of their respective domains.

Seminar and group discussion: Students are encouraged to participate in seminars and group discussions regularly related to their syllabus and topics.

Preparation of wall magazines, and handwritten magazines: Students are encouraged to participate in the preparation of wall magazines and handwritten magazines.

Practice teaching: Students participate in mock-classroom teaching where they take the role of a teacher for a particular length of time.

Laboratory work: Students of various departments are encouraged to apply different concepts practically through their laboratory work.

Students of the department of Assamese are preparing weekly newspapers (Saptahi) and the handwritten poetry magazine (Ankuran) regularly.

Outreach and community services by NCC and NSS Participated in various career counseling programs and training of entrepreneurship programs.

Problem-Solving Methodologies:

To enhance the learning experience through problem-solving methods, the following methods are used.

Project work

Assignments

Practical Work in the laboratory

Individual and group projects help students to learn to identify and analyze a problem and come up with solutions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Each department is well equipped with an LCD projector and Screens and computers and printers have been provided to the departments for the smooth functioning of all academic activities.

There is a Computer Lab for the smooth functioning of the PGDCA courses in the college as well as other courses related to computer skills. There are 83 computers are in the college for ICT class as well as others works of the institution.

The college has installed Wi-Fi connections for the students and teachers on the college campus. 100 percent of teachers are familiar with ICT tools and take classes using them.

Some of the teachers have uploaded e-content on youtube.

The language departments regularly use film screenings of adapted novels, dramas, or short films and case study videos.

Teachers are regularly conduct online classes and examinations and give assignments in Google Meet, Zoom, and Google Classroom. Social media is skillfully used by the college through its WhatsApp groups.

The library is regularly updated with online resources. Inflibnet membership is regularly upgraded.

Use of GIS laboratory by the department of Geography

The institution always encourages teachers to attend training programs, seminars, workshops, and conferences related to ICT use.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

54

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

34

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

502

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Since Nanda Nath Saikia College is an affiliating college, external assessment has not been under its purview. As far as the internal assessment is concerned, the college adopts a crystal clear policy.

TRANSPARENCY OF INTERNAL EXAMINATION:

A) Internal Examination Committee: At the beginning of every academic session, the academic committee appoints an Internal Examination Committee headed by the Vice Principal to conduct internal examinations The Internal Examination Committee is given in charge of setting up the dates of the examination.

B) Decentralization of Examination: The departments are entrusted with preparing question papers and appointing invigilators for the examinations. The dates of internal exams are notified in the central and departmental notice boards in the college as well as their WhatsApp Groups.

C) Evaluation: The answer scripts are evaluated within 15 days of the date of examination. The marks are notified in the notice boards and WhatsApp groups. The answer scripts are handed over to the students so that they can take note of the remarks written by the concerned teachers for further improvement.

D) Notification of Group Discussion/Home Assignment/Seminar/Viva: Notifications of the dates and the topics of Departmental Group Discussions/Home Assignments/ Seminars/viva are notified on the departmental notice boards or whatsapp group. The marks of Group Discussion/Home Assignment/Seminar are displayed on the notice boards or whatsapp group.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The college maintains a fair, impartial, and transparent evaluation in the Internal assessment of all students. The marks of in semester examination are notified in the notice

boards and WhatsApp groups. The answer scripts are handed over to the students so that they can see over their answer script and take note of the remarks written by the concerned teachers for further improvement.

The students have full freedom to raise their voices of dissatisfaction regarding any discrepancy found in the evaluation process for Internal Assessment. The Principal has also circulates a notice to the students regarding notifying any grievance relating to Internal assessment. So, if students are not satisfied with the Internal Assessment mark, he/she can complain via email or fill up the standard form (proforma) on Internal Assessment grievances for the said issue directly to the principal or to the head of the respective department. The grievances of the students associated with the internal assessment such as correction of marks, totaling, and marks are promptly solved. Conduct of special examination for students who remains absent due to NSS, NCC camps, National Sports and Cultural Competitions, or any valid reasons are resolved immediately by the concerned department of the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College offers 12 programmes (7 from the Arts stream and 5 from the Science stream) of undergraduate courses under Dibrugarh University. The Programme Outcomes (POs) and course outcomes (COs) for all the programmes offered by the college are clearly stated and displayed on the college website. Moreover Programme outcome of different programmes are displayed in the departmental notice board of each department.. Moreover the Course outcomes of different courses are also available in the syllabus. At the time of departmental orientation programme each department provides e copy of syllabus containing the course outcomes of respective courses. So, the teachers and students are aware of the programme outcome and course outcome of the different programmes offered by the institution which is followed by the syllabus under

