



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

NIRMAL HALOI COLLEGE

- Name of the Head of the institution **Dr. Bhupesh Sarma**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03666264650**
- Mobile No: **9954961242**
- Registered e-mail **nhcollege.pkc@rediffmail.com**
- Alternate e-mail **principalnhcollege@gmail.com**
- Address **Patacharkuchi**
- City/Town **Patacharkuchi**
- State/UT **Assam**
- Pin Code **781325**

#### 2. Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Manikanta Das**
- Phone No. **03666264650**
- Alternate phone No. **03666264650**
- Mobile **8812837880**
- IQAC e-mail address **iqac\_nhc@rediffmail.com**
- Alternate e-mail address **nhcollege.pkc@rediffmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://nhcollege.ac.in/admin/files/AQAR%202019-20.pdf>

**4. Whether Academic Calendar prepared during the year?**

**No**

- if yes, whether it is uploaded in the Institutional website Web link:

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C++</b>	<b>68.50</b>	<b>2005</b>	<b>28/02/2005</b>	<b>28/02/2010</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.33</b>	<b>2016</b>	<b>01/12/2016</b>	<b>01/12/2021</b>

**6. Date of Establishment of IQAC**

**12/05/2005**

**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
Nirmal Haloi College	Infrastructure Development	Govt. Of Assam	365 days	2500,000/-
Nirmal Haloi College	RUSA 2.0	Govt. Of India, 90% Govt. Of Assam 10%	365 days	100,00,000/-
Nirmal Haloi College	Re-imbursement of fess	Govt. of Assam	365 days	7000000

**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? **No**
- 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. Help to common public during lock down period due to covid 19 pandemic
2. The institution has been turned in to covid care center and all teachers and employees provide service to the patients

3. Online education facility is made available for teacher and student

4. Masks and sanitizers are supplied free of cost by IQAC .

5. Swaccha Bhrat mission organised in the adopted village

**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
To fight against covid 19	Masks and sanitizers distributed among students and people of neighbouring area. Teachers and employees have been engaged in covid care centre.
To construct a road under NSS in the adopted village	A road has been constructed in the adopted village Barsahan from main road to public burrial which is one km in length.
To carry out online education successfully	Online classes are done through the link nhcollegelive.co.in. Home assignments are submitted by students online and the evaluation is also done in the same portal.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, N. H. College	28/12/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• State/UT	<b>Assam</b>
• Pin Code	<b>781325</b>
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• Location	<b>Semi-Urban</b>
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• Mobile	8812837880				
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• Alternate e-mail address	nhcollege.pkc@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://nhcollege.ac.in/admin/files/AQAR%202019-20.pdf">https://nhcollege.ac.in/admin/files/AQAR%202019-20.pdf</a>				
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Cycle 2	B	2.33	2016	01/12/2016	01/12/2021
<b>6.Date of Establishment of IQAC</b>			12/05/2005		
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
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<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
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<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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2. The institution has been turned in to covid care center and all teachers and employees provide service to the patients	
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<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, N. H. College	28/12/2021
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	31/03/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	



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

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

**20.Distance education/online education:**

The college runs study centres of distance education under two different Universities.

1. Under Krishna Kanta Hand Handique State Open University learning facility is made available for both UG and PG Courses in Arts.

2. Under Institute of Distance And Open Learning, Gauhati University courses offered for PG level in Arts and Commerce.

3. Online education system has been introduced by the college as additional to the direct teaching.

## Extended Profile

### 1.Programme

1.1

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

4

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

Number of students during the year

1794

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

617

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		315
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		19
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		23
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		21
4.2 Total expenditure excluding salary during the year (INR in lakhs)		6850000
4.3 Total number of computers on campus for academic purposes		35
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		

## 1.1 - Curricular Planning and Implementation

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

The institution has active mechanism for curriculum planning and implementation. The whole process involves preparation of curriculum, implementation of curriculum and documentation. Regarding preparation the institution depends on be affiliating University. 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 coordinating agency among the departments and in between the authority and teaching community. The institution uses its own mechanism for curriculum delivery as effective for students. 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 class routine is scientifically planned and number of classes in its discipline is allotted as per credit point.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

Academic calendar could not be prepared due to Covid 19 pandemic.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

<p><b>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></p>	<p><b>C. Any 2 of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 656 529 712">File Description</th> <th data-bbox="529 656 1436 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 712 529 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="529 712 1436 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 529 954">Any additional information</td> <td data-bbox="529 898 1436 954" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
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Any additional information	<b>No File Uploaded</b>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
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Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>00</b></p>									

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

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

## 1.3 - Curriculum Enrichment

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

During this period 2020-21 only one program of NSS could be arranged due to Covid 19.

