



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>NIRMAL HALOI COLLEGE</b>
Name of the head of the Institution		<b>DR. BHUPESH SARMA</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>03666-264650</b>
Mobile no.		<b>9954961242</b>
Registered Email		<b>nhcollege.pkc@rediffmail.com</b>
Alternate Email		<b>principalthcollege@gmail.com</b>
Address		<b>Patacharkuchi, dist- Barpeta</b>
City/Town		<b>Patacharkuchi</b>
State/UT		<b>Assam</b>
Pincode		<b>781326</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Manikanta Das
Phone no/Alternate Phone no.	03666264650
Mobile no.	8812837880
Registered Email	nhcollege.pkc@rediffmail.com
Alternate Email	iqac_nhc@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://nhcollege.ac.in/admin/files/AQAR%202018-19.pdf">http://nhcollege.ac.in/admin/files/AQAR%202018-19.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:  
Weblink :

<http://nhcollege.ac.in/admin/files/Academic%20Calendar%202019-20.jpg>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	68.50	2005	28-Feb-2005	28-Feb-2010
2	B	2.33	2016	01-Dec-2016	01-Dec-2021

### 6. Date of Establishment of IQAC

12-May-2005

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Covid care center	15-May-2020 90	435

Departmental seminars by all departments	09-Sep-2019 1	810
Workshop on confidence building & job opportunities i	09-Sep-2019 1	210
Education extension program in feather schools	10-Jul-2019 3	170
Discussion on academic audit of the preceding	02-Aug-2019 1	37
Remedial classes	03-Jul-2019 9	250
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nirmal Haloi College	Girls Common Room development	Govt. of Assam	2020 180	100000
Nirmal Haloi College	Fees Reimbursement	Govt. of Assam	2020 365	3052400
Nirmal Haloi College	Excursion Grant	Govt. of Assam	2020 365	100000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

IQAC evaluates its activities during the last year and prepares plan of action for the current year.

Interactive program for confidence building organised.

Community involvement program for fostering the sense of social responsibility among the students is organised by IQAC in nearby villages.

IQAC prepares the academic calendar of the college.

IQAC conducts the remedial classes for academically poor students and during summer vacation and coaching for advance learners during puja vacation.

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

Plan of Action	Achivements/Outcomes
To conduct remedial classes for B. A. & B. Com students.	On the basis of examination result, average and below average students are detected and they are called for remedial classes.
To organize seminars of national/international level workshop	Proposals have been submitted to different funding agencies.
To conduct special counseling for advance learners	Advance learners are given special coaching by specialist resource persons.
To organize skill development program for passed out and final year students.	Coaching for jobs in the fields of banking, finance and airline service is done.
Digitalization in all possible fields	To step up with the present day science & technology digitalization of library and office has been started.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	24-Nov-2020

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

Yes

Date of Visit	08-Nov-2016
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	04-Nov-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The institution updates itself with the development of technology. Different modules of software are being used to preserve all data and run day to day activities. College automation is used for maintenance of all data. Presently admission software (Module CMS) is being used for the purpose of online application and admission. This new software is brought under the umbrella of college automation. All data regarding students are preserved and updated in this software.. For maintaining accounts of the institution an independent software is installed and now partially operational. For attendance of employees another software is used relating to punching machine. The college also uses students feedback software which is open to all students. Students have to put feedback in each semester as mandatory. Students have to enter all required data at the time of admission online.. After admission a new data base of all the students is automatically generated. In the library of the college SOUL ( college 1.2) is in use. The whole campus of the institution is under CCTV surveillance.</p>

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

The institution has active mechanism for curriculum planning and implementation. The whole process involves preparation of curriculum, documentation and implementation of curriculum. Regarding preparation the institution depends on be affiliating University for UG Courses. Only in case