Dibrugarh University. These are also elaborated through Central and departmental Orientation programmes, departmental interaction and other lecture programmes. So, Teachers and students are aware about the programme outcome and course outcome from the orientation programme organized by the institution as well as respective departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nnsaikiacollege.org/index.php/academics/pragramme-outcome-and-course-outcome
Upload COs for all courses (exemplars from Glossary)	View File

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

Since the institution does not have Outcome Based Education (OBE), the college uses direct methods to evaluate the attainment of course outcomes and programme outcomes. Through the direct methods, attainment is evaluated through In Semester examination results, End semester examination results, Seminars, Group Discussions, viva, Project Works etc. It is also evaluated through the Passed out Students' progression to Higher Studies, Qualifying various National level and State level Competitive Examinations as well as Passed out students' placement records. Moreover, a Survey is also conducted among students in the final year towards the awareness about POs and Cos by the IQAC of the college to evaluate the attainment of course outcomes and Programme outcomes.

Direct Assessment method used for PO and CO attainment

Sl No.

Types of Direct Assessment method

Frequency

1.

In semester Examination

Twice in a semester

2.

Group Discussion

Once in a semester

3.

Seminar presentation

Once in a semester

4.

Practical work in Laboratory

Once in a semester

5.

Home Assignment

Once in a semester

6.

End semester Examination (Theory and Practical)

Once in a semester

7.

Class test

Twice in a semester

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

195

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://nnsaikiacollege.org/index.php/students-cell/student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

14.1

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

29

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

22

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nanda Nath Saikia College is the only premier higher educational institution in the entire Titabar Subdivision.Therefore, it is the institution's duty to take specific actions to raiseawareness and promote community welfare. The various departments of our institutions run a variety of programs to raise awareness among the local community and to sensitize students to important social concerns including road safety, health and hygiene, and a clean and sustainable environment. Highlights of this year's extension activities include workshops on "Alcohol Abuse and Yoga for Mental Health," Land Restoration, Desertification, and Drought Resilience.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

890

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has 26 numbers of classrooms with adequate teaching- learning facilities. All the classrooms are equipped with blackboards/ whiteboards. Six numbers of classrooms among them have smart boards with uninterrupted power supply. All the classrooms are well furnished with comfortable and good quality desk- bench and in some of class rooms there are provisions of table- chair for the students. The classrooms are spacious and there are sufficient numbers of electrical fans and lights in each room.

The departments of Botany, Chemistry, Education, Geography, Mathematics, Physics and Zoology have facilities of laboratories (details enclosed). All the laboratories are well equipped and updated as the requirements of the respective departments. All the laboratories have provisions for conducting classes at the time of requirement. One each of the laboratories of the departments of Botany, Chemistry, Geography, Physics and Zoology has LCD projectors.

Each department of the college has at least one computer for departmental activities like preparing student related documents, question papers, departmental notices, etc. there are facilities of printers in some of the departments which are shared by neighbouring departments, i. e., one printer among 3 or 4 departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

For cultural activities, there is an auditorium in the college with more than 600 sitting capacity. The stage of the auditorium is big enough to perform drama, group dance and other cultural programmes. There is a well maintained playground in the college which facilitate various outdoor sports, athletics events, etc. The measurement of the playground is 127mX55m. in the north- western corner of the

playground, there is a multipurpose synthetic Volleyball court with tow numbers of Badminton Courts. Facilities for various light indoor games, like, Carom, Chess, Chinese checker, etc. are available in the girls' hostel and boys' and girls' common rooms. For practicing and performing athletics, football, cricket, etc., the college playground is used and adequate accessories are available in the college. There is a gymnasium of 693 square feet in the college. A part time gym instructor is hired to train the students and employees. The number and variety of equipments in the gymnasium is satisfactory. A 6 station multi gym is installed in the gymnasium along with other exercise equipments like Dual Twister, Multifunctional Bench, Manual Roller Jogger, Dumb bells, Squat Rack, Push up Stand, Weight Plates of different weights, etc.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.nnsaikiacollege.org/index.php/discover-more/1554-ict-classrooms-of-n-n-saikia-college
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

