



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NAMRUP COLLEGE

NAMRUP COLLEGE, PO- PARBATPUR
786623

www.namrupcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Namrup College is located on the foothills of Patkai hills in the Dibrugarh district of Assam. It was established in 1973 to cater to the need of higher education of the neighbouring villages and tea gardens. The College with the faculties of Arts and Science qualified itself for the inclusion under Section 2(f) of the UGC Act, 1956 on 14th February 1997 and Section (B) on 4th April 2000. The college is affiliated to Dibrugarh University, Assam. The current year earmarks the golden jubilee year of this higher educational institution. It is an important event for the institution that gives us an opportunity to look back on the distance travelled and forward to the journey that lies ahead has to be planned.

The college has 14 departments of Arts and Science with facilities for honours courses in almost all subjects. From the academic year, 2019-20 college has implemented the CBCS curriculum of Dibrugarh University.

The College has already been reaccredited by NAAC in two cycle of accreditation in 2004 and 2011, respectively and in the second cycle of reaccreditation it was accredited with Grade-B at CGPA-2.27.

The College has science laboratories with the adequate number of equipments to cater to the needs of the undergraduate students. College library is in the process of digitalization. Some other physical and academic facilities of the College are - 1. Canteen facilities, 2. A/C conference room, 3. Free health check-up facilities for students and staff, 4. Career Guidance and Counseling Cell, 5. Four numbers of free studentship on merit basis, 6. Sports facilities, 7. Hostels for boys and girls, 8. A Gymnasium, 9. Open and distance learning facilities, 10. Institutional level Biotech hub sponsored by DBT, Govt. of India since 2013 etc.

College conduct outreach programmes and different extension activities for the benefit of students and the society. College offers certificate courses on mushroom cultivation, vermicompost production and cutting and tailoring. From this academic session onwards, we are planning to introduce some need base add on courses.

Vision

The Namrup College has the commitment to pursue and achieve its goals and act as the catalyst in shaping a bright and sustainable future of our nation by providing best education to our students. It believes in the values of justice, equality and morality and is guided by the principles of inclusiveness, integrity, innovation, creativity and quality and the College has a vision to create an environment that is responsive to the needs of students and society at large, to contribute to 'National Development', fostering global competencies among students, to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices and create a bright future for all students. The main purpose of the college is to allow and create opportunities for both students and teachers to learn, think, explore, discover and grow. It is also our vision to inculcate good moral values and a sense of nationalism too. The college fosters academic and career success through the development of critical thinking and effective awareness in a safe, accessible and affordable learning environment.

Mission

The mission of Namrup college is to

- Knowledge is power is the motto of the college and keeping with the motto the mission of the college is to enrich and empower the young generation through affordable quality based education and to equip all the students with knowledge and skill and also to help students to choose the right path in terms of career and to create a democratic academic atmosphere for personality development and overall development of human resource.
- The college is committed to prepare young minds for imbibing knowledge, skills and sensitivity and to foster all-round development of students through multi-faceted education and achievement of success, collective excellence and for the purpose providing an accessible learning environment and make students ethically sound by imparting value based education.
- Produce genuine, enlightened, socially responsible, well rounded citizens with value based general and professional education.
- Develop skill and latent talent of learners, encourage for intellectual pursuit and induce passion for learning.
- Create an academic/holistic environment where we can convert the individual into a resource by helping them to develop and express their innate potentialities.
- To educate and train the students to be efficient, emphatic and socially responsible individuals and pioneers of tomorrow
- To be student-centric institute imbibing experimental, innovative and lifelong learning skills in their chosen streams.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

SWOC analysis of the institution was done on the basis of information and data obtained from Academic and Administrative part of the college, student opinions in the form of feed back and Feedback from parents-Teachers meet.

The strengths include:

- Supportive, dynamic and Motivated Principal and Charismatic and Committed Staff
- Having Sufficient Own land for further infrastructural development
- Automation process of the Library is going on smoothly, SOUL-2.0 & digital library software (D-space) has been installed. N-List has been subscribed. Book Bank for the students of economically weaker section is available.
- Students having potential in the field of sports and opportunities to participate in university, state, national and open tournaments
- Dedicated and hard work and student friendly faculty in all department with up-to-date knowledge.
- NSS unit, societies of different departments, women's cell, SCDC are actively working towards the development of the society which promote social responsibility among the students.
- A supportive system encouraging participation in seminars, research activities and publications.
- A supporting system for economically backward but meritorious Students and for students counselling.