of certificate and diploma. Courses the institution prepares curriculum. For preparation of curriculum for certificate and diploma courses the institution has an academic committee including specialists in the relevant courses. The academics committee prepares curriculum with the help of specialists and places the same before the academics council. The academic council good probe prepared curricular, this classes win distillates and approves the sine. The academics council may modify the curriculum if and where necessary and forwards the curriculum to the governing body for final approval. Regarding implementation of curriculum the institution has an active mechanism for well planned curriculum delivery in which the vice principal, the HoDs of the departments and all the teachers are channelized through the mechanism of IQAC.as the IQAC is the core body for quality enhancement of the institution. It works as co-ordinating agency among the departments and in between the authority and teaching community. The institution uses its own mechanism for curriculum delivery as relevant to the local issues. Sufficient teachers are engaged besides permanent sanctioned posts for teaching mechanism. There is an academic council comprising all the HoDs. An academic committee works as core committee for all academic activities. A senior teachers has been appointed as academic in-charge to monitor the academic activities. All the teachers are required to submit teaching plan before commencement of session. A documentation committee is engaged for preserving all documents. The institution uses office automation software for the purpose of documentation. IQAC Prepares all the documents to be preserved. Weekly records of classes taken and not taken are submitted to IQAC. The institution follows the directive of affiliating University. The class routine is scientifically planned and number of classes in its discipline is allotted as per credit point. The affiliating University prepares curriculum and the institution implements the same. Each department maintains merit register where the actual academic scenario is picturized. The college maintains all records regarding examinations and results. The institution provides courses of BA Major and General. The curriculum as prepared by the affiliating University is bound to this affiliated institution. Tutorial classes are done by all the departments in each semester. The institution abides by semester system of examinations of the affiliating university. The institution provides facilities for inter disciplinarians classes specially for Environmental Studies. Teachers from various departments take classes in Environmental Study. This is very effective method for well maintenance of teacher student relationship. The institution encourages lecture by guest faculty Teachers from nearby colleges and Universities and from the affiliated university are invited for taking classes in selected departments. Weekly departmental seminars are organized among the students of the particular departments for Major courses. From this academic session the affiliating university. Guwahati University introduces Choice Based Credit System (CBCS) in under graduate level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Certificate in Computer Application	Nil	02/09/2019	90	Self-employment	Software
Medicinal and Aromatic plant Gardening	Nil	01/11/2019	90	Self-employment	Medicinal Plant

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons	01/08/2019
BA	Regular	01/08/2019
BCom	Hons	01/08/2019
BCom	Regular	01/08/2019

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

	Certificate	Diploma Course
Number of Students	62	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Medicinal and Aromatic plant Gardening	01/11/2019	21
Certificate in Computer Application	02/09/2019	41
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Environmental Study	8
BA	Education	42
BA	History	10
BA	Philosophy	15
BA	Assamese	70
<a href="#">View File</a>		

## 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

The institution believes that feedback from all stakeholders not only helps evaluation of the prevailing status but also gives way to further development. Therefore the institution implements sound feedback system. The feedback system is divided into 5 categories students, teachers, employers, alumni and parents. For the students the institution adopts online feedback system. One set of CPU remains open on all working days. A special cell is prepared with one CPU where online feedback software is installed. The cell is placed just by the Central Library of the college. Offline feedback is also allowed but online is encouraged. It is mandatory for all students to give their feedback at least before submission of examination forms. For the other categories the institution uses printed forms with appropriate questionnaires. These are distributed among the teachers, employers, alumni and parents. The printed format of questionnaire is also made available on the college website. Moreover, annual meeting of alumni is held to review the progress of the institution. Parents meet is held twice in a year to serve the purpose. All these feedback records are evaluated by the IQAC of the college. IQAC takes help of external experts where necessary. All the feedback reports are separately analyzed. Students feedback, alumni feedback. parents feedback are kept in one category whereas teachers and employees feedback are in another category. On the analysis of students feedback following points are made clear.

1. Teacher and teaching: From this point quality of teachers and teaching methodology is found clear. All the drawbacks of teacher and teaching method is found out and action is taken properly to remove the drawbacks upgrade all.
2. Management: The institution believes that students are basic for the institution. The role of management and the necessity of reform is found out from this feedback.
3. Academic environment: Students feedback shows clearly the academic environment of the institution. The academic environment includes infrastructural condition. teaching learning situation, student-teacher relation, students employee relation, echo-friendliness campus of the institution. The feedback also shows the area where we are to emphasize much. From the feedback of alumni and parents we find following points.
  1. Need of development in various field like sports, culture, placement of students besides curricular activities
  2. Regarding management whether any further reform is necessary. As guardians they have right and obligation to opine for the development of the institution as well as for the future of their wards. From the analysis the IQAC with the help of experts identifies the green and grey areas and submits report to the authority for necessary action.. The authority of the institution tries to turn the grey areas into green so that all round development of the institution be smooth.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Major & General st . yr.	120	45	44
BA	Political Science Major	40	65	35
BA	Philosophy	30	50	27



	Major			
BA	History Major	30	22	14
BA	Assamese Major	60	110	59
BA	Economics Major	30	27	5
BA	Education Major	40	80	36
BA	English Major	35	66	35
BA	General	400	810	434
BA	Sanskrit Major	30	25	20
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1530	0	21	0	0

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	21	8	2	2	7
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The institution is coeducational which implies that both gender should step forward equally in each step of social as well as personal life. Students mentoring in the institution goes in the field of academics, co curricular, extracurricular and socially relevant issues. Mentors are from among the teaching faculty and from the senior batches of students. In case of mentoring teaching faculty works in two ways- academic and co curricular. Academic development depends upon the mentoring by teaching faculty. At the same time teaching community is socially committed that results in proper mentoring of the new generation in the field of social commitment the sense of which belongs to the committed one. Students are given free atmosphere to exchange their views under the umbrella of mentors. The mentors need to work on gender equalization as the institute is coeducational. The means of academic mentoring is basically traditional with the addition of ICT (Information Communication Technology). Another basic factor in students mentoring is N. H. College students union. This is a body of executive representing the students. Students are made equipped with administration and system of democracy through this body. The college authority guides the whole process of forming the union as per Lyngdoh Commissions report and the judgment of Supreme Court of India. The students' body learns disciplines and acquires the sense of belongingness from their predecessors and guides the juniors to follow up so as to maintain proper discipline. The institution has the wing of NSS (National Service Scheme) through which sense of commitment to society is mentored jointly by authority and senior students. The sense of selflessness is