`24.13`

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

`Yes, It is automated with SOUL2.0 ILMS with a locally installed P.C. server with 3 client machines.`

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	`A. Any 4 or more of the above`

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

2.67

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

88

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college designed and uploaded a portal for online admission in its website. SMS service regarding the information of admission process was also initiated. The operating systems of the computers are well maintained. The college campus is Wi-Fi enabled and it is maintained by the service providers. For online classes and other academic activities, Google Meet platform was subscribed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

83

File Description	Documents
Upload any additional information	*View File*
Student – computer ratio	*View File*

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	*View File*
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

19.69

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	*View File*
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	*View File*

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has been following effective mechanisms for maintenance and utilization of physical, academic and support facilities. The infrastructure of the college is well

maintained and reviewed timely by the committees relating to infrastructure development. All the items are purchased by the process of inviting quotations and the same process is followed in case of repair and repurchases too.

The classrooms, laboratories and other buildings are cleaned by the housekeeping staffs. The Nature Club of the college monitors the green cover of the college campus. For the safety and security of the college campus and the girls' hostel, CCTV cameras, solar and electrical lights, fire extinguishers, etc. are available. All the civil works are done by engaging contract workers. Laboratory bearers of each department are responsible for overall maintenance of their respective department's laboratories. The library committee monitors the overall functioning of the central library. At the beginning of each session, newly admitted students are counseled.

The teacher in charge of sports in coordination with the college authority facilitates all the required sports equipments and maintains the gymnasium.

The online UPS, generators, internet connectivity, biometric services and computers are maintained by the service providers and the suppliers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

809

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

121

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

121

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

69

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5	

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council of the college plays a pivotal role in both administrative and academic endeavors, significantly contributing to the overall development of campus life. The council actively participates in organizing a wide range of co-curricular and extracurricular activities, fostering a vibrant and inclusive campus environment.

A key focus of the council is to promote integration and inclusivity among students by commemorating the birth and death anniversaries of leaders of national and regional significance. Furthermore, the council takes the lead in organizing important events such as International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers' Day, and World AIDS Day.

In addition to these initiatives, the council is instrumental in hosting events that enrich campus life, including College Week, Freshman Socials, Farewell Ceremonies, and other celebrations. The students also actively participate in programs organized by various college committees and cells, such as the Grievance Redressal Cell, the Committee for Resolving Issues Related to Sexual Harassment, the NCC, the NSS Unit, the Cultural Committee, the Sports Committee, the Nature Club, and the Debate Club.

Through their dedication and active involvement, the Student Council fosters a sense of community and engagement, making the college a dynamic and inclusive space for all.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

5

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Although the institution does not currently have a registered Alumni Association, the alumni actively contribute to the college's development by offering valuable suggestions to foster a supportive and enriching academic environment.

Steps have already been initiated to establish a registered Alumni Association, and the process is underway.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Founded in semi-rural locality, N. N. Saikia College has been persistently following the vision of providing excellent infrastructure and opportunities to the students for fulfil their academic and co- curricular needs and enable them to develop their full potentialities.

1.MissionandVisionoftheinstitution Mission statement

Create,maintainandprovideforourstudentsadistinctiveenvironmentfortheromotionof academic excellence, innovative endeavours and social commitment.

Develop human, moral and cultural values among students.

Developmultidisciplinaryapproachestoenablethemforglobalcompetencies. Ensure effective pedagogy and efficient methods of evaluation.

Vision statement

The institution has the vision of providing excellent infrastructure with modern facilities and imparting quality education to the students and enabling them to succeed in academic and other professional fields.