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	<a href="#">View File</a>

### 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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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

1500

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

775

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The college has its own mechanism to assess the levels of students. The students of the college belongs to different communities having different background. Huge number of students come from very interior and backward places suffering from financial paucity. The college considers it as its responsibility to prepare them as per their potentiality. Hence assessment of learning level be essential for their proper guidance. The mechanism to assess includes the following:

1. Regular unit test : All the departments conduct unit test regularly once in a week. The test is held on the courses of study. On the basis of performance in the unit test learning level is assessed. Moreover, two sessional examinations are conducted in each semester by the examination board of the college.

2. Seminars are regularly organized by the departments through which learning level is assessed.

After such assessment actions are taken for both advanced and slow learners.

1. Additional classes are arranged for advanced learners beyond normal routine.

2. Special classes are held for slow learners during vacation period.

File Description	Documents
Link for additional Information	<a href="http://www.nhcollegelive.co.in">www.nhcollegelive.co.in</a>
Upload any additional information	No File Uploaded

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



Number of Students	Number of Teachers
1794	19

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The institution practices teaching methodology of student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence.

Classes are made as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Digital Classroom, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

Well planned internal assessments are done so as to encourage students to work independently. Written Assignments, and seminars help students to expose themselves.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Ability Enhancement, Generic and Skill Enhancement courses are offered to provide and prepare students for life. NSS Cell has been set-up for the students to participate, integrate and learn.

The institution considers students' representation in administration as an important activity. Representatives of students serve as members on committees like Internal Quality Assurance Cell, Grievance Cell in order to involve them in the decision making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	No File Uploaded
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

The institution has one computer lab with necessary computers and other equipments. The teachers use the lab for teaching topics related to ICT. The teachers of Commerce and Sanskrit use the lab alternately.

The college has one digital classroom with all facilities. The teachers use the class room periodically.

The teachers use online attendance system through the mobile app introduced for the purpose by the college authority. The teachers also use online teaching through this app. This system has become more fruitful during the period of Covid 19 pandemic.

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

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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

11

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Internal assessment is done through written test, home assignment, seminar, project activity, attendance in class and other activity of the students.in the corporate life of the college. Written test is held as per guidelines of parent university and academic calender of the institution. But Covid 19 has affected the academic session 2020-21. No offline internal examination could be held. As alternative to that home Assignments are given online and evaluated by teachers online. Seminar and other activities could not be done.

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

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

Internal examinations is held regularly and manageby anexamination bord. All grievances are settledl by the examination board transperantly with the view of students centric education. During 2020 -21 no ofline examination is held due to covid 19. Home assignments are given to the students for online submission to the college authority. The tropics of assignment are uploadeby the concerned teacher in each subject. Students uploadthe assigement in the N. H. College App and teachers evaluatethe assignment online. Regarding assignment a lot of grievances were raised and the examination board resolved all the girvancesefficiently.

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.

### PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

#### Mechanism of Communication :

The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Graduate attributes are described to the first year students at the commencement of the programme.
2. At least five hours are spent by the teachers for introducing the subject to the students.
3. Learning Outcomes of the Programs and Courses are observed and measured periodically.
4. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Staff Meeting.
5. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Personal contact with the Departmental Hods.
6. Basic laboratory equipment correctly and effectively are used in the department of education to conduct measurements, analysis and inference.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

1. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects.
2. The copies of the syllabi are kept in the department. It is distributed beginning the semester/year, and/ or write among students. However, the student can download the syllabus from the website of Gauhati University .
3. Further, the faculty of every subject explains the course objectives, evaluation pattern, marking system etc to the students. It is also in the syllabus of each subject.