Institutional Weakness

- Lack of basic infrastructure indicated in the shortage of classrooms,
- No adequate no. of smart/ technology enabled classrooms.
- Adverse effects of globalization, media & technology on the younger generation
- Shortage of teachers in each department.
- Insufficient Library Space, Reading Room, Reference section and furniture.
- No Proper drinking water facility for students and staff.
- .Inadequate financial assistance for library books and automation,
- Lack of play ground for students
- Insufficient Training programmes for faculty to upgrade themselves for the latest developments within the subject area.
- Limited Resources and facilities of laboratories and lack of modernization of existing laboratories.
- No spacious rest rooms for girls.
- Insufficient space for Department wise staff rooms.
- No adequate facilities for differently abled persons.
- No proper drainage system in the college campus.
- Lack of placement cell.
- No transportation facility for students
- No residential facilities for teaching and non-teaching staff.

Institutional Opportunity

- More scope to provide quality higher education to rural students and students from tea garden area.
- Increasing no of enrolment of Girl students.
- Possibility to Increase the innovation and research in rural areas and harness local talents in various fields.
- Opportunity to Tie-up with nearby industries , various Governmental organisations and NGO s
- Opportunity to introduce need base vocational courses, add-on courses and self- employment training parallel to degree courses.
- Opportunity to provide modern infrastructure/ facilities for indoor and outdoor games and in cultural front as students of this locality have talent in diverse field.

Institutional Challenge

- Lack of demand for Arts/Humanities Courses and poor enrolment in science stream.
- Lack of expertise in various field for training and to introduce vocational courses.
- Dearth of manpower (teaching and Non-teaching staff) to run the normal activities in the college.
- Unwillingness among the parents and alumni to participate in college developmental activities
- Lack of funds for development of physical and academic infrastructure .
- People of rural and tea garden area are economically not sound. Most of the people belong to below poverty line. They mostly depend on agricultural income(poor cultivators), . They cannot afford the all cost of higher education.
- Language barrier is a major problem among the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Namrup College the only higher educational institution in the Patkai range always stays committed for bringing excellence and all round development of the students and it has proper mechanism for effective delivery of the curriculum. Proper planning and implementation of the curriculum is always maintained by publishing prospectus, teaching plan and diary, tutorial and remedial classes, mentoring classes and sessional and semester end examinations.

The academic committee of the college prepares daily class routine and the college strictly follows the academic calendar prepared by the Dibrugarh University. Even during the lockdown period due to Covid 19, the college adopted online classes to follow the academic calendar smoothly and not to deprive the students.

Namrup College had also participated in introduction of many certificate courses since 2016. to generate employment among the younger generations and to overcome the challenge unemployment of the society and all the teachers participated in the activities related to those certificate courses since 2016. The teachers participated in setting of question papers and evaluation of answerscripts of final examinations conducted by Dibrugarh University and of sessional examinations of the college.

Then gender, environment, human values, ethics and other related issues are always enriched in all the departments of the college and endeavour is made by the teachers to sensitise the students. For this many awareness programmes on gender, human values, health and hygiene, etc. are organised. Career counselling programmes are also organised for benefitting the students.

Some of the departments like Physics, Zoology, Chemistry, Botany, English, Education, Economics had promoted many experimental educational field trips/internships of the students and majority of the students undertook those in the last five academic years.

The college in every academic year, collects feedback from the students, teachers, alumni, parents and employees covering various aspects of the college. In the college website even feedback link is given for both parents and alumni. The feedback is collected, analysed and effective steps are adopted in overcoming various deficiencies of the college from time to time.

Teaching-learning and Evaluation

Namrup College adopts the student centric learning and experimental learning as its corner stone in academic process with the ability of its teacher to create enthusiasm, ignite passion and generate curiosity among the students. The teachers are encouraged to participate in conference, seminar, workshop, symposia, and faculty development programme to boost up their teaching skill in a more innovative and effective way. Presently the college has 11 PhD holders out of a total of 30 faculty members.

Right from admission, the college follows a well administered and transparent procedure with ease of availability of information in the college website. Regarding admission the college ensures equality of access by reserving seat as per the Educational Reservation Policy of Govt of Assam.

With the intention to develop critical thinking and innovative thinking student centric pedagogies are evolved at departmental level. Though lecture method is the pre-dominant teaching method, the ICT is integrated with the teaching learning methods to some extent. The college also encourages students to involve in project work, field study and co-curricular activities to gain knowledge and ideas through participative and problem solving learning.

Special attention is given to students with special needs and also from economically weaker sections through the mentoring process. Remedial and tutorial sessions are also aimed at supporting learners in small groups so that teachers can provide individual support.