The governance of the college is endeavoring to fulfill its vision and mission by providing the students with updated facilities for their academic and extra-curricular aspects and also by infusing in them the sense of duty and responsibility through different means.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

The administrative management of the college is decentralized and participatory in nature. The noble vision and mission of the institution inspires an atmosphere of participation, decentralization and coordination among different statutory committees and cells. The regular holding of the college Governing Body meetings facilitates in making policies for the institution and implementation of the different decisions and suggestions offered by the committees. The Principal of the college being the secretary of the Governing Body duly communicates the decisions to the stakeholders through staff meetings, meetings with the HoDs, and general meetings with the members of the public. Accordingly, different academic and administrative tasks are distributed among the different committees and cells.

It is also ensured that various committees and sub-committees must be constituted by all the stakeholders of the college such as the teaching and non-teaching staff, students, parents, alumni and members of the public, local industrialists, eminent social workers and donor members. The coordinators or the conveners of the committees make sure that regular meetings are called for where relevant issues are

addressed and opinions of the members are considered and any decision or resolution taken is

duly intimated to the authority of the college.

Moreover, students are enrolled as members in a number of committees and clubs. Besides, students are encouraged to participate in various extension activities and community works and especially NCC and NSS cadres actively take part in a number of extra-curricular and outreach programs.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/management/committees-cells/teachers-unit
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- In enhancing and encouraging research and scientific investigations.
- In the enhancement and extension of ICT facilities to maximum number of students by successfully installing ICT projectors in almost all the classrooms of the college. The class routine ensures that all these classrooms are fully utilized and all students get the benefit. Moreover, all the departmental rooms are installed with a desktop computer, printer and internet facilities.
- In ensuring that the Central Library of the college is equipped with ICT facilities and is run by Integrated Library Management Software (SOUL 2.0) through which online resources are accessed and books are issued and borrowed. The college office is availing ICT in matters of admission, registration, scholarship etc.
- In upgrading the computer operating system from Window 7 to Window 10.
- In increasing the number of books in the Central Library.,
- In increasing Internet bandwidth ? 50MBPS and in upgrading the operating system of the computers in the internet section from Windows 7 to Windows 10 with a system specially dedicated to the use of e-resources (N-LIST).
- In connecting the computer systems with LAN.
- In successfully organizing an event on international platform as the college has held an International Seminar

on a highly relevant topic.

- In ensuring more collaboration with other higher education institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Administrative Setup: N. N. Saikia College has precise and distinct policies and rules for its administrative setup. The Governing Body consisting of 13 members is the highest administrative body of the college. It plans and monitors the different policies and their implementation in academic, non-academic, infrastructural and financial aspects of the college. The Principal being the executive and administrative head of the institution takes all measures to implement the plans and policies of the GB through the Academic and Administrative Vice-Principals and the IQAC. The Principal constitutes various committees and cells under IQAC to look after the various dimensions of the college. Regarding appointment, the college strictly follows government appointment procedures and service rules. The governing body of the college constitutes different appointment committees for the selection of assistant professors, office staff and other positions. The affiliated university also provides two nominees for the appointment committees. As per government rules, the selection list of candidates is forwarded to the Director of Higher Education for approval.

Code of Conduct: The college has constituted and followed its Code of Conduct. These codes setclear rules and regulations for the teachers, students and the non-teaching staff of the college. They also help in running the administration effectively.

File Description	Documents
Paste link for additional information	https://nnsaikiacollege.org/index.php/about-us/perspective-plan
Link to Organogram of the Institution webpage	https://nnsaikiacollege.org/index.php/management/organisational-structure
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

N. N. Saikia College has adequate and effective welfare measures for the teaching and non-teaching staff. It has adopted an Employee Welfare Policy for the wellbeing of the teaching and non-teaching staff. This policy ensures that the employees of the college can work in a healthy, comfortable and convenient atmosphere so that they can give their best output in their works.