imparted to the students through some NGO like Red Ribbon Club besides college faculty. This monitoring inspires students to help others. Students are inspired to donate their blood annually to the blood bank which is meant for the needy patients. This institution follows a chain system of mentoring from the highest authority to the core point - to students. This chain system of mentoring works in formulating sound moral character. The sense of selflessness is inculcated among the students to form sound moral character. The mentors inspire the students to involve themselves to stand for needy people in case of naturally calamities like flood, storm, earthquake covid 19 etc. The students help their fellow students in distress, help the flood affected people in the neighboring area under the guidance of teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1530	21	1:73

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	21	2	0	11

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Sem VI	20/05/2019	05/12/2020
BCom	UG	Sem VI	20/05/2019	05/12/2020
<a href="#">View File</a>				

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

As per the guidelines of affiliating University the institution has undertaken some reformative actions regarding internal evaluation. The initiatives taken for reforms are as follows:- Internal evaluation is part of final examination hence it is taken seriously and done with utmost sincerity. Gauhati University, the affiliating university has introduced CBCS course in under graduate level from 2019-20. Examination is held in semester system of examination and the basic tenet of semester system is continuous evaluation of learners. Unit tests are held by the departments in the various classes semester wise to help students to express their knowledge. Internal semester wise sessional examinations are held as per schedule of college as published in the academic calendar. This is important from the point of enhancing merit of the students. Seminars of various departments are organized inviting senior teachers from neighbouring colleges and experts from nearby area. In the seminar special topics relating to subject matters are highlighted for the benefit of the

students. The invited resource persons throw light on the specific topic. Proper knowledge of students can be measured through such programs. Sometimes, the institution organizes workshops among the student community on a fixed matter. These workshops are helpful for them to acquaint with the real world so that they are capable of doing something for running future life at an ease. Group discussion on a specific subject matter is also organized among the students under supervision of teachers. This type of discussion is highly important for the career development of students. Students' attendance in minimum 75 class is made mandatory which is necessary to evaluate students' academic achievement. The scripts of sessional examination are shown to the students so that they can rectify their mistakes and develop themselves for the final examination. Students are also given home assignment on certain specific subject matter. Internal evaluation includes all activities of students like seminar participation, home assignment, unit test, performance in group discussion, attendance in class and sessional examination.

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

The Academic Calendar of the affiliating university is followed by the institution which is available in the college website in the link given below:  
<http://nhcollege.ac.in/admin/files/Academic20Calendar202019-20.jpg>

## 2.6 – Student Performance and Learning Outcomes

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

<http://nhcollege.ac.in/admin/files/2019-20.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	General Course	320	285	89
UG	BA	Sanskrit Major	12	12	100
UG	BA	Political Science Major	18	18	100
UG	BA	Philosophy Major	17	17	100
UG	BA	Education Major	41	41	100
UG	BA	Economics Major	5	5	100
UG	BA	Assamese Major	45	45	100
UG	BA	English Major	32	32	100
UG	BA	History Major	7	7	100

[View File](#)

## 2.7 – Student Satisfaction Survey

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

[Report could not be prepared due to Lockdown.](#)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Department	Number of Publication
------------	-----------------------

English	1
Education	1
Assamese	4
Philosophy	4
History	3
Political Science	3
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	2	5	10
Attended/Seminars/Workshops	1	1	2	5
Resource persons	0	2	3	21
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Career Counselling Programme	IQAC, N. H. College	6	48
Awareness camp among women	Women Forum, N. H. College	4	55
Training on self defense of woman	NHCSU	7	68

Road Safety Camp	NSS	5	69
Renovation of village road	NHCSU	10	50
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Covid 19 awareness program	NHCSU	Awareness program	5	21
Plastic, Tobacco, Gutkha free College	NHCSU	Cleanliness	5	30
World Environment Day observation	NSS, N. H. College	Plantation	10	80
Swaccha Bharat	NHCSU	Cleaning the campus of the college	9	51
Grow Commitment	NSS, N . H . College	Health Camp in Barsahan Village	6	70
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
01	08	Govt. of India	Nil
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Community Awareness	Training on Voter	Election Officer,	17/01/2020	17/01/2020	215

	Verification	Bajali			
Vocational	On The Job Training	S . S . Technology	10/10/2019	16/10/2019	86
Academic	Advance Teaching	Patacharku chi Vidyapith H. S. School	21/08/2019	24/08/2019	80
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
90	42

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Seminar halls with ICT facilities	Existing
Campus Area	Existing
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Existing
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	College 1.2	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5613	796709	1065	151230	6678	947939