The college maintains complete transparency and impartiality in the internal and external assessment system. The period of both internal and external evaluation are elaborated in the academic calendar of the institution to ensure effective implementation of evaluation process. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussions, seminars, assignments, Sessional tests, practical's and projects.

Attainment of programme and course outcome is evaluated by the college and it ensures the completion of the prescribed syllabi through the teaching plan of each department.

Research, Innovations and Extension

Namrup College has received grants from government agencies mainly from UGC (University Grant Commission) for research projects (minor and major research project) and endowment in the last five year. The Department of Botany, Department of Chemistry, Department of Physics, Department of Mathematics, Department of Economics, Department of Sociology, Department of English and Department of Political Science received grants for research activities.

Namrup College has organized 05 seminars/conferences/workshops conducted by the institution during the last five years. Since July 2016, a total of 30 papers of faculty members have been published in various international and national level Journals. During this period, teachers of the college published books and chapters in edited volumes, published books and papers in national/ international conference proceedings and the number of such publications is 24.

The college has active National Service Scheme (NSS) unit. In addition to these, Health and Sanitation Club, Women Study and Development Cell, Green Life Society, Institutional Biotech Hub, Socio- cultural Development Cell (SCDC), Namrup College Teachers' Unit (NCTU), Transport Management Committee, Career Guidance and Counseling Cell (CGCC), Women Study and Development Cell (WSDC), Students' Union- all these bodies and societies contribute significantly to the community development. Namrup College organized cleanliness drives, tree plantation drives, awareness programme, special camps etc. in the neighbouring areas and adopted villages. College observed different days of local, national and international importance like Independence Day, Gandhi Jayanti, National Science Day, International Women's Day, Girl Child Day, AIDS Day, World Environment Day, Wildlife week, Cancer day, etc. to sensitize students and local community on different social issues. College has organized seminars, webinars, popular talks, workshops on the themes related to environment, biodiversity conservation, Entrepreneurship Development, gender equality, computer literacy etc. College has organized different programmes related to Plastic Pollution and various add on courses on Mushroom Cultivation, Vermicompost Production etc.

Namrup College has 05 functional MoU with national and regional institutions, universities etc. and it has organized 20 activities as part of those MoU. Conduction of one short term programme, exchange scientific data, seminars/workshops, Faculty development programme, etc. were organized as part of these collaborations.

Infrastructure and Learning Resources

Namrup College, the only higher educational institution fulfils all the requisites for teaching-learning viz. classrooms, laboratories, computing equipment etc. The College has constantly endeavoured to provide quality education and ensure all round development of the students. The College has 18 classrooms, one seminar hall with more than 100 seat capacity, one ICT enabled conference room with an intake capacity of 60.

Namrup College has a suitable ambience for academics, sports and cultural development of the student. It has a playground where different sports like cricket, football, racing etc. are organized. The college also possess a well-equipped indoor stadium and has an inbuilt multi gym. The Biotech hub has well-equipped classrooms with LCD projectors and other amenities. The College has a well-established system and procedures for utilizing physical, academic, and support facilities. The College also possess vermicompost plant maintained by the Biotech Hub. Department of Botany offers certificate course in mushroom cultivation.

The college also provides a separate laboratory for Computer Studies. Besides the college provides a seminar hall with a seating capacity of 200, where various functions, popular talks and other cultural and literary activities are conducted. The college also possesses one hostel for boys and one for girls with an intake capacity of 20 and 36 each. Namrup College has a well-equipped central library. The college has a subscription to the institutional digital repository N-LIST e-resource software programme maintained by INFLIBNET. The whole library premise is under CCTV surveillance. Digitalization of the library collection is in process using D Space Software. Library is partially automated with SOUL 2.0 ILMS from 2010. The college has been striving hard towards the development of the library and has planned new initiatives to provide the users with all the required resources and motivate them to make best use of the library. College library has subscription of e-journals and e-books through NLIST database. The entire college campus is wi-fi connected with Rail wire and BSNL broadband internet access where LAN is connected with <50 MBPS bandwidth. College spent Rs. 361216 Lakhs for purchase of books and journals/e-journals.

Student Support and Progression

The college is constantly trying to provide every possible support and assistance to each student. Financial assistance in the form of government and non-government scholarship is provided to the economically weaker and meritorious students. Many students have been benefited from those scholarships. To encourage and support the student's departmental award and scholarship is being provided to the best students every year.

The career guidance and counseling cell of the college has organized various career guidance programs, skill and personality development programs, awareness programs to enhance and boost the student personality in a

better way.

