



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

1. Name of the Institution	NAMRUP COLLEGE
Name of the head of the Institution	DR. JITU BURAGOHAIN
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03742503226
Mobile no.	9435332494
Registered Email	principalnamrupcollege@gmail.com
Alternate Email	principalnamcol@gmail.com
Address	Namrup College, PO-Parbatpur, Namrup
City/Town	Dibrugarh
State/UT	Assam
Pincode	786623

#### 2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education

Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Durga Prasad Gogoi
Phone no/Alternate Phone no.	03742503226
Mobile no.	9401708606
Registered Email	principalnamrupcollege@gmail.com
Alternate Email	principalnamcol@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://namrupcollege.edu.in/uploads/files/AQAR%20201">https://namrupcollege.edu.in/uploads/files/AQAR%20201</a>
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://namrupcollege.edu.in/uploads/files/Academic%2018.pdf">https://namrupcollege.edu.in/uploads/files/Academic%2018.pdf</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validit	
				Period From	
2	B	2.27	2011	30-Nov-2011	

6. Date of Establishment of IQAC	25-Aug-2004
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality cultur		
Item /Title of the quality initiative by IQAC	Date & Duration	Nur

Uploading college data at management information system of MHRD	24-Feb-2018 1	
Scrutiny and forwarding of application for promotion under CAS of faculties	26-Aug-2017 1	
Workshop on B.R. Ambedkar	26-Mar-2018 1	
Internal Audit	03-Feb-2018 1	

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQ UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of a dur
Indira Baruah	Minor Research project	UGC	23
Dr. D. P. Gogoi	Minor Research project	UGC	23
Utpala Barman Baruah	Minor Research project	UGC	23
Rupak Kr. Borgohain	Minor Research project	UGC	23
Dr. Jitu Buragohain	Major Research project	UGC	23
Namrup College	Infrastructure Grant	RUSA	23
Namrup College	Equity Initiative-Finishing School	RUSA	23
Namrup College	Infrastructure Grant	RUSA	23
Namrup College	Wi-Fi	DHE (Assam)	23
Namrup College	Laboratoty equipments purchase	DHE (Assam)	23

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
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)	
Standardization of audio visual tools of learning	
Renovation of College auditorium	
Infrastructure facilities for the students were made like making of 1 desk , and renovation of classroom by RUSA grant	
Development of College playground was made and Indoor sports facilities	
New computer lab were established	
<a href="#">View File</a>	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achievements/Outcomes

Inculcation of the practice of health and hygiene	The Health & Sanitation club of Namrup College has conducted different activities among the students and among the adjoining areas to create health awareness.
To motivate faculties for developing career and research activities	The teachers have been motivated and inspired to take participation in career as well as academic advancement like workshop, seminars, refresher courses etc. They were encouraged to publish their research articles in reputed research journals.
To ensure proper teaching learning infrastructure	Proper classroom environment is most essential for effective learning in an institution. The college authority has renovated all the classrooms to some extent. Moreover, desks and benches have been made to fully fill the demands of seating arrangement.
Fostering Equity initiative programmes	Under the project of RUSA Finishing School, the college has a training programme on soft skill development to help their better future life. These programmes assist them to build up dynamic personality to deal with the changing world.

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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
IQAC Central committee	25-Aug-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	24-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System (Partial) 20172018 The Information System (MIS) of Namrup College in the year partial. The college has a well maintained website which is accessed by anyone at anytime for any information about Namrup College has a informative prospectus which gives information and their guardians information regarding the college courses offered by the college along with fee structure of each course. The college is also equipped with an Electronic Notice Board which displayed various information related to the students of the college. Namrup College also has a public addressing system used for different purposes like different meetings and seminars, activities, seminars, competitions etc. Both electronic and public addressing system were controlled by the office of the college. The college has its own academic calendar and students, teaching as well as non teaching staff to refer dates throughout the academic year. Each and every department held at the college is kept properly in meeting proceedings of student enrolment, admission of students and all other related documents were maintained manually as well as computer database by the administrative branch of the college. Recording of teacher attendance was done with the help of attendance sheet and biometric system which is maintained by the Administrative branch of the college. Likewise, teachers also maintained their records of class taken and topics using academic diaries present at their department. Various records like student attendance, class routine, course plan, assessment and other departmental activities (seminar program, field study etc.) were maintained manually by the teachers but the records like internal assessment were also maintained by the administrative branch of the college. The college may be a good platform to maintain record of student activities and extra curricular activities. To maintain leave of teaching staff properly, administrative branch of the college maintained proper leave application so that the staff could assess their available leaves. Management Information System (Partial) 20172018: The College has Management Information System (Partial) which are as follows:</p> <ul style="list-style-type: none"> <li>• College website</li> <li>• Electronic Notice Board</li> <li>• Public Addressing System</li> <li>• Academic calendar</li> <li>• Meeting proceedings</li> </ul>