Reference Books	8652	1031287	1540	303912	10192	1335199
Journals	20	33180	12	13302	32	46482
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	32	1	6	3	17	5	8	8	0
Added	0	0	24	3	0	0	1	0	0
<b>Total</b>	<b>32</b>	<b>1</b>	<b>30</b>	<b>6</b>	<b>17</b>	<b>5</b>	<b>9</b>	<b>8</b>	<b>0</b>

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

8 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13	12.5	90	42

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

The college follows transparent policies in maintaining and utilizing all the physical, academic and support facilities provided by the institution. The Governing Body is the authority to maintain and develop the physical facilities. The Governing Body determines the policies to develop and maintain infrastructural facilities. For any new construction and renovation there is a construction committee constituted by the G.B. consisting of the coordinator of IQAC, coordinator of RUSA, Senior teachers, representative of non-teaching staff of the college and technical experts from outside. For maintaining and



utilizing academic facilities the most senior professor is appointed as per advice of the G .B as academic in charge of the college. All academic responsibilities are given to him. Moreover, there is an Academic Council consisting of all the head of departments and an Academic Core Committee. The core committee is a small one which works actively and formulates the policies. These policies are placed before the Academic Council and then come in to execution. The College has two laboratories : 1. Laboratory for the department of Education and 2. Computer Laboratory. The laboratory of the department of education is maintained by the department itself. The department consists of two permanent teachers of the rank associate professor and two contractual teachers. Besides one permanent laboratory bearer is there to look after all the equipments and environment. The computer lab is maintained by the academic in charge of the college. Necessary facilities in both labs are made available from the college fund. For the maintenance and utilization of library an advisory body is there in which Principal is the chairperson and librarian is the coordinator. This is a permanent body where members are changed time to time. This advisory board determines all policies regarding library. The resource for library is the fees and fines collected from the students and book grants sanctioned by Govt. of Assam and UGC time to time by which Library facilities are made available for the readers. In respect of sports and cultural facilities the students union of the college plays vital role under the supervision of professor in charge nominated for each section. The college has the wing of National Service Scheme (NSS) . One professor has been appointed as program officer of NSS and students are involved in social activities under its banner. ....

<http://nhcollege.ac.in>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students welfare	39	39000
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship, SC/ST Scholarship	240	Nil
b) International	00	0	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	05/08/2019	122	N. H. College Teachers Unit
Functional English	18/09/2019	83	Department of English
Two year bridge course	10/10/2019	25	Krishnakanta handiqui, N. H. College study Center state Open

			University
Counselling for PG Courses	19/11/2019	275	N. H. College Study Center of Institute o Distance and Open Learning, Guwahati University and N. H. College Study Center of Krishanakanta handiqui state Open University
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Find a job	57	58	11	9
2020	Skill development	63	62	26	11
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
25	25	2

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	9	BA	Philosophy	Guwahati Univ , Kumar Bhaskar Verma Univ , Cotton Univ . Kumar	MA

				Bhaskar V	
2019	10	BA	English	Tezpur Univ, Bodoland Univ , Assam Univ	MA
2019	12	BA	Education	Guwahati University, Kumar Bhaskar Verma Univ, Bodoland Univ	MA
2019	4	BA	Economics	Guwahati University	MA
2019	6	BA	Political Science	Kumar Bhaskar Verma UNIV	MA
2019	8	BA	Sanskrit	Guwahati Univ , Kumar Bhaskar Verma Univ .	MA
2019	7	BA	Assamese	Guwahati University	MA
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
Any Other	6
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Sports	Institutional	250
Atheletics126	Institutional	242
Cultural	Institutional	170
Cultural	University	6
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

Nirmal Haloi College has a body of students formed through general election where regular students are bonafide voters. The body is known as N. H. College Students Union or in short NHCSU. It plays an unavoidable role in different committees of the institution. Students body has representation in IQAC, Anti rigging squad and campus development committees. The college authority believes in the principal of student centric system of education. The most important and praiseworthy role of the students body is to implement the policy Clean Campus Green Campus. This is a form of Swaccha Bharat Abhiyan initiated by the Honorable prime minister of India. They voluntarily work to make the campus clean, plastic free and noise free. In order to make Eco friendly campus they frequently take the activity of plantation within the campus. Presently the students body has its representation in the project Monitoring Unit as per RUSA guideline. The students body is so active that it takes role in helping flood affected people of the locality. The NHCSU leads students in helping the people suffering from natural calamities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has an alumni association with more than 500 members. The association was formed in 2004 with a view to help the institution to grow in proper direction. The spirit of forming the association was to help the institution in assessment and accreditation. The college authority has provided an office room with all physical facilities affordable for the institution. In 1st cycle accreditation the association was formed as necessary for NAAC. But later on to help the institution has become regular exercise for the alumni. Since formation the association has been working for the development of the institution in all directions. The alumni association plays an important role in making policies for further development of the institution. The association has already contributed to the library of the college by donating equipments. The association holds frequent meetings among the members and also with the college authority. Annual convention is held regularly in consultation with the authority. Presently Sri Hemanta Kr. Roy and Sri Mahananda Nath are president and secretary respectively of the association respectively.