Yoga has been practice in college in regular basis with maximum student involvement. College observes international yoga day, world health day, world AIDs day, world environment day etc. to create and bring awareness among the students.

In response to the safety and security of the students the Anti-ragging cell, Grievance and Redressal cell, sexual harassment cell, women cell are fully functional in the college. The anti ragging cell has made a strict policy against the ragging in the college campus. Ragging is fully prohibited in the campus. Grievance redressal cell has been working to resolve the grievances of students. The women cell and sexual harassment cell are functioning in response to the safety and security of the girls.

The college has been taking holistic efforts to prepare the student for competitive examinations . considering the outmost needs of the today's student to compete and face the challenges of modern world the college has established a career guidance cell which takes initiatives to organize various events and workshops to guide and motivate the students in their career avenues and helps them to prepare themselves for various competitive examinations. They provides awareness to the students about the various types of government and corporate sector jobs, help them to choose their area of interest and takes initiatives to develop competitive skills among the students. As a outcome of this students are motivated to take up various competitive exams and many of them has successfully crack the exam.

Governance, Leadership and Management

The governance, leadership and management of the college is in accordance with its vision and mission that are based on the principles of inclusiveness, integrity, innovation, creativity and quality. The college follows decentralization and participatory management in all its activities through an well- established "committee system". The administration is decentralised to a great extent by allocation of responsibilities among the Principal, Vice- Principal, Heads of Departments, Faculties and non-teaching staff.

The college has a strategic plan and the authority looks at the timely completion of its different developmental and strategic plans. As per the plans, vacant faculty positions were filled up, ICT facilities were increased and a Girls' Hostel and a Boy's Hostel were established in the recent years. The funds and resources are utilized after proper discussion with the concerned committees and regular internal and external audits are conducted to ensure optimum utilization of resources.

The College has implemented e-governance in areas like administration, finance and accounts, students admission and examination. For the welfare of the teaching and non-teaching staff, the college has Namrup College Teachers and Staff SanchayaSamabaiSomity Ltd (NCT&SSSS Ltd) that provide financial support to all employees of the college who are members of the society by giving loan during any kind of financial crisis or need. In order to assess the performance of the teaching and non-teaching staff, the college maintains a monitoring mechanism.

The IQAC of the college has taken different quality assurance initiatives and strategies in the last five years. Introduction of Morning Assembly and Special Co-curricular session for the students were notable among them. IQAC reviews the teaching -learning process and the learning outcomes through a well-structured feedback

system. IQAC conducted feedback from students on overall teaching criteria and students support and also against every faculty members about their cooperation, accountability, responsibility, punctuality, sociability etc through the head of the institution. Parents-Teachers meet were also organised by every department and a departmental parent-teacher committee was formed.

IQAC regularly organised meetings to ensure healthy academic environment and regularly participated in NIRF and AISHE survey.

Institutional Values and Best Practices

Women Studies and Development Cell (WSDC) of Namrup College in association with Internal Quality and Assurance Cell (IQAC), the various departments of the college and NSS unit works to maintain gender equity in and outside the institute.

The institute has taken initiatives for energy conservation and management by adopting energy conservation measures such as use of energy efficient appliances like LED bulbs and its judicious use. Moreover, the institute has used different approaches such as ban in use of plastics in college premises, vermicomposting for making the college campus free from both bio and non- bio degradable waste. As a part of green initiatives, IQAC in association with various Departments, societies and cells of the college plantation drive, awareness programme and cleanliness drives to make the college campus green.

The College promotes tolerance and harmony towards cultural, regional, linguistic, socio-economic and other diversities with the help of NSS, SCDC, Student union, WSDC etc. It has sensitized students and employees towards constitutional obligations.

Our college organized departmental wall magazine competition and morning assembly as best practices. Majority of our students belongs to the rural area, they lack different type of skills such as communication skills, leadership, team work, confidence and moreover they cannot recognize their hidden talent which is believed to be present in each and every human. These two practices help our students to develop different types of soft skills as well as uplift their confidence level so that they can compete in this world full of competition and make them competent in their future life.