#### For under-graduate courses

1. Unit test in each month as decided in the syllabus.
  2. Black - board presentation.
  3. Periodical Assignment.
  4. Field/Project work for environmental studies.
1. The Institute provides opportunities to students to exhibit their understanding through the medium of expression i. e. oral or written. The outcome of the entire exercise is that the evaluation method does not become a hurdle while evaluating .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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****345**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<b>Nil</b>

**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)**

[Overall the students have expressed satisfaction about the teaching faculty. Many have appreciated that teachers illustrate concepts through examples and applications, institutes conduct remedial clas](#)

**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)****Nil**

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

**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****Nil**

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

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

**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****Nil**



File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 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

Nil

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

Nil

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

### 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**

01

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

**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**

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)	No File Uploaded

**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

Nil

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

Nil

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

## 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 campus is a well maintained green campus spread over 12 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

**Classrooms:-** The college has 15 classrooms of various sizes for classes of various strengths. One classroom is digitalized. All

the classrooms are well ventilated well equipped with sufficient number of desk benches and electric fans with power backup.

**Central Library:** The college has allotted separate floor of 4400 sq.ft digital library with open system. The library is well equipped with a separate reading room for students and teacher. There is a separate reading space for researcher.

**Departmental library :** In addition to central library, all the departments in the college run their own departmental libraries. They issue their own books to their students. The students take benefit of both the libraries.

**NSS Office:** The college has allotted a separate room for NSS office. It helps the students to develop their personality. It also helps to create awareness about the social developments and responsibility among them. The NSS unit is adopted a nearest village named "Bar - Shahan", for the development of road and green atmosphere.

**Women's Hostel:** There are 22 well furnished rooms that can accommodate 40 female students those who comes from distance place and benefited for higher education faculties

**Laboratories :** The laboratory for education and computer laboratory are well equipped. These labs are utilized for conducting practical classes as per requirements of the curriculum.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The college has played a proactive and supportive role in grooming students. Specific spaces have been earmarked for extracurricular activities and made available to students.

## Sports

The college provides better infrastructural facilities for the indoor and outdoor games. Department of Physical Education stimulated students by providing expert training guidance. The students participate in all university level sport related activities and competitions.

The following is the list of games and sports:

Sr.No.

Name of the Game

Practice Place

1

Cricket

College ground,

2

Volleyball

College ground,

3

Athletics

College ground,

4

Kabadi

College ground,

5

Football

College ground,

Indoor Games:

Sr. No

Name of the Game

Practice Place

1

Bad Minton

College campus,

2

Carom

College campus,

3

Chess

College campus,

Specifications of Gymnasium:

The College provides facilities for sportsmen and players by providing various facilities. The college has made provision for health fitness center or gym.

Infrastructure for Yoga

Yoga practice is a gift of Indian heritage to peaceful global life. It is conducted in Auditorium Hall. Yoga day is celebrated in indoor and open space in the campus.

Infrastructure for cultural activities

The college takes the participation in different events like Plays, Mimes, Folk Dance, One Act Plays, Street Plays etc. In university inter-collegiate, State and National level. The annual gathering function is also celebrated in the college each year.

File Description	Documents
Upload any additional information	No File Uploaded
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.

Nil

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 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)

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is automated with opac. SOUL 0.3 is being used as the basic software.. Reprography is available in the college library.. As part of e- resource book scanner is also installed.

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**



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

#### 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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

The institution regularly updates its IT facilities. Digital classroom has been established with recent technology. Library has been fully digitalised. Computer lab has been developed with RUSA 2.0 grant.

Wi-Fi facility is available in the college campus.

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

##### 4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

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

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 systems and procedures for maintenance and utilization of physical, academic and support facilities are as follows:

1. Project Monitoring Unit : This is a committee constituted with teachers and students to monitor all construction, purchase and utilization of equipments under RUSA 2.0..

2. Internal construction and campus development committee prepares estimates for construction and campus development with the help of own resources of the college. It also looks after maintenance of the whole campus.

3. Library Advisory Board maintains the library.

4. Hostel management committee for maintenance of women hostel.

5. Academic Council consisting of all HODs ensures optimum utilization of existing facilities.

6. N.H. College students; union under the guidance of professor in charge work for utilizing the facilities of extra curricular activities.

7. Academic committee for maintaining and developing academic activities of the college.

8. Above all these IQAC works as coordinating and guiding for all committees, cells and departments.

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

185

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

### 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

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)	No File Uploaded

### 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

C. 2 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)	<a href="#">View File</a>

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

74

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

74

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
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**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 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

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	<a href="#">View File</a>

### 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

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

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)	No File Uploaded

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 institution believes in the student centric system of education and hence students' representation is ensured in almost all bodies of the college as given below:

1. N.H.College Students' Union
2. Internal Quality Assurance Cell
3. Project Monitoring Unit.
4. Literary Society.
5. Publication Cell.
6. National Service Scheme
7. Bharat Scout and guide.