5.4.2 – No. of enrolled Alumni:

500

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

35000

5.4.4 – Meetings/activities organized by Alumni Association :

4

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Decentralization and participative management is considered as key factors for institutional development. The two best practices practiced by the institution are as follows: 1. Decentralization in academics: In academic field decentralization of power is actualized through the academic council of the college under the leadership of Academic In charge who is responsible for all

academic activities. All the HoDs and secretary and president of teachers association are members of academic council. The academic council monitors the academic aspect of the college. The council in consultation with the principal determines the policy for admission, prepares routine for classes and works for better academic environment. The schedule of sessional examination and unit tests is also prepared by the council. The academic council has a small committee within itself known as Academic Committee. This academic committee works continuously and constantly for preparation of prospectus, formulation of proposals for seminar and other academic activities. This is like the core committee for academic council. All fundamental academic policies first formulated by academic committee come through the academic council to the Governing Body of the college. The Governing Body prepares ways to work out for achievement of highest academic goal on the basis of the proposals of academic council. There is a permanent examination committee with three senior teachers to look after all examination related matters. The committee deals with all problems arising out of examination related affairs. If and when necessary the committee also takes up matters even with the affiliating university. 2. The IQAC of the college is active and always tries to lead the institution in proper direction. The IQAC has as its member teachers, students, office employee, alumni, guardians and other stake holders. The college has also formed project Monitoring Unit as per guidelines of RUSA with members from teachers, employees and students. The college has different committees like Grievance Redressing cell, Anti ragging Squad, committee against Sexual Harassment of Woman in work place, Students Union. The institute thus involves all teachers, employees, students representative, alumni, guardian and other stake holders in the management of the institution.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The institution takes care of library as a means for quality improvement. Students rush during working days in the library is really admirable. The central library of the institution does not have huge stock but most of the necessary text and reference books are available. The library has a book bank to help poor and needy students. The library is not fully digitalized. The process is on and we expect digital library very shortly. The institution also has a computer laboratory where internet facilities can be availed by the students. The laboratory in the department of education full fills all necessary conditions with modern equipment.
Examination and Evaluation	The institution follows the method of Continuous evaluation of students. Unit Tests, Sessional Examinations, Home Assignment, Project work are the ways for continuous evaluation. The final

examination is held as per schedule of affiliating university. The schedule for sessional examination is pre determined and published in the prospectus as part of academic calendar. Students get the information of examination schedule before admission when they collect prospectus.

Curriculum Development

the institution follows the curriculum of affiliating university. it prepares the curriculum for the diploma and certificate courses introduced by the institution itself.

Teaching and Learning

The institution has an Internal Quality Assurance cell that works for quality improvement. The institution adopts following means for quality improvement. The institution provides audio visual aids in classroom. Green boards are used in all classrooms to make environment ecofriendly. For non interrupted supply of power digital generator has been installed. Attendance of students in classes is made Mandatory. E feedback system has been introduced which makes teaching and learning more effective. Regular classroom seminar is held in all classes. Sufficient equipments are made available in the laboratory of Education department. Computer laboratory is made open to all students.

Research and Development

The institution encourages research activities. A research advisory board continuously works for development in research. Faculties are encouraged for undertaking research projects funded by different agencies. The college establishes a research centre named Sri Sri Harideva Reserach Centre for contemporary thought. Students research activity is encouraged though the project works guided by the faculties.

Admission of Students

The institution has clear and transparent admission policy. The college authority publishes admission notice in news paper and uploaded in the college website. Admission of students is done purely on merit basis. All Govt. rules regarding reservation of seats are followed in case of admission of students. The college also reserves some seats for the applicants having good performance in sports, culture and other extracurricular

activities. The principal constitutes an admission committee to look after the whole process of admission. The committee publishes the list of selected candidates using admission software well ahead of admission. Dates of admission as fixed by the admission committee are strictly followed.

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

E-governance area	Details
Planning and Development	The institution has a planning board with senior faculties and administrative staff. The planning board on the basis of mission and vision of the institution plans for development. All the records of planning and development are preserved in two ways manual and digital
Administration	The administration is on the way to be called purely e governance. The authority makes all communication with students through bulk sms. The institution has on line attendance and E- learning system. Bio metrics is used for the employees. The administration also uses different software for maintaining date and financial transaction record. Online feedback given by the students helps administration to run the institution
Finance and Accounts	The principal is the only person for financial transaction authorized by the Government. Transaction in case of salary of staff is done online. Finance and accounts records are maintained manually as well as digitally. All accounts and transaction records are preserved through updated software. The authority maintains transparency for all activities in the filed of finance.
Student Admission and Support	Students admission software has been installed to create data base. The software used for admission transparently provides the serial list of applicants on the basis of merit. Regarding support system students avails scholarship facilities for which applications are submitted online. The names of applicants appear in the college portal for scholarship and the authority has to approve them to avail scholarship
Examination	Students admission software has been installed to create data base. The software used for admission