Apart from that, the employees of the college are provided with financial support in the time of need through Nanda Nath Saikia College Thrift and Credit Society registered under Assam Cooperative Society Act. For more than 30 years till now, this society has been providing loans to both the teaching and non-teaching staff against deduction of instalment amount on

monthly basis. The society also provides emergency loan to its members immediately after applying. Moreover, among other welfare measures for the employees include a well-furnished Staff Common Room with recreational facilities, a college Canteen with food items of reasonable price, a Day-Care Centre and a mini-Gym.

There are other activities and provisions for the promotion of a healthy and harmonious working environment among the teaching and non-teaching staff. Professional achievements of the teachers are always encouraged through felicitation ceremonies. They are felicitated for awarding Ph. D. or any such higher degrees. Moreover, the bonding among the staff is strengthened by attending important events of their lives, by celebrating different occasions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

44

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

Performance Appraisal System for teaching staff include the

Students' Feedback System on teachers and office staff and through Annual Performance Index of individual teachers.

Students' Feedback on teachers are assessed on the basis of the following aspects:

1. Punctuality
2. Intelligibility
3. Friendliness
4. Approachableness
5. Motivation
6. Innovativeness
7. Availability after class hours
8. Knowledgeable

Maximum value for response is 4 and the lowest value is 0. Thus, the values obtained by individual teachers are analysed by IQAC along with Feedback Committee and the overall report is submitted to the Principal who takes specific measures to curb any anomaly if found.

Teachers' performance for promotions are also assessed on the basis of their Annual Performance Index in three categories- Category-I: Teaching, Learning and Evaluation Related Activities, Category-II: Co-curricular, Extension, Professional Development related activities and Category-III: Research, Publications and Academic Contributions by the teacher. The minimum API score required for promotion in Category-I is 75 per year, and 15 in Category-II. In Category III, one has to score minimum 5 points annually for promotion from stage I to stage II, 10 points annually for promotion from stage II to stage III and 15 points annually for promotion from stage III to stage IV (Associate Professor).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism

for settling audit objections within a maximum of 200 words

The institute performs two types of audits: Internal and Government/External Audit. It has completed an External Audit from 1st April, 2023 31st March, 2024. The audit was conducted by CA Nitesh Kumar Lakhotia. All these audits have been completed in due time and no anomaly was found by the auditors. The college also receives donations in cash and kinds which are also duly audited time to time. The records of these donations are properly kept by the concerning departments and the administration. Moreover, the college maintains its own audit regarding the funds raised within departments for the support of the student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

N.N. Saikia College has a well-defined and precise Policy for the Maintenance and Utilization of the Physical, Academic and Support Facilities and Resources of the college. It has clear strategies for the mobilization and optimal utilization of resources and funds.

The college also receives donations in cash and kinds which are also duly audited time to time. The records of these donations are properly kept by the concerning departments and the administration. Moreover, the college maintains its own audit regarding the funds raised within departments for the support of the students. This audit is conducted by the departmental heads.

Regarding the maintenance and utilization of physical and support facilities of the college, it must be mentioned that these resources have been utilized for various academic and non-academic purposes on regular basis. For example, the college's auditorium and its classrooms have been used for conducting different examinations, trainings, meetings etc. These resources are utilized also for KKHSOU Study Centre and a Vermicompost Unit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

TheIQACofN.N.SaikiaCollegehasbeencontributingsignificantlyforinstitutionalizingthe quality assurance strategies and processes. These strategies include:

1. Use of ICT tools in teaching-learning: For the enhancement of quality assurance, the IQAC has been stressing on the use of modern technology inteaching-learning process. IQAC ensures the use of ICT in the classes of all the departments and to include 100% students in such classes. Currently the college has total 15 classrooms installed with smart boards, LCD Projector and Digital classroom facilities.

2. Feedback mechanism: The college sincerely believes that in order to achieve its mission, an all- inclusive feedback system plays a very important role. That's why the college has been continuing tocollect,analyseandtakeappropriateactiononthefeedbacksfromstudents,teachers,employees,

alumni and parents. Currently a committee comprising of the Principal of the college, the Coordinator, IQAC and three faculty members looks after the entire issues related to the Feedback mechanism of the college.