## Part B

### **CRITERION I - CURRICULAR ASPECTS**

#### **1.1 - Curriculum Planning and Implementation**

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. I

Since this college is affiliated to Dibrugarh University, the rev

gradation of the syllabus is done by the university. But the college mechanism for effective, documented curriculum delivery. At the beginning of every academic year every department in general and individual faculty particular provides the teaching plan or classroom delivery system through common classes and plan details are displayed at the departmental general notice board. These course plans are prepared, so that students to measure with a degree of clarity, what portion of the curriculum delivered at the stipulated time frame of the academic session. In imparting education to the students, the college faculty provide through traditional lecture method by using blackboard, and seminars, these, some faculty also uses ICT based tools like laptop, desktop, overhead projector and power point presentation. At the time of each academic session, students were motivated and encouraged to pursue a holistic way through counselling. Participated learning is encouraged through activities like group discussion and seminars. The internal assessment is conducted in accordance with the guidelines of the university. The Sessional examination internal assessment is conducted by each department and the examination results are shown to the students and there by efforts are made to refine the work with the students. The mark sheet of Sessional exam, seminars, and mark sheet of discussion etc. are documented by each department.

#### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship
UGC Sponsored course on Ambedkar Philosophy	0	04/09/2017	180	0
UGC Sponsored Gandhian study centre	0	18/08/2017	180	0

#### 1.2 - Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

No file uploaded.

##### 1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented in affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS System
Nil	Nil	Nil

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

	Certificate	Diploma
Number of Students	51	Nil

#### 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
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0	Nil	Nil
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### 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	e Pro
BSc	Field study for the assessment of Biodiversity at Dibru-Saikhuwa	
BSc	A project on "Assessment of water quality parameters and macrophytes diversity in Dilli river of Namrup, Assam"	
BSc	A project on "Traditional methods of Rice cultivation in Rajgar Rangolli village"	
BSc	A project on "Vegetables cultivated in Uttar Somdar rural area around Borhat"	
BSc	A project on "Cultivation of edible mushroom through locally available low cost materials"	

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### 1.4 - Feedback System

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

Students	
Teachers	
Employers	
Alumni	
Parents	

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

**Feedback Obtained**

Feedback on Faculty members is received from the 6th semester student toward the end of the semester. The feedback is based on a structured questionnaire framed and approved by the IQAC of the college. Teacher informal as well as formal feedback (NCTU meeting and during the meeting upon by the principal) to the head of the institution on different administrative and other affairs related to the college. Analysis: Upon received feedback, IQAC appoints senior teachers of the college. Evaluation carried out with the help of the questionnaire with an assigned score identified the students' dissatisfaction parameters. The result obtained conveyed to the principal for further action. Action taken: The College established an IQAC as a Quality sustenance and Quality enhancement. IQAC has been infusing a sense of belongingness into the entire teaching staff of the institution. IQAC encourages the teaching staff to take part in workshops related to teaching learning method, FDP, Orientation program, Refresher course to improve their skills in teaching learning method. The functioning of various committees of the college strengthens the quality



and enhancement measure to ensure the effective development of curri help of different cells functioning in the college like Anti- ragging tobacco cell, Green Life Society, Physical Society, Literature Socie the college makes efforts to integrate socially relevant issues into curriculum. Mini projects (carried out by Department of Zoology, Bot seminars, Group discussion, field visits etc. by many departments er curriculum. College purchase relevant books for the library as per t syllabus to enrich the library. To support the new curriculum, Colle tries to upgrade infrastructure and purchase new equipment for labor science stream.