transparently provides the serial list of applicants on the basis of merit. Regarding support system students avails scholarship facilities for which applications are submitted online. The names of applicants appear in the college portal for scholarship and the authority has to approve them to avail scholarship.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training program for teachers on E-Learning	Nil	17/08/2019	17/08/2019	25	Nil
2019	Nil	workshop on office and account maintenance	10/07/2019	10/07/2019	Nil	14
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	4	10/12/2019	16/12/2019	7
Short Term Course	2	07/09/2019	13/09/2019	7
<a href="#">View File</a>				



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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Covered car parking	Up gradation of office furniture	supply of cool safe drinking water

**6.4 – Financial Management and Resource Mobilization**

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

It is a normal practice of the institution to have regular financial audit. Audit brings transparency in the financial aspect. Presently the institution practices two types of financial audit. (a) Scheme wise audit for each and every scheme sanctioned by Government and other authorities, (b) general audit. Scheme wise is done by the report of C A is again verified by Govt. auditor. Audit as per scheme is not period bound but scheme bound. It is related with the progress of works under the scheme. This audit is dependent on the sanction of schemes and nature of release of fund by the sanctioning authority. With the progress of work under a scheme audit of already released fund be necessary for the institution to submit utilization certificate for the release of next installment. The general audit includes all schemes and own resources and expenditure of the institution. The Director of Audit (L/F) on behalf of Government of Assam appoints auditors after every two financial year. The auditors come to the institution and make audit of all income and expenditure of the institution. When the process of audit is on the auditors point out problems and give preliminary objection statement. The principal then meets the objections or states his views regarding the objections. The auditors after completion of the audit submit report to the Director of Audit (L/F). After scrutinizing the report submitted by the auditors Director of audit sends the final audit report to the institution.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Alumni Association, N . H . College	35000	Library development
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

400000
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Guwahati University	Yes	IQAC
Administrative	Yes	DHE, Assam	Yes	Governing Body, N . H .

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

1. The parents elect 3 members from among themselves of whom one be lady to the highest policy making body i. e. Governing Body of the institution. The teachers elect 2 members to the Governing Body. Parents and teachers thus take active role in policy making. 2. All grievances are redressed with the help of parents and teachers. 3. The parents thought their feedback gives assessment of the institution. 4. Parent teacher association shows the proper way for the development of the institution.

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

1. Equal status (non financial) to all support staff. 2. Seating arrangement for support staff. 3. Financial help when necessary.

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

1. OPAC in library. 2. Online attendance of students. 3. Up gradation of computer lab. 4. Medicinal and aromatic plant garden.

## 6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Discussion on academic audit of the preceding session i. e 2019-20	23/09/2019	09/10/2019	05/11/2019	40
2019	Remedial classes	18/09/2019	01/11/2019	12/12/2019	171
2019	Celebration of college foundation day	30/07/2019	30/07/2019	30/07/2019	503
2019	Education extension program in P atacharkuchi Vidyapith HS school	07/10/2019	07/10/2019	07/10/2019	60
2019	Departmental seminars by all departments	08/10/2019	15/11/2019	15/11/2019	173

2019	Special counseling for advance learners	21/11/2019	21/11/2019	21/11/2020	85
2020	Swaccha Bharat abhiyan in Patacharkuchi town and college campus	05/03/2020	14/03/2019	14/03/2019	100
2020	Community involvement program	05/03/2019	11/03/2019	11/03/2019	95
Nil	Education extension program in feather schools (Dakshin Bajali HAS school)	16/09/2019	16/09/2019	16/09/2019	50
Nil	Education extension program in feather schools (Namati Vidyapith HS school)	20/08/2019	20/08/2019	20/08/2019	42
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Work Together	22/11/2019	22/11/2019	34	41

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

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

**No Data Entered/Not Applicable !!!**

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Rest Rooms	Yes	2
Scribes for examination	Yes	4

Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	10

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	2	28/10/2019	2	Flood Relief	Health and Hygiene	150
2020	2	2	21/04/2020	2	Community Service	Environment and Plantation	100

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
<b>No Data Entered/Not Applicable !!!</b>		

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

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day of India	15/08/2019	15/08/2019	190
Celebration of Teachers Day	05/09/2019	05/09/2019	680
Relief to the Flood victims	24/08/2019	24/08/2019	34

[View File](#)

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

<p>1. Eco Club is formed to work for Eco-friendly environment in the campus. 2. Use of plastic is restricted. 3. E of Medicinal and aromatic plant garden is established within the college campus. 4. Drainage system has been upgraded. 5. Sanitation system renovated.</p>
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### 7.2 – Best Practices