3. Community Work: In keeping with the vision and mission of the college, the IQAC emphasizes the social responsibilities of the institution and believes that for the students' awareness of social issues enhances in them the qualities of humanity, equality, generosity and a strong sense of belonging. All the different wings of the college i.e. Teachers' Unit, Women's Cell, Student Union, NCC, NSS etc. have been actively and dedicatedly involved in various community service works.Besides thecollege'sadoptedvillage,thediversecommunityworksofthecollege coverthe neighbouring localities and schools, border areas and surrounding tea gardens.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC reviews the teaching learning process by taking up different initiatives:

1. Through the Prospectus the students are made aware of the academic and extra-curricular aspects of the college. The college's own Academic Calendar helps in executing the teaching-learning process in a precise and strategic way. The daily class routine is prepared and strictly followed by all the teachers and students for planning and timely completion of the syllabus.

2. Another important strategy for improvement in curriculum delivery is the teaching plan prepared individually by all the teachers of all departments. The distribution of syllabus is another significant measure for effective teaching and learning

3. Other important initiatives are the Orientation Programs for I Semester students where they are given a clear idea regarding the current curriculum and course. Regular correspondence between the students and teachers is ensured by departmental notices.

4. The mentorship practice, experiential and participative learning, special talks for students of the college are effective ways in of contributing enough to the overall performance of the students. The course completion certificate of individual teacher and the maintenance of annual departmental profile are two significant measures taken for the improvement in teaching and learning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Nanda Nath Saikia College, Titabar, places significant emphasis on ensuring and promoting gender equity within its campus. The key measures implemented to promote gender equity are as follows:

Nanda Nath Saikia College has taken proactive steps to create a safe and secure environment for female staff and students. The campus employs dedicated security personnel to monitor visitor entry and exit. Additionally, 24/7 CCTV surveillance ensures continuous monitoring of the campus. The girls' hostel, located within the college premises, is safeguarded with boundary walls and dedicated security staff.

Nanda Nath Saikia College is equipped with essential facilities to support its female stakeholders. The campus includes a well-furnished girls' common room with an attached washroom block. Additionally, there are six toilet blocks designated for female stakeholders. A fully functional Day Care Centre is available to assist female employees with children. The college also provides ramps for differently-abled individuals, along with separate toilet facilities for male and female persons with disabilities (PwD). The college has formalized a policy on Gender Equality and Gender Sensitization to foster an environment of respect and awareness of gender differences. A copy of this policy is accessible on the institution's website.

File Description	Documents
Annual gender sensitization action plan	https://www.nnsaikiacollege.org/images/management_content/Policy/Policy_on_Gender_Sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://nnsaikiacollege.org/images/7.1.1_.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy	A. 4 or All of the above

conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	*View File*
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

For waste management, color-coded dustbins are strategically placed throughout the campus to collect solid and liquid waste. Biodegradable waste, collected from areas like the college playground, parks, and other locations, is placed in pits for natural decomposition. Non-biodegradable waste is managed through a partnership with the Town Municipality Board, which regularly collects it from the campus. The college generates minimal e-waste, which is reduced by refilling printer cartridges instead of purchasing new ones and returning e-waste such as computers, printers, and UPS units to vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	*View File*
Geo tagged photographs of the facilities	*https://nnsaikiacollege.org/images/7.1.3. Geo tagged photograph.pdf*
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	**A. Any 4 or All of the above**
1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Nanda Nath Saikia College actively promotes cultural harmony and raises awareness about the socio-cultural significance of various communities through a range of events that encourage cultural assimilation and sensitization among students and staff. These events are conducted both at the departmental and institutional levels.

Within departments, faculty members foster an inclusive environment by highlighting the importance of unity and harmony among diverse communities. Given the college's location in a region where students from various cultural backgrounds and economic strata enroll each year, teachers are committed to maintaining an inclusive and respectful atmosphere.