## 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
BSc	Major/ Non-major	120	97
BA	Major/ Non-major	240	193

[View File](#)

### 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
2017	589	Nil	27	Nil

### 2.3 - Teaching - Learning Process

#### 2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management System 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
27	15	46	2	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 word

College have a strong mentoring system. Mentoring process is practiced departmentally and de are group and each group is mentored by a Teacher. Through this students are getting addition academic course. Mentors are always give enough importance towards overall development o adapt in any situation to be faced in future.

Number of students enrolled in the institution	Number of fulltime teachers	Men
589	27	

## 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
32	27	5	Nil

### 2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships 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 received from
Nil	Nil	Nil	Nil

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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 the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of semester-end/ year
BA	UG	Semester-VI	29/05/2018	14/07/2018
BSc	UG	Semester-VI	29/05/2018	14/07/2018

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

(1) Unit test were conducted after the completion of units/topic departments. (2) Photocopy of answer scripts were provided to the students on demand. (3) Rescheduled examinations are held within specific period for students who fail to appear in the sessional examination for genuine reasons.

### 2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related activities

The academic calendar for the session 2017-18 was prepared to convey the examination schedule, teaching days, celebration, results, holidays, etc. The admission process of BA BSc odd semester classes also was completed within 1st -30th June, 2017. The classes of BA BSc 3rd and 5th Semesters began from 7th June, 2017 and the 1st Semester classes of B.A./B.Sc. programme began from 23th June, 2017. The World Environment Day was celebrated on 5th June, 2017. July month was the mid semester vacation for the teaching staff of the college. Recommencement of BA BSc odd semester classes begun from 1st August, 2017. In the 1st week of the month there was a scheduled interaction with the 1st semester students with the principal and the faculties of the college and also Freshers social for the 1st semester students was organized in the 1st week of the month. Qualifying Test for the Major students were held for selective departments by the concerned departments. 1st and 2nd Sessional examinations were held in the 1st and 2nd week of the month.

BA/BSc odd Semester classes were to be conducted by the teaching dep accordingly as possible to the scheduled dates in the academic caler mentioned as 8th - 14th August, 2017 and 1st -10th Oct., 2017 respec discussion or seminars are organized by all departments as notified academic calendar as 1st - 10th Sept., 2017. The results of the sess seminar or group discussions are notified as mentioned in the acaden According to the academic calendar, the college celebrated the indey 15thof August, establishment day of the college on 1st Sept., teache Sept. , World Literacy Day on 8th Sept., Alumni day on 16th Sept. ar day on 1st of Dec. of the year. By 4th October, 2017 the odd semeste completed. As mentioned by the affiliated university the scheduled c semester examination was notified as within 1st -30th November, 2017 BSc programmes.1st-16th December,2017 was the end semester vacation teaching staff of the college. The even semester classes were schedu academic calendar as 2nd of January, 2018.Also the college week was be held within 20th-31st January,2018. The 1st 2nd sessional test ar discussion / seminars are held as per the possible dates notified in calendar mentioned as 15th-24h Feb., 2nd -9th April and 10th-20th Ma respectively. The scheduled date for completion of even semester cla notified in the academic calendar as 20th April, 2018. The end semes examination of BA/B.Sc programme, as per the academic calendar of Di University was supposed to be held within 8thMay-8th June,2018.

## 2.6 - Student Performance and Learning Outcomes

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

<https://namrupcollege.edu.in/uploads/files/Course%20outcom>

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
UG	BA	Honours and Non-Honours	130	85
UG	BSc	Honours and Non-Honours	22	22

[View File](#)

## 2.7 - Student Satisfaction Survey

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

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

## 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 organi

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount re
Major Projects	1095	UGC	3.94	

Minor Projects	730	UGC	3.95
Minor Projects	730	UGC	3.8
Minor Projects	730	UGC	2.6

[View File](#)

### 3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of Dept.
State level workshop on Dr. B. R. Ambedkar Ideas of Annihilation of cast and abolition of untouchability	Ambedk Study ce

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of aw
Nil	Nil	Nil	Nil

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date
Nil	Nil	Nil	Nil	Nil	

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### 3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awar
NA	Nil

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

Type	Department	Number of Publication	Average Impact
International	Physics	2	Ni
International	Mathematics	1	Ni

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/Internat Proceedings per Teacher during the year

Department	Number of Publication
Nil	Nil

No file uploaded.