The institution has a vision of empowering quality education and discipline which is the bridge between goals and accomplishment. Discipline helps in managing the work in a planned manner and also helps in molding a student's character so that students can establish a positive attitude towards their studies and life and can enjoy the benefits derived from discipline.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAMRUP COLLEGE
Address	Namrup College, PO- Parbatpur
City	Namrup
State	Assam
Pin	786623
Website	www.namrupcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Durga Prasad Gogoi	0374-2503223	9401708606	-	principalnamrupcollege@gmail.com
IQAC / CIQA coordinator	Rupak Kr. Borgohain	0374-2503340	7638034626	-	borgohainrupak73@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	14-02-1997	View Document
12B of UGC	04-04-2000	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Namrup College, PO-Parbatpur	Rural	8.15	8884

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	H S Pass	Assamese	25	25
UG	BA,Assamese	36	H S Pass	Assamese	150	108
UG	BA,Economics	36	H S Pass	English,Assamese	25	21
UG	BA,Economics	36	H S Pass	English,Assamese	20	0
UG	BA,English	36	H S Pass	English	25	9
UG	BA,English	36	H S Pass	English	150	141
UG	BA,Education	36	H S Pass	English,Assamese	35	18
UG	BA,Education	36	H S Pass	English,Assamese	20	0
UG	BA,History	36	H S Pass	English,Assamese	20	0
UG	BA,Political Science	36	H S Pass	English,Assamese	20	0
UG	BA,Political Science	36	H S Pass	English,Assamese	35	32
UG	BSc,Botany	36	H S Pass	English,Assamese	20	0
UG	BSc,Botany	36	H S Pass	English,Assamese	20	5
UG	BSc,Chemistry	36	H S Pass	English,Assamese	30	11
UG	BSc,Chemistry	36	H S Pass	English,Assamese	20	0
UG	BSc,Mathematics	36	H S Pass	English	20	5
UG	BSc,Mathematics	36	H S Pass	English	20	0

UG	BSc,Physics	36	H S Pass	English,Assamese	20	0
UG	BSc,Physics	36	H S Pass	English,Assamese	30	0
UG	BSc,Zoology	36	H S Pass	English,Assamese	20	18
UG	BSc,Zoology	36	H S Pass	English,Assamese	20	0
UG	BSc,Computer Science	36	H S Pass	English	20	0
UG	BA,Sociology	36	H S Pass	English,Assamese	20	0
UG	BA,Sociology	36	H S Pass	English,Assamese	35	31

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				10				23			
Recruited	0	0	0	0	5	5	0	10	10	11	0	21
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	7	1	0	8
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	10	3	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	2	0	3	2	0	11
M.Phil.	0	0	0	5	2	0	4	8	0	19
PG	0	0	0	1	0	0	2	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	8	0	10
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	162	0	0	0	162
	Female	245	0	0	0	245
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	8	6	5	5
	Female	6	4	8	10
	Others	0	0	0	0
ST	Male	32	27	29	22
	Female	34	32	26	22
	Others	0	0	0	0
OBC	Male	211	151	140	133
	Female	183	161	170	189
	Others	0	0	0	0
General	Male	61	44	39	32
	Female	51	42	44	59
	Others	0	0	0	0
Others	Male	0	2	4	4
	Female	0	10	5	3
	Others	0	0	0	0
Total		586	479	470	479

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>In our college multidisciplinary courses are yet to be introduced. Right now the college does not have adequate faculties and infrastructure facilities for introducing interdisciplinary/multidisciplinary courses. As our college is affiliated under Dibrugarh University and we have to follow the curriculum designed by the concerned university. But planning has been initiated to introduce such types of courses according to the NEP 2020 guideline in consultation with the concerned department of the university in near future. Since our college has an active NSS unit, we are planning to introduce NSS as skill based course from next academic session where students will be able to get an opportunity to engage</p>
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	themselves in community services.
2. Academic bank of credits (ABC):	Yet to be initiated.
3. Skill development:	<p>Our institute is located at a remote area and most of our students come from weak economically background so during the planning and execution of skill based courses we are basically focoused on the upliftment of skill in employment generation and entrepreneurship development. The courses offered by the institute: Certificate course on Vermicompost: This course has already been started in our institute and this time we shall try to expand our project based on demand coming from the students and people of this locality. Certificate course on Mushroom Cultivation: This course has already been started in our institute and this time we shall try to expand our project based on demand coming from the students and people of this locality expand our project based on demand coming from the students and locality. The courses we are planning to offer: Certificate course on Data entry and Office automation: This course will help the students to acquire skills in data and office management. Certificate course on Spoken English, Communication and Public Speaking Skill: Due to lack of proficiency in communication skill our students do not have enough confidence to face any kind of interview or reluctant to communicate with other. This course will help to the students to increase their confidence level, linguistic and communication skills. Certificate course on Photography and video: Photography and video editing will help the students to generate self employment as it is one of the demanding skills now-a- days. Certificate course on theater and drama: Namrup is a culturally rich area and students are very much interested in various cultural activities. This course will help to acquire skills in drama and theater Certificate course on basic computer knowledge with special reference to office management: This course will be helpful for achieving computer skills from basic to most advanced skill to improve their value in today's job market.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	To integrate Indian knowledge system, our college has decided to introduce Three Month Certificate course from the next scholastic year on Satriya Nritya. Satriya Nritya is a major Indian classical dance form. It is an integral part of the Satriya