At the institutional level, several units and cells—such as the

NSS Unit, NCC Unit, Students' Union, Women's Cell, Teachers' Unit, and Employees' Unit—regularly organize events that showcase and celebrate the cultural diversity and "unity in diversity" ethos of India. The college shares a cordial relationship with neighboring areas and adopted villages

The annual College Week features competitions in various art forms, offering a platform to celebrate India's rich cultural heritage. All events, whether conducted on or off campus, promote inclusivity, are free of discrimination, and encourage participation from all. Additionally, the college observes and celebrates days of state, national, and international significance to foster awareness and strengthen unity among its stakeholders.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college actively promotes adherence to the rules and principles of the Indian Constitution, holding the fundamental duties of Indian citizenship in the highest regard. Significant days such as Independence Day, Republic Day, National Voters' Day, and National Girl Child Day are celebrated to foster national consciousness and unity.

To encourage democratic participation, the institution conducts the students' union election annually, adhering to principles of inclusivity where all eligible students are welcome to contest. Parent-teacher meetings are regularly organized to strengthen communication, address concerns, and assess students' progress effectively.

The college upholds equality and harmony among its students. Scholarships, hostel accommodations, and other grants are awarded purely on the basis of eligibility, ensuring that no discrimination occurs on grounds of class, caste, or gender.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	

Nanda Nath Saikia College actively organizes and celebrates national and international commemorative days, events, and festivals to raise awareness about significant historical events and promote cultural preservation. These events are conducted not only within the campus but also in nearby areas and adopted villages, fostering a strong and positive relationship with the local community. A detailed list of the events organized and days observed has been provided in the

additional information section for a comprehensive overview.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title: Enhancement of Teaching-Learning Methods

Objectives: To transition from traditional teaching to technology-driven methods, familiarize teachers and students with ICT tools, and enhance academic performance through modern learning approaches.

Context: With rapid advancements in ICT, the college prioritizes modern tools to improve teaching quality and meet evolving educational needs.

The Practice: ICT tools are installed in classrooms, reviewed annually by IQAC, and evaluated through student feedback. Course materials are uploaded to the college website for easy access.

Evidence of Success: Teachers effectively use digital platforms, examination results have improved, and learning extends via platforms like WhatsApp and YouTube.

Challenges: High costs for ICT installation and maintenance.

Title: Maintenance of a Green and Eco-Friendly Campus

Objective: To promote environmental conservation, reduce pollution, achieve a carbon-neutral campus, and harness renewable energy sources like water and solar power.

Context: The practice addresses environmental degradation by

encouraging tree plantations, banning plastic use, and adopting sustainable initiatives. It aligns with global sustainability goals.

The Practice:

- Regular plantation drives
- Solar panel installations
- Energy-efficient LED bulbs and solar-powered street lights
- Ecologically responsible administrative decisions

Evidence of Success: The campus is greener, pollution levels are minimal, and vehicle use is limited. Energy conservation and awareness programs are prioritized.

Challenges: Waterlogging can hinder plantation efforts.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The conservation and development of the ecosystem are of utmost importance at Nanda Nath Saikia College. The college has implemented a green protocol, which includes a complete ban on the use of plastic within the campus.

The Department of Botany and Department of Zoology have taken various initiatives to raise awareness about environmental issues. The campus hosts a significant number of medicinal herbs and trees, each labeled with name boards to help students and teachers identify and learn about them. To highlight the importance of environmental conservation, significant days such as Ozone Day and World Environment Day are celebrated annually.

Numerous plantation drives have been conducted in and around the campus by the NSS Unit, Teachers' Unit, and various departments, contributing significantly to the greenery of the area. The increase in tree cover has also led to a noticeable growth in the local fauna, promoting biodiversity.

The college operates a vermicompost plant that meets the campus's fertilizer requirements.

As part of its commitment to sustainability, the institution has installed 20KW on-grid and 5KW off-grid solar panels to serve as alternative energy sources. Additionally, the college features a large pond that plays a vital role in enhancing the campus's biodiversity.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To construct a Boys' Hostel for the accommodation of male students who live in far away places and cannot afford a private hostel or PG facility.
2. To construct a new Academic building for more classrooms with modern facilities in order to facilitate the increasing enrolment of students.
3. To construct a Mini Stadium for the encouragement sportsman spirit in students and for the improvement of sports prospects.
4. To build an incubation center in order to pave the way for entrepreneurship among students and for nurturing their innovative ideas for a bright future.