3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation 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	Num excl
Nil	Nil	Nil	Nil	0	0	

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	Institution mentioned i
Nil	Nil	Nil	Nil	Nil	Nil	

No file uploaded.

3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National
Attended/Seminars/Workshops	Nil	3
Presented papers	Nil	4
Resource persons	Nil	Nil

No file uploaded.

### 3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number participate
Health Awareness Programme	Women Study and Development Cell	6	

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3.4.2 - Awards and recognition received for extension activities from Government and other rec during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of stu
Nil	Nil	Nil	Nil

No file uploaded.

3.4.3 - Students participating in extension activities with Government Organisations, Non-Gover 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 activites	Num part

Awareness programme	NSS and Biotech Hub	World No Tobacco Day	5	
Awareness	Green Life Society	AIDS Day	4	

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### 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
NIL	Nil	Nil

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3.5.2 - Linkages with institutions/industries for internship, on-the-job training, project work, student exchange, etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	To
NIL	Nil	Nil	Nil	

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities
Society for Laser Optical Science, Doomdoma	19/09/2017	Exchange Scientific data, support collaborative ventures to organize seminars/workshops, providing Guest Lectures for any scientific programmes.

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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 augmentation
8.2	5.82

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities
Campus Area
Class rooms
Laboratories

## Seminar halls with ICT facilities

## Video Centre

Value of the equipment purchased during the year (rs. in lakhs)

Number of important equipments purchased (Greater than 1-0 lakh) during the current year

## Classrooms with Wi-Fi OR LAN

## Others

## Classrooms with LCD facilities

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## 4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version
College Management System	Partially	1.0

## 4.2.2 - Library Services

Library Service Type	Existing		Newly Added		
Text Books	1123	367768	103	32622	1
Reference Books	701	330504	425	185977	1
Journals	14	Nil	Nil	240	
e-Journals	Nil	Nil	Nil	Nil	N
Digital Database	Nil	Nil	Nil	Nil	N
CD & Video	20	Nil	Nil	Nil	
Library Automation	1	Nil	Nil	Nil	
Weeding (hard & soft)	Nil	Nil	Nil	Nil	N
Others (specify)	1	Nil	Nil	Nil	

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of I
Nil	Nil	Nil	Nil

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## 4.3 - IT Infrastructure

## 4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	B (M)
Existing	57	1	5	2	1	4	20	

Added	1	0	0	1	0	0	0
Total	58	1	5	3	1	4	20

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

10 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media cent facility
Nil	Nil

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities 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
8.2	5.82	3.25	

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

Namrup College creates different fund-heads for smooth and judicious utilization of funds to facilitate and support academic as well as physical facilities in the college. This year under Library Fund a good amount of fund has been spent on acquiring books by the college. Apart from it college also spends a good amount on subscribing News papers and journals on regular basis. As usual through Students Union Festival Fund, Games Sports Fund, and Building Fund etc. are utilized heads in college. NSS-Unit in collaboration with other agencies like Green Life Society, etc.) organized laudable programmes in and around the college unit also donated Rs. 8,000/- for flood relief in the state and also spent some amount in painting of dustbins during the year. SAF (Student Assistance Fund) is another area where illegible and financially weaker students are provided with admission to five students.

<https://namrupcollege.edu.in/uploads/files/policies.pdf>

## 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
Financial Support from institution	Nil	0
Financial Support from Other Sources		
a) National	Ishan Uday Special Scholarship for NER (Post-metric)	3
b) International		Nil



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

Name of the capability enhancement scheme	Date of implementation	Number of students benefited
3rd International Yoga Day	21/06/2017	50
RUSA finishing school- soft skills development, Venue: Namrup College	11/01/2018	45
RUSA finishing school- soft skills development, Venue: Naharkatiya College	19/01/2018	50
RUSA finishing school- soft skills development, Venue: BPBM Borhat College	17/01/2018	61
RUSA finishing school- soft skills development, Venue: Tingkhong College	27/01/2018	43
RUSA finishing school- soft skills development, Venue: Sapekhati College	18/01/2018	51

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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 examination
2017	0	Nil	Nil	Nil