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

<p><b>BEST PRACTICES - (I) Title:- Online Attendance of students. The context: Direct relationship of teachers and students is a pre condition of fruitful education system. The educational institution not only provides knowledge or holds examination but also performs the task of developing the sense of good</b></p>
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citizenship among the students. For this purpose regular attendance of students in class is necessary. The age group of students is such that they can't distinguish between ought and ought not. At this stage they just like to enjoy even leaving the classes aside. They come out from home for classes and the guardians remain ignorant about whether the student actually attends the classes or not. As a means to make guardians informed and increase students' attendance in class online attendance system is introduced. Objectives : 1. To make use technology in academics. 2. To inform the guardians about their ward's absence in class. 3. To inspire the teachers to enter and exit classroom on time. 4. To stop mal practice in attendance. 5. To maintain the records of attendance properly. 6. To decrease use of paper and paper works. 7. To develop students teacher relationship. The practice: The institution uses online students' attendance system. A mobile app is opened in college automation software. The software can be used in both android mobiles and computers. The app is connected with students' database of the college. All the teachers install the app and set own user id and password in their mobiles. With the help of own user id and password the teachers open the app and record attendance of students in each class. If any student is absent in class a message goes to their guardians mentioning that the student is absent in the class. The app is user friendly and plays important role in maintaining various records. The records maintained are attendance of students in each class, percentage of attendance of each student, time of entry of teacher in class, time of exit from class, work duration of teachers etc. The online attendance software has another side protected by password for the Principal. The principal has different user id and password. The principal can monitor at any time the attendance of students in class, teachers' record of taking classes, monthly and annual report of individual teachers and annual attendance of students. The record of students' attendance is placed before the academic committee, IQAC and Governing Body of the college. These records are analysed and measures are taken to inspire students for maximum attendance. The record of teachers' about on time entry and exit, late entry, prior exit, absence of teacher in class, total no of classes taken by each teacher are also presented before the GB. The G. B. goes thought the reports and advises to the principal to do the needful. The principal then takes necessary action for academic development of the institution. Obstacles: 1. The first obstacle we have to face is poor network service. Due to slow speed of internet sometimes it becomes clumsy to take attendance of students in time.. The Wi-Fi has been strengthened to overcome the problem. 2. Another obstacle is the large number of students in class. To fulfill the aspirations of the locality lying behind establishing the institution of higher education the institution has to admit large number of students. In some classes especially in case of regular course number of students is very large and this creates problem in online attendance system. To overcome this problem students are grouped into sections. Part time teachers are appointed to meet the problem of excess classes due to grouping. 3. Providing non- existent mobile no by students and sometimes students' duplicate mobile no is given as that of guardian. This problem is very difficult to overcome. Students at the time of their admission provide mobile no of the student himself and guardian. It is not possible for the college authority to verify each mobile no. Moreover if mobile no changes most of the students do not update their new no in college. The authority has no way out except expecting the students be honest and updated. Impact: As impact of online attendance system number of students in class and percentage of attendance of students have increased. Guardians become more conscious as they receive messages about their wards if absent in class. Moreover the clumsy method of carrying attendance register to each class and recording attendance turning the pages one after another has got an end. The problem of manipulation of attendance by some students when the teachers remain in class has also been solved. s This system also influences teaching community. The teachers now

hesitate to enter class late or exit from class before time. This is an indirect but very positive effect of the online attendance system. Resources Required: The is purchased by an amount of Rs.60,000/- (Sixty thousand only). This amount is expensed from the general fund of the college. The annual maintenance cost Rs. 20,000/- (Twenty thousand) only is included in the annual budget of the college .

**BEST PRACTICES - (II) Title: Fostering community responsibility.** The context: Nirmal Haloi College located at Patacharkuchi in the district of Barpeta (Assam) is established in 1979 A. D. At that time Patacharkuchi was a small village. The villagers of Patacharkuchi and neighboring villages did the very difficult and challenging task of establishing an institution of higher education. The villagers established the institution with the expectation that their wards would get the opportunity of higher education by which they will be able to enlighten the society. In order to fulfill their aspirations, the institution has been trying to inculcate the feeling of community responsibility among the students of the institution. We feel that only a socially committed and responsible generation can help prospering the local society.

**Objectives:** 1. To create the sense of commitment and social responsibility. 2. To inculcate positive attitude. 3. To help the students realizing social and human values. 4. To help the students learning community activity. 5. To make the students regular, punctual, sincere and disciplined. 6. To have a tie between higher education and community responsibility.