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

### 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

The Alumni Association of Nirmal Haloi College is recognized by the Governing Body of the college. The association has an executive body consisting of 31 members. The association participates in all programs organized by the college. The general meeting of the association is held once in a year. The contribution of association may be summarized as:

1. Donation of almira and furniture to the college.
2. Active participation in IQAC.
3. Organization of health camp.
4. Cooperation with NSS team in social work.
5. Plantation in the campus of the institution.

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

Regarding governance the Governing Body is in the top of the chain where principal is the member secretary. The college maintains decentralised system of governance. A team of the college involving Principal, conveners of different committees, Teaching-staff, IQAC, non-teaching and supporting staff, student's union, stakeholders and alumni. The principal monitors the mechanism regarding administration and academic process and ensures proper functioning of the policies. There are many committees to support the vision and mission of the college. These are Academic Council, Academic Committee, Examination cell, NSS, carrier and counseling cell, library committee, sports committee, cultural and literacy committee, antiragging committee, women forum, college-magazine committee, PMU for RUSA and grievance redressal cell, etc. All the committees take its responsibility for the plans and activities, and successfully tackle these responsibilities in every academic session. Vice principal is the key person for academic performance. CCTV installed in all class rooms and campus. Records of taking classes are checked online.

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

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

All the departments of the institute function under the direct supervision of principal. Day to day academic activities of the departments are taken care by the HODS and Vice principal.

The principal as a representative of the institute leads its faculty members and HODs in all academic matters. He encourages and co-operates the HODs and faculty members in ensuring a proper academic environment in the institute which may benefit the students. The Plans and the Policies for fulfilment of the mission of the institute are executed by the active faculty members. For this purpose different committees have been constituted in the institute entrusted with the responsibility of implementing the programs and policies. For the proper functioning of the institute and promotion of participative management, the institute runs on a decentralized management operative process, wherein different committees have been framed by the principal in the governance of the institute. Such decentralized and participative management leads to a situation of harmony and congenial atmosphere in the institute for the development of the students.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategic Plan

#### Institutional Strategic Goals

1. Constant Internal Quality Assurance System
2. Effective Teaching erudition procedure
3. Effective governance
4. All round development of Students through Participation
5. Effective Leadership and Participative management
6. Welfare of Employees
7. Organize campus Placement Drive

8. Proper Discipline

9. Redressal of women/Student/Faculty Grievance

10. Financial Planning & Management

11. Build up Institute - Industry relation
12. Encourage Research activities
13. To generate Internal Revenue
14. Alumni Interaction and Outreach activities
15. Developing Physical Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

Nirmal Haloi College is a provincialized institution and follows all Government rules and regulations for governance. The participation of students, teachers and non-teaching staff in decision-making processes is also specified in the relevant policy. .

#### Administrative Setup

- 1: The college functions under the Governing Body controlled by the Director of Higher Education, Assam.
- 2: The Principal, who is the academic and administrative leader of the college is at the top.
- 3: The next level is made up of the Teaching and Non-Teaching staff.

Committees to ensure the execution of all activities.

1. Internal Quality Assurance Cell, Academic Council, Examination Committee, Library Advisory Committee, Research Advisory Committee.

2. Campus Development Committee, Building and Infrastructure Committee, Purchase Committee, Hostel Management Committee, RTI Cell etc.
3. N.S.S, Women Forum, Institutional Social Responsibility Cell, Yoga Training Centre, etc.
4. Career Guidance and Placement Cell.
5. Grievance Redressal Cell, Anti-Ragging Committee.

**Policies:**

"Progress is the activity of today and assurance of tomorrow" is the motto of the college which inspires its quality assurance policy.

**Appointment, Service Rules & Procedures:**

The college follows all the service rules and procedures for recruitment and promotion and guidelines issued by the Department of Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.nhcollege.ac.in">www.nhcollege.ac.in</a>
Upload any additional information	<a href="#">View File</a>

**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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

All the Government welfare schemes for the teaching and Nonteaching faculties such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Health Fund Scheme, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses are effectively implemented.