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

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

## 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
NIL	Nil	Nil	Nil	Nil

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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
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2017	1	BSc	Zoology	Dibrugarh Universty
2017	1	BA	English	Dibrugarh University
2017	1	BSc	Botany	Dibrugarh University
2017	2	BSc	Physics	Dibrugarh University
2017	2	BA	Sociology	Gauhati University (01) Dibrugarh University (01)
2017	1	BSc	Chemistry	Dibrugarh University

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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
Nil	Nil

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

Activity	Level
Inter-college Kabaddi competition	Inter-colle
Inter-college Youth Festival	Inter-colle
College Week (Sports, Cultural and Literary competition)	Institution
All Assam Debate Competition	State Level
3rd Goodwill open National Taekwondo Championship, 2018	National Level
34th Assam State Taekwondo Championship-2017	State Level
Intercollege Taekwondo Competition	Inter-Colle
1st Upper Assam Invitational Foundation Cup Taekwondo Championship 2018	State Level

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### 5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at na 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	Stu n
2017	3rd Goodwill Open National Taekwondo Championship 2018	National	1	Nil	12
2017	3rd Goodwill Open National	National	1	Nil	19

No file uploaded.

5.3.2 - Activity of Student Council & representation of students on academic & administrative by the institution (maximum 500 words)

1. College Magazine: Namrup College student's forum published a magazine "KOTHIA" biennially with the supervision of teacher. 2. Guidance and Career guidance and counselling cell conducted related programme on 3. National Service Scheme (NSS): NSS unit of Namrup College organized camp in nearby area and take part in every programme organized by the Student Aid Fund: Financial aid provided to the poor and meritorious on selective basis by the college authority, Women Cell and Development Teacher Unit of Namrup College. 5. Best Graduate Award: Students who secure high marks in the degree final examination awarded the "Best Graduate Award" by the college establishment day programme. 6. Memorial Lecture, Debate and Essay competition: Namrup College organized "Bhaba Konwar memorial Lecture" on college establishment day programme. Essay competition also organized for the students in different occasions. 7. Excursion: College has organized excursion tour for the selective students in every year. 8. Student Union: Namrup Student Union Election held every year to give freedom to share the views and solution to the authority, to develop leadership as well as co-operative activities among the students. 9. Facilities for the students: (a) Sports facility: College has an indoor stadium and big playground where students can practice and prepare for competitions. (b) Hostel facilities: A women's girls hostel is running in the college campus. (c) Canteen: College has a canteen for the students where the provision of hygienic food items and drinking water facilities. (d) Computer lab and internet facilities are provided for the students. (e) Language lab is set-up in the department of English. (f) Library: College library provides text books, reference books, magazine, journal, newspaper and e-books for the students. (g) Biotech Hub: College has Institutional level Biotech Hub that sponsored by Department of Biotechnology, Govt. Of India. Through this college students can avail laboratory facilities for their practical works. Besides these, biotech hub has facilities for ICT based class. (h) Spoken English Course: English department provides spoken English course for the students. (i) Laboratory: College has provided laboratory facilities for science subjects for the students according to their requirements. There are 3 halls to take classes through digital tools. (j) College has formed different societies for the support of students. The aim of these societies is to create leaders and responsible social workers, smooth conduct of different programme in the college.

#### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

0

## 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 words)

The college has a well maintained decentralized system of working. are taken for distribution of power and duties and for smooth mai decentralization system in all aspects . For instance, different c formed to look after different academic /administrative works of There are examination committee, library committee, beautificatio construction committee, routine committee, canteen committee, muse sports committee, SCDC, etc. Each member of the college is associat the other of these committee remain accountable for the perfor development in the concerned Fields. Students are also empowered important role in different activities. Functioning of different s students union (listed below) further reinforces decentralizatio Secretary, cultural secretary, boys common room secretary, girls secretary, student welfare and social service secretary, canteen se Suggestions of non-teaching staff are also considered while framini taking important decisions. For smooth conduct of the final examinat officer-in-charges are selected for different semesters, from amon members. The selected in-charges allot duties to the other teac arrangements, and do all the other tasks related to the exami