	<p>tradition of Assam. To enhance the knowledge and skill on Satriya Nritya among the students of the Namrup college, the institution has planned to introduce a three month certificate course on Satriya Nritya in collaboration with the other cultural organization of this locality. By going through this course students can inculcate the ethos and values of cultural integration of Assam in particular and greater India in general. With the aim to preserve Indian culture and tradition, our college has an Ethnic Museum where the dress, ornaments, agricultural tools of different ethnic group, elements of Satra Culture and Bhaona, handlooms tools, etc has been displayed for the visitors. The young generation can gather knowledge on Assamese tradition and culture by visiting this museum.</p>
5. Focus on Outcome based education (OBE):	<p>Since our college is affiliated to Dibrugarh University, we have to follow course structures designed and prescribed by the university. We have to abide by the guidelines let down by the affiliated university.</p>
6. Distance education/online education:	<p>We have two Distance Learning Centre, one is Dibrugarh University Open and Distance Learning, Namrup College Study Centre and another is Krishna Kanta Handique State Open University (KKHSOU), Study Centre, Namrup College, Namrup. These two distance learning centres have offered UG and PG level courses and Diploma courses to the learners. Based on these two centres, we are planning to introduce online/distance vocational courses in coming years. Under the KKHSOU, from this year onwards any intended learners can pursue dual degree in the prescribed courses offered by the institution.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>A request for the set up of Electoral Literacy Club in Namrup College has been sent to SVEEP Division of Election Commission of India on December 9, 2022 which was forwarded to the District Election Officer of the Dibrugarh District to examine the eligibility of our institution for the establishment of an ELC.</p>

2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	As the college is yet to receive the confirmation regarding establishment of ELC, no student's co-ordinator and co-ordinating faculty members are appointed formally by the college but two faculty members have been selected for the same, Dr. Nandita Das, Assistant Professor, Department of Political Science as Co-ordinator and Parishmita Bora, Librarian as Assistant Co-ordinator. Moreover, the main objective of the institution for the establishment of the ELC is to create awareness about the most important political right of an individual of a civilized society that is, voting right and importance of exercising it particularly in a democratic country like India among the students of the college in particular and among the new generations of the country at large and also about the electoral process of the country. And the ELC will be completely representative in character when it is formally set up in the institution
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	As the ELC has not been set up in the college, no such programmes and initiatives have been undertaken. The institution is yet to undertake such initiatives as formally ELC are not set up by the college. But after confirmation regarding the establishment of the same, all such initiatives will be definitely taken up. But as a part of the government initiative, on December 1, 2022, some officials from Circle Office, Dibrugarh visited the college and an awareness programme on enrolment as general voter was organized for the students of the college and around 7 students who have attained 18 years, enrolled their names as general voter at National Voters' Service Portal.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The institution is yet to undertake such initiatives as formally ELC are not set up by the college. But after confirmation regarding the establishment of the same, all such initiatives will be definitely taken up. But as a part of the government initiative, on December 1, 2022, some officials from Circle Office, Dibrugarh visited the college and an awareness programme on enrolment as general voter was organized for the students of the college and around 7 students who have attained 18 years, enrolled their names as general voter at National Voters' Service Portal.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by	College has organised awareness campaign among the students those are attained 18 years or above with

ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

the help government agency. In college website, new voters registration web link is provided for the help of students.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
479	470	479	586	589
File Description		Document		
Upload supporting document		View Document		
Institutional data in the prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 33

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	31	27	29	28

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
40.08	45.33	69.06	58.42	57.29