#### Institutional Support:

1. Regular payment the staff appointed for self-financed courses, all part time and contractual employees, Employees of Hostel even during Covid 19 pandemic from college fund.
2. Departmental Common Room for each department.
3. Air conditioned common room for teachers.
4. Air conditioned office room for employees.
5. Round O' clock power back up.
6. Two sets of uniforms to the gateman every year.
7. Wi-Fi facility to the staff inside the college campus.
8. Orientation, workshops for teaching staff at the beginning of every academic year
9. Incentive in the form of increment in salary for the staff of the self financed stream for completing successful year.
10. Training on Public Finance Management System.
11. Operating fire extinguisher training for domestic staff.
12. Online attendance system.
13. Online education through own mobile app.
14. Online accounts maintenance system.

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

#### 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**

02

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

06

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	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The performance of each employee is assessed annually. The system of performance incase of teaching staff is different from that of non teaching staff.

#### Teaching Staff

a) Annual Self Assessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

c) The faculty members are assigned additional duties and responsibilities besides academic, which are mostly voluntary in the field of sports, culture, NSS, Scout and guide etc. Appropriate weightage is given for these contributions in their overall assessment.

d) The PBAS proforma filled by the Faculty Member is checked and verified by IQAC of the college.

f) For promotions faculty members required to appear before the screening-cum-selection committee with necessary API score.

#### Non-Teaching Staff

All non-teaching staff are also assessed through annual

confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories as per guidelines of Director of Higher Education, Assam

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

#### 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

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.



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

#### 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)

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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

Sources of funds are as follows:

1. Fees collected from students.
2. Salary Grant from the State Government.
3. UGC grant as it is under 2F and 12B as per UGC Act. But in the current session no grant has been sanctioned by UGC.
4. Infrastructure Development grant from the Govt. of Assam.
5. Grant from RUSA.
6. Recurring income from two fisheries of the college.

7. The alumni of the college is also one source fund.

Policy and procedures for optimal utilization:

1. Project Monitoring Unit constituted as per guideline of RUSA to monitor the utilization.

2. The UGC Committee constituted to coordinate with the CDC, Gauhati University and the IQAC, monitors the utilization of fund.

3. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

4. The Governing Body of the college takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

5. Regular audit is done by the Govt. auditor every year and for each grant audit by CA is done.

7. The Library Advisory Committee takes care that the resources in library are utilized optimally.

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

## 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

1. IQAC plays the role of major policy making and implementing unit.

2. IQAC works hard for upgrading the college infrastructure.

3. It works for upgrading support facilities to meet the standards of higher education and growing need of students.

4. It assesses and suggests the parameters of quality education.

5. The IQAC initiates for green and clean campus. It proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Free Campus. In this regard a garden of medicinal and aromatic plant has been established through the department of Social Forestry, Assam

6. Academic audit is done through IQAC to increase and maintain the quality of education. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra-curricular performances.

7. IQAC always encouraged teachers to utilize ICT tools in classroom teaching and laboratories. IQAC periodically arranges training teachers and non-teaching staff to use ICT.

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

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 continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, uploaded in website and strictly followed.

Admission to various programmes, holidays, vacations, and examination schedule are notified in the Academic Calendar.

Orientation Programme is arranged for newly admitted students in which they are made aware of the Education system, the teaching learning process, the system of continuous evaluation. All students are provided with the Student Diary and the Time-Table, Programme structure, syllabi of the courses before the semester commences. The teaching-learning processes are reviewed, and

improvements implemented, based on the IQAC recommendations.

The major initiatives taken over the last five years include the following:

1. Introduction of online attendance system.
2. Introduction of online teaching and evaluation system
3. Automation of Admission Processes - Provision for online fee payment
4. Automation of Examination Processes.
5. Introduction of Skill Enhancement Courses.
6. Green initiatives in Campus - tree plantation, Medicinal and Aromatic Plant Garden.
7. MoUs with prestigious Institutes and agencies.