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

Partial

### 6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with each):

Strategy Type	Details
Admission of Students	Notification of admission is published in newspaper in the notice board of the college. All the informat admission is provided in the college prospectus and the college website. Free admission is provided t meritorious students.
Industry Interaction / Collaboration	Faculty members have collaborated with national and eminent academicians and researchers and published r in the current year . Faculty members of chemistry d collaborated with APL, Namrup.
Human Resource Management	The college considers students to be the prime human so strives to develop this resource through a v activities initiated through NSS, NCC, Social an activities. The teachers enrich themselves through Course, seminars etc. Time to time notifications at the authority to the teaching and non-teaching staf and punctual execution of their duties. Meetings bet and the teaching staff are held to discuss on vari related to the institution. Various committees and formed to perform different tasks.
Library, ICT	The college Library is well equipped with reading r

<p>and Physical Infrastructure / Instrumentation</p>	<p>collection of books and journals and internet facilities and Reference books of all subjects were bought in Network Research Centre was there for the use of faculties. Besides, magazines and newspapers are regularly. In the Reading Room, attached to the library books, journals, magazines and newspapers can be consulted. The department has a Departmental Library where useful resources in adequate number are available for consultation. Library issues library cards against which he / she can access Internet facilities have been installed for research studies work. Xerox facility is also available for students and teachers. ICT: The requirement for Virtual Classrooms has been procured. Moreover the College Conference hall has all the required gadgets for ICT presentations. Internet facilities are available for the benefit of the students, teachers and staff of the College. Infrastructure: Construction work done as planned..</p>
<p>Research and Development</p>	<p>Teachers are encouraged by the authority to initiate research to improve their API scores through participation in conferences, workshops, seminars and also through publishing articles, books and research findings. There are plans to publish a research journal or book with ISSN and ISBN number every year, one major research project and a minor research project going on. Two teachers were engaged in research work. Moreover, the teachers of the college regularly attend conferences and publish their research articles in national and international journals.</p>
<p>Examination and Evaluation</p>	<p>Unit tests and sessional examinations are held regularly according to prospectus and University Schedule. Final examinations are conducted according to University schedule. Many of our teachers participate in the evaluation process of the final examinations. Internal examinations are conducted by the affiliating University. The college conducts internal assessment of students according to university guidelines. Class tests/surprise tests, seminars, interactive sessions, practical examinations etc. are conducted by departments to evaluate the progress.</p>
<p>Curriculum Development</p>	<p>The college is affiliated to Dibrugarh University through the steps regarding curriculum development is taken from the University itself. Teaching and Learning- For effective teaching and learning system following steps are taken: • Audio-visual is used in some classes for teaching. • Seminar presentations, Popular talks, Group discussion, Surveys and Field visits. • Students' progress is regularly monitored through class tests, sessional test, seminars/group discussion and home assignments. • Extra-curricular programmes like Quiz, debating and sports competitions are held to improve the overall knowledge of students. • Talks by special invitees are also arranged on various topics. • Departmental library is maintained by each department and a record is maintained by the department regarding books and books issued to students and teachers. • Completion of syllabus of each department all the</p>

revision, do extra tutorial classes for clearing each single doubt of students on any topic.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>College has proposed complete office automation in RUSA proposal. Office automation will include student faculty and staff database, feedback system etc. automation has been initiated by the use of SOUL</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Notices and circulars are uploaded in the college communicated to different departments through e-mail office of the Principal</li> <li>College has proposed complete automation in the DPR of RUSA scheme</li> <li>Each and every is circulated by the coordinator himself through</li> </ul>
Finance and Accounts	<ol style="list-style-type: none"> <li>Receipt of admission fees is completely online</li> <li>faculty members and staff is transferred directly account. Salary bills are submitted to the treasury software</li> <li>E-tender is notified as per the government for purchase of items</li> <li>Payment for the work order through PFMS according to government guidelines</li> </ol>
Student Admission and Support	<ul style="list-style-type: none"> <li>Applications are submitted for admission to different through the offline.</li> </ul>
Examination	<p>Evaluation of answer scripts is conducted offline affiliating university. Faculty members of this college fully offline system and perform their evaluation examiner, head examiner, scrutinizer, reviewer as appointed by the university.</p>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body which membership fee is provided
Nil	Nil	Nil	Nil

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6.3.2 - Number of professional development / administrative training programmes organized by 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 participated (Teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil

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



Title of the professional development programme	Number of teachers who attended	From Date	
Short Term Course	1	28/10/2017	03/
Short Term Course	1	28/05/2017	03/
Orientation Programme	1	21/02/2018	20/
Short Term Course	1	28/10/2017	03/

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	
3	Nil	1	

#### 6.3.5 - Welfare schemes for

Teaching	Non-teaching
NCT SSSS Ltd.	NCT SSSS Ltd.