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Namrup College like other higher educational institutions stays very much committed for bringing academic excellence and all round development of the students. As the college is affiliated to Dibrugarh University, therefore, curriculum designing, revision and up gradation of the syllabus is done by the University, not by the college but proper delivery of the curriculum is perfectly maintained by the college. Planning and implementation of curriculum is of utmost necessity for ensuring effective academic environment and to fulfill; this goal in an effective manner, the college has a proper mechanism. In terms of curriculum, proper planning is necessary for its effective implementation/ delivery and for the same in every year, a planned curriculum delivery and documentation are planned in the colleges before the start of an academic session. As the college is affiliated to Dibrugarh University, all the activities related to curriculum revision and up-gradation of the syllabus is done by the parent University. However, for the successful implementation of curriculum, the academic committee of the college prepares daily class routine and regarding the academic calendar as the college is under a parent University, it strictly follows the academic calendar prepared by Dibrugarh University which incorporates working and teaching days which further used for conducting internal evaluation system. The academic calendar mainly consists of dates of commencement and completion of the syllabus of respective courses of the college, dates for conducting internal examinations, holidays, dates of end examinations, etc. Then for every year, the faculty members of each department prepares teaching plan for the forthcoming session and it is displayed for the students in the departmental notice board and of the college notice board too. This is done particularly to benefit the students in terms of better understanding with clarity about the course like what portion of the curriculum will be delivered within the stipulated timeframe of the academic session. For successful conduction of the examinations, the examination committee of the college prepares proper time-tables. Then the pattern of internal examinations is followed by the college prepared by the parent University which includes two sessional examinations, seminars/group discussions for students, home assignment, etc. The timeline for the internal examination are incorporated in the academic calendar too and based on the timeline the schedule of the same is prepared by the college administration and it is followed accordingly. Though since the year 2016 everything is done with proper planning regarding curriculum in the college, but due to the Covid 19 pandemic in the year 2020, in the academic year 2020-2021, all the activities could not be conducted according to the academic calendar. However, the college had the objective of maintaining proper teaching-learning environment and all the faculty members done online classes and motivated the students to study in various ways. Then continuous online assessment of students progress was done during the period 2020-2021 through online sessional examination for even semester and one offline sessional examination were conducted.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Response: 8</p>

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

<p>1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>Response: 12.41</p>
--

<p>1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>252</td> <td>0</td> <td>0</td> <td>51</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	20	252	0	0	51
2021-22	2020-21	2019-20	2018-19	2017-18						
20	252	0	0	51						

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

<p>1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</p> <p>Response:</p> <p>Cross cutting themes like Gender and its related issues, Environment and Sustainability, Human Values and Professional Ethics are considered to be an important component in the curriculum which in turn encourages students in experiencing integration in their personal lives and for contributing in various ways</p>
--

to the society. Though the college is not entitled to design the curriculum due to its affiliation to Dibrugarh University, yet the syllabus prepared by the University particularly for the subjects of Assamese, English, Economics, Education, Political Science and Education, is highly enriched with cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability, professional ethics and an endeavor is made by the college to sensitise students on those cross cutting themes to bring all round development of the students. In addition, the college also encourages the students to participate in various social activities from time to time through NSS unit without any discrimination on the basis of girls or boys students. Moreover, to create awareness among the students on various relevant issues of the society like Gender, Environmental Issues, Human Values, Health and Hygiene, Road Safety, etc. the college observes World's Environment Day, International Women's Day, World Human Right's Day, Indian Constitution Day and also Career Counseling programmes are also organized to help the students in terms of getting information on available career options and help them in selection and adoption of the best career options depending on their interest and choice.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 14.61

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 70

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 73.75

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
270	245	201	249	274

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
300	300	360	360	360

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 62.17

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
76	82	82	91	93

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
122	122	146	146	146

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 14.52

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 using ICT tools

Response:

The faculties of the college use various participative learning methods in their classrooms to engage the students actively in the teaching-learning process. They frequently pose questions and initiate discussions to brainstorm them about the learning materials. Students are encouraged to ask questions to clarify their doubts. Students are also encouraged to explain some topics which their fellow mates have doubts so as to make classroom study attractive and interesting. Moreover, seminars and group discussions are organised among the students to develop their analytical ability and communication skills. Sometimes audio-visual aids such as PPT presentation, movie clips or video clips are also used to give them a better understanding of the topics.

Namrup College assesses the learning levels of the students and organises programmes according to their needs of learning status. For advanced learners the programmes adopted are as follows: Namrup College assesses the learning levels of the students and organises programmes according to their needs of learning status. For advanced learners the programmes adopted are as follows:

FOR ADVANCE LEARNERS-

- Lectures and talks by invited guests and experts to enhance their knowledge.
- Student's projects.
- Field study trips, educational excursions are arranged for students. Due to COVID SOP it was not possible to arrange such programmes for the session of 2020-2021.
- Workshop on how to prepare for competitive examination.
- Workshop on career counselling.