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

**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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

1. Girls' Common Room has been renovated to facilitate all girls students.

2. Napkin vending machine installed in Girls' Common Room.

3. Sanitation system upgraded in Women Hostel and Girls. Common Room.

File Description	Documents
Annual gender sensitization action plan	<a href="#">To offer equal opportunity to both gender.</a>
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	<a href="#">safety and security, Common Room, Day Care centre</a>

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

**Solid waste:** For solid waste dustbins are used in sufficient number to collect the waste. These dustbins are cleaned regularly. Degradable waste is dumped in a deep pond. Non - degradable waste is burnt out in an isolated corner in the campus of the institution. **Liquid waste:** Liquid waste is channelised to some covered tanks. The tanks are deep enough to squeeze all liquid waste. The tanks of liquid waste is placed near aromatic and medicinal plant garden so that plants can get fertilized. **E - Waste:** E-waste is going to be a great problem. Presently we use to sale all the e- wastes. Some agents purchase all electronic wastes for recycling. The institution gets revenue from selling the e-waste..

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
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**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1.Restricted entry of automobiles</b> <b>2.Use of Bicycles/ Battery powered vehicles</b> <b>3.Pedestrian Friendly pathways</b> <b>4.Ban on use of Plastic</b> <b>5.landscaping with trees and plants</b>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
<b>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-</b>	<b>C. Any 2 of the above</b>

reading software, mechanized equipment  
**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies**  
**of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

The institution takes initiatives to provide an inclusive environment including cultural, regional, linguistic and communal harmony and tolerance. the activities may be stated as:

1. The annual magazine of the college is bi-lingual - Assamese and English. The purpose is that the students who cannot write in Assamese can publish their writings in English. This is an attempt to maintain linguistic harmony.

2. The students are encouraged for educational tour within and outside the state under the guidance of teachers. This may help in minimising regional differences.

3. The institution holds cultural programs representing all communities to which the students belong. The songs and dances of all communities are brought under competition in the youth festival of the institution.

4. The uniform of the college is compulsory for all. All the students whatever the community they may belong must wear the same dress.



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

Mock parliament, open debate and lectures are organised to sensitize students about their duties, responsibilities, rights etc. But during the session 2020-21 the institution was used as Covid Care Centre and hence only one program of constructing a road and cleaning in the adopted village could be done.

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

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

The institution celebrates the following days:

1. International Yoga Day on 21st June.
2. Independence day of India.
3. Republic Day of India
4. World Environment Day.
5. Teachers Day.
6. International Womens Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1. Title:- Online teaching. The context: Covid 19 pandemic makes online education essential.

**Objectives :** To provide necessary study materials to the students through technology

**The practice:** The institution introduces a mobile app that can be used in both android mobiles and computers. All the teachers install the app and with the help of own user id and password the teachers upload study materials. Teachers can also take video classes and deliver lectures through this app. The students with their own user id and password can download all the materials. Moreover evaluation of students is also possible. The students can avail the facility through the link: [nhcollegelive.co.in](http://nhcollegelive.co.in)

**Obstacles:** Improper internet service. 2. Large number of students.

**Impact:** The impact of online education is such that even during the lockdown period students are not deprived of education.

**Resources Required:** Rs.60,000/- for software.

**2.Title :** Community development

**Objective :** To inculcate the sense of commitment. .

**Practice :**The institution constructs a road to public burial in the village Barsahan involving the students of the institution guided by the faculties under NSS in co operation with villagers.

**Obstacles :** The basic obstacles in this attempts is the individualistic attitude.

**Resource** Rs.1,00,000/-

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 basic and special character of the institution is community relationship. The institution is established by the common efforts of all the communities of the locality. hence community development is the thrust area of the institution. The institution

has opened a unit of National Service Scheme to work among the people of the locality. A village named Barsahan situated 3 kilometers away from the institution. The village is economically backward and thickly populated by the people belonging to Other Backward Classes.

The institution organises free health camp in the village and distributes medicine. During Covid 19 pandemic free masks and food were distributed among the villagers. The institution with the help of NSS volunteers construct a road from the village to the public burrial. Such activity inculcates the sense of social commitment among the students.

Beyond this village also the institution works for community development. It offers financial aid to those students of the institution who are severely affected by flood so that they can purchase books and uniform to attend the classes after the flood is over. This is done at the spot affected by flood in presence of faculty members and students.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. To introduce courses on skill development for employability. 2. To introduce training courses on nursery and medicinal plantation that may provide self employment. 3. To construct a boys' hostel. 4. To establish an art gallery. 5. To make the fisheries and medicinal and aromatic plant garden resource generating for the institution. 6. To install pure drinking water supply project. 7. To develop drainage system as part of water management system. 8. To use solar power as alternative energy resource.