### 6.4 - Financial Management and Resource Mobilization

#### 6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words ea

The college conducts internal audit every year at the end of the f through the certified accountant. External audits are also execute government role.

#### 6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanth year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats receive
Nil	0

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#### 6.4.3 - Total corpus fund generated

0

### 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	Au
Academic	Nil	Nil	Yes	Govern
Administrative	Nil	Nil	Yes	Govern

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

Namrup College believes in the academic, social, moral and cultural students by acquiring inputs from all stakeholders. Although the co maintain formally registered parent-teacher association, yet inte teachers with parents during parent-teacher meetings of different de up with new suggestions related to the overall development of the Teachers have been able to communicate with parents to prevent early

other prejudices related to the drop-out of girl students. This has led to the increase in overall percentage of girl students in the college. The members maintain attendance record of students. If a student skips attendance, then parents are informed about the same by faculty members. Principal and subsequently meetings are arranged by the college authorities and parents. In almost all cases, parents provide essential support and ensure proper attendance of their ward.

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

a. Namrup College Teachers Unit help to support staff in various occasions. The college has provided ICT training to the office staff for handling transactions, c. Enhancement of salary for non-teaching temporary staff.

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

1. Vacant teaching and non-teaching posts should be filled on regular basis. 2. The college should be increased in teaching learning process. 3. Faculty should be encouraged to undertake F.I.P. 4. Steps should be taken to have both boys and girls. The college should have some more smart classes.

#### 6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal

b) Participation in NIRF

c) ISO certification

d) NBA or any other quality audit

#### 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
2018	Uploading college data at management information system of MHRD	24/02/2018	24/02/2018	24/02/2018
2017	Scrutiny and forwarding of application for promotion under CAS of faculties	26/08/2017	26/08/2017	26/08/2017
2018	Workshop on B.R. Ambedkar	26/03/2018	26/03/2018	26/03/2018
2018	Internal audit	03/02/2018	03/02/2018	03/02/2018

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### CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 - Institutional Values and Social Responsibilities

##### 7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution)

Title of the programme	Period from	Period to
Discussion on "health of women" and 'health check-up programme'	08/03/2018	08/03/2018

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



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

Contribution was made by Green Life Society through plantation of s  
Environment Day was celebrated by organizing a popular talk. Provis  
ground was managed by the college for solid waste managem

#### 7.1.3 - Differently abled (Divyangjan) friendliness

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

#### 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	Iss addr
2018	Nil	1	24/03/2018	1	World TB day	Hea rel to

No file uploaded.

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

Title	Date of publication	Follow up(max 100 words)
College Prospectus for Students	25/05/2017	Students are motivated and directed to maintain standard of behaviour and discipline both inside the college. Counselling classes were operated to help weaker students to cope up with the academic environment of the institution. Students have to abide by the regulations prescribed by the college authority. Rules, irregular attendance, discourtesy to staff members, use of physical force, use of foul language, wilful damage of institutional property are met with strict disciplinary action. Attendance to all functions like meetings, annual sports week, seminars, discussion, viva-voce etc. are mandatory to

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

Activity	Duration From	Duration To	Number
Celebration of Teachers Day	05/09/2017	05/09/2017	
Celebration of Gandhi Jayanti	02/10/2017	02/10/2017	

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

Plantation of Saplings, Solid waste management as dumping of Gardening in the college campus, Awareness speech on environment the students, Cleaning drive of the college campus by the NSS