**The practice:** The institution practices to foster community responsibility among students through the N. H. College unit of National Services Schemes, Bharat Scout and Guide and N. H. College Students Union. The NSS unit works for fostering community responsibility among students. It gets an annual grant for running the activities from the affiliating university. Students are enrolled as volunteers and engaged in social activities under the guidance of programme officer appointed by the college authority and approved by director of students' welfare of the affiliating university from among the teachers. The NSS unit has adopted one village named Barsahan. The village is backward in economic, academic and infrastructural aspect. 80 people of the village belong to other Backward Classes. The NSS unit holds a three day camp in the village every year. During the period of three days the programme schedule is prepared including cleanliness, plantation in different places of the village, renovation of the village roads, health camp, awareness programme on women empowerment, cultural progarmme etc. In all the programmes the students perform their activity together with the villagers. In the health camp attended by specialist doctors the students work as volunteers. The volunteers' team comprises both boys and girls and the villagers help them in all respects including stay arrangement. Meals sponsored by the college is prepared and served by the villagers. Cultural programme is also organized during the camp period in the evening involving all the villagers male and female. The students through the platform Nirmal Haloi College Students Union develop a habit of helping distressed people. They used to stand with and help the flood affected people of the locality together with the teachers. Bharat Scout and Guide is the most active agency running in the institution that regularly trains students about community responsibility.

**Obstacles:** most of the students today acquire the mind set arising out of micro family as they are born and brought up in micro family. Hence it becomes challenging to foster the sense of community responsibility among the students. The obstacle is overcome by practicing the students' group activity in the classes. Another obstacle arises from the academic and examination system. The students have to face tough competition in every step of life. Therefore they hanker after mark sheets. Students get hardly leisure time to think other than their syllabus. We have to overcome this hurdle by arranging activities during semester break. The most important obstacle comes from lack of systematic planning by higher authorities to involve students in the act of social responsibility. The Government has no planning for financial assistance in this line and financial crisis sometimes

appear as difficult to overcome. But the college authority from its own resources expenses money for the purpose and thus it is overcome. Impact : The impact of the practice is such that once a student joins in

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

### 7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness 1. The performance of the institution in one area distinctive to its vision: Nirmal Haloi College is a coeducational institution situated in semi urban area. There run 9 departments thought Honours programmes (B. A. and B. Com). Every year large number of students (Girls and Boys) apply or admission in to different courses. The authority tries to accommodate maximum possible applicants on the basis of merit. The college provides free admission to all BPL students as per the direction of the Government of Assam. College also helps students to get different types of scholarship. Gender sensitization programmes are also seen in the different programmes such as lectures/seminars, sports competition, NSS units of the college, Scout and Guide. Students participate with full enthusiasm in each and every unit (academic as well as extracurricular activities) of the college. Additionally, local people also use college campus for running, walking, and play grounds for sports every day for their development. Moreover Dr, Bhupen Hajarika auditorium hall of the college is also used by local people for different purposes like state level drama competition, seminars etc. Therefore, we can say the college provides quality education and opportunities for intellectual and emotional growth thought different programmes which are relevant and responsive to the needs of the students today. The college in order to march towards its vision of producing bread providers rather than bread seekers organizes some short term courses and training programs in different potential fields related to the locality. All these activities form the basis of institutional distinctiveness of the college. 2. The performance of the institution in one distinctive to its priority: The college gives priority to make higher education accessible to all. The people of the locality established the college with such a dream and the college tries to fulfill that dream. The dream of the local people had the hidden and inherent fact that the students being educated will contribute to the community life. In order to make the dream a reality the college organizes health camp, awareness camp on relevant issues in neighboring villages. A village named Barsahan has been adopted under NSS. The village is very backward and 100 population belong to OBC category. As a result of our attempt to foster community responsibility the students by themselves come forwards to help people affected by flood and other natural calamities. Our college provides opportunities for academic as well as extracurricular activities. Students are encouraged to participate in NSS, sports and cultural activities and competitions. 3. The performances of the institution in one area distinctive to its thrust: The college is best known for regularity of classes. All faculties are students for which students from different districts come to this institution bypassing a good number of collages. Every year the faculties make sacrifice of summer vacation for 10 days and classes. Our thrust area is class and result. In both the performance of the college

Provide the weblink of the institution

[www.nhcollege.ac.in](http://www.nhcollege.ac.in)

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

1. The basic plan for the coming year is to make N.H. College family free from Covid-19 pandemic. For this purpose awareness camp and vaccination camp will be organized. 2. To introduce Post graduate courses and develop a research centre useful for researchers. The main hindrance in this regards is lack of men power. 3. To inspire teachers to carry on more research projects. 4. To introduce science stream in near future. The institution has already prepared necessary building infrastructure for the purpose. Science and Technology is the basic need of today. Hence introduction of science stream is preferential. The important courses like food and nutrition, computer science, bio-informatics, environmental science are allowed to run only where there is science stream in the institution. 5. To introduce courses on food and nutrition science. For it has very wide scope of employability today. 6. To introduce courses on information technology. 7. To introduce courses on skill development for employability. 8. To introduce training courses on nursery and medicinal plantation that may provide self employment. 9. To increase intake capacity of women hostel by constructing additional floor or new building. 10. To construct a boys' hostel. 11. To construct a modern gymnasium building. 12. To establish an art gallery. 13. To make the fisheries and medicinal and aromatic plant garden resource generating for the institution. 14. To install pure drinking water supply project. 15. To develop drainage system as part of water management system. 16. To use solar power as alternative energy resource.

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