## 7.2 - Best Practices

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

**Best Practices- 01**

1. Title of the Practice: Promotion of research as well as research and skill development. 2. Objective of the Practice: Skill development is one of the emerging and distinctive areas of culture among the faculty and students, enables faculty develops thinking, translate theoretical knowledge into action and acquire research by encouraging staff to pursue Ph.D. programme and to attend innovation and workshop, undertake minor and major research projects, to organize and participate in workshops and seminars, encourages staff and students to publish papers in reputed journals. 3. The context: Since the students admitted to Namrup College are from rural areas. To bridge the gap and inculcate research ability and also to explore hidden capability of students, the college encourages them by conducting research and review activities beyond curriculum. 4. Practice: To develop the skills and to nurture the curiosity of the students, Namrup college emphasizes on promoting the research activities. For this purpose, a number of research activities, the college has encouraged students and faculties to conduct various research activities. Also, the college has encouraged to attend faculty development programs and workshops through seminars arranged in other institutions. Faculties were encouraged to pursue Ph.D. programme. Currently, three faculties are pursuing their Ph.D. programme. One faculty had completed Ph.D. programme. Faculties were encouraged to apply for grants through University Grant Commissioner. Faculties were encouraged to publish their research in various national and international journals. Research review papers of the teachers have been published in national and international journals till date. 5. Evidence of Success: Eight Faculties of our college have been benefited from Minor Research Projects (MRP). It not only enhanced the knowledge of the faculties but also increased the assets of the college. 6. Problems Encountered and Resources Required: Research activities require a certain amount of sum to carry out. Funding by UGC grant for MRP is not sufficient to conduct each and every research activities.

**Best Practices- 02**

1. Practice : Improving Teaching - Learning Process 2. Objectives of the Practice: To ensure the completion of syllabus according to the academic plan of the department • To encourage teachers to adapt to technological advancement including ICT adoption in class room teaching • To improve pass percentage and enhance the number of ranks bagged by the college at the university examinations 3. The context • The syllabus coverage in some cases is slow and towards the end of the semester where information are being crammed. This sluggish coverage initially and hurried coverage later should be avoided giving enough time to student in comprehending the topics and assimilating the facts. • The teachers find it difficult to keep pace with the technological advancement of learners. It has become essential for some of the teachers to adapt to modern pedagogic styles and include ICT in class room teaching. The mismatch between student learner and the teacher in the use and comfort of handling technological tools available for teaching - learning needs to be bridged. 4. The Academic planner along with the calendar of events is uploaded on the college website.

information to students. • The teaching - learning committee along of different departments monitor the pace of coverage of the syllab feedback is obtained from students regarding the content delivery teachers. The teaching - learning committee members and the class frequent informal meetings and cull out the information needed. assignments, tests and evaluation are conducted to improve perfor semester - end examinations • Two class rooms are made ICT read departments have the necessary tools for handling the class room tea help of ICT. 5. Evidence of Success • Some of the teachers have ac pedagogic styles and ICT in their classes. • Appropriately paced completion of syllabus • Increased attendance in the classes • Im results. 6. Problems encountered and Resources required. • Deve animation based power point presentations in teaching, particular subjects, has been hindered due to the want of in - house technical The demand for ICT resources is increasing and paucity of funds biggest impediment which may dampen the spirit of technology adoptio

Upload details of two best practices successfully implemented by the institution as per NA institution website, provide the link

<https://namrupcollege.edu.in/uploads/files/Best%20Practices%20>

### 7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its visi thrust in not more than 500 words

The Namrup College is committed to providing holistic education to However, Teaching and Learning remain our core concern, and therefor is working hard to make sure that there is continuous up gradation a in this critical area. At the beginning of each semester, College f prepare course outline, wherein they list the course objectives a outcomes of the course, teaching and learning strategy adopted, es book and prepare a weekly plan for the whole semester.

Provide the weblink of the institution

<https://namrupcollege.edu.in/uploads/files/Institutional%20Distincti2018.pdf>

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

1. Renovation and Digitization of Library : The primary objective of of library is to enhance the access and improve the preservation of materials which is most essential for the libraries of educational i For maintaining a proper reading atmosphere in the library, it has b renovate the library building and also to install wifi system for be assessment of e-materials. 2. To promote E-resource management: Plan made to install CC camera surveillance system in the classroom to mo students. Moreover electronic public addressing system also has to b 3. To make Infrastructural renovation and extension of science labor boys toilet. 4. To enhance employability of students: the college pl some student oriented mechanism to explore new career options for th To encourage publications of books and journals by the faculties. To the knowledge and ideas in the form of publication is one of the maj responsibilities of the teaching community towards society. Therefore College has a propensity to initiate this kind of contribution of it members towards the growth of academic sphere in society through pub