- Morning assembly to develop their mental health with yoga, meditation etc and to provide them with a platform to develop their public speaking ability.
- Quiz, extempore speech and debate competition.
- Initiatives for joining youth festivals of various categories.
- Sports, culture and literary competitions as college week.
- Wall magazine competition between departments.

FOR SLOW LEARNERS

- Remedial classes
- Revised classes
- Mentoring by allotted faculties
- Personal counselling
- Home assignments
- Special interactive sessions

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 89.7

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
33	33	33	33	33

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 28.38

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B

Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	9	7	8	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

Namrup College maintains complete transparency and impartiality in the internal/external assessment system. The college strictly follows the Dibrugarh University Guidelines for the assessment of the students. As per these guidelines, 20 marks is allotted for internal assessment in each honours paper- 5 marks for first Sessional exam, 5 marks for second Sessional exam, 5 marks for seminars/group discussion and 5 marks for the student's attendance. The students are made acquainted with this assessment mechanism well in advance right at the beginning of the programs so that they can remain aware about their own involvement and advances in the courses.

Following the university guidelines, two Sessional examinations are held in each semester for the Degree students. The Sessional examinations are generally held centrally by the college by appointing two assistant in-charges who in turn distribute the invigilation duties among the teachers and also look into the proper conduction of the examinations. During such examinations if any student finds discrepancy in question paper, such as out of syllabus questions or other mistakes are found, it is brought to the notice of the Head of the concerned department and is immediately resolved.

The evaluation process is completed within a short period. The marks are displayed in the departmental notice boards and the evaluated answer-scripts are shown to the students. Similarly the students are shown their marks against group discussions and seminar presentations. If any student has a grievance related to the marks given, they can lodge the grievance to the Head of the department. The HoD discusses the matter with the other faculty members of the department, and if the grievance is found legitimate, it is corrected or re-evaluated within a stipulated time.

However, if the grievance is of complex nature or cannot be resolved by the Head of the concerned department, then it is forwarded to the Principal. Alternately, the students may directly approach the Principal, if she/he is not satisfied the way the examination was conducted, the answer scripts were evaluated, or the scores were assigned. The decision of the Principal in terms of the grievance is final and binding.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The institute follows Outcome Based Education (OBE) policy which provides a more streamlined approach to teaching-learning by optimising the usage of available resources by both the faculty and the students. Development of Programme Outcomes and the Programme Specific Outcomes of the College is carried out by the Committee on Curricular Aspects of the College in consultation with the Principal, Academic in-charge, Internal Quality Assurance Cell (IQAC), Faculty and the Head(s) of the Departments. Attainment of Programme outcomes and course outcomes are evaluated by the institution. The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and its timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination. In addition, these are also communicated to the teachers and the students at the beginning of every academic session. Parent Teacher Meetings are also taken as one of the ways to aware the parents/guardians of the students about the Programme Outcomes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 77.31

2.6.2.1 Number of final year students who passed the university examination year wise during the

last five years

2021-22	2020-21	2019-20	2018-19	2017-18
74	106	153	95	107

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
91	109	183	159	150

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.38

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 5.24

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	5.24	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The prime aim of the institution is to disseminate knowledge, skill and training for the students and neighbouring communities through education and research. Namrup College is the only institution in the region that has both the science and arts streams. Therefore, we have ample scope for research in both science and humanity. During the last five years, faculty members of Namrup College published books, research papers, book chapters, articles etc. in different reputed journals, books etc. Its means that college has provided a healthy research environment to its members. From 2021, college has initiated "IQAC Students Project Grants" for the students of the institute. Under this programme, financial package of Rs. 25000/- is awarded, Rs. 5000/ for each project. In 2013, the college got a grant for an Institutional Level Biotech Hub from the Department of Biotechnology, Govt. of India in order to increase awareness on science education, research and practical knowledge and to disseminate basic research. The college has implement this project by conducting workshops, hands-on-training, facilities for basic research etc. In the last five years Institutional Biotech Hub received grant of Rs. 5.24 lakh from DBT, Govt. of India to conduct its regular activities. Besides these, department wise basic research environment has been created through different grants received from UGC, DBT. RUSA etc. Now the college has developed the basic infrastructure facilities for research, training, innovations and transfer of knowledge.

In the last five years, faculty members of the college published three edited books of research articles and

one faculty member published a research based book. A total of 30 research papers were published by faculty members of the college some of which were published in UGC care listed, some in scopus indexed and some in peer reviewed journals. Moreover, Faculty members of the college published a total of 24 book chapters in different edited books and seminar proceedings.

The college authority always encourages the faculty members to engage in research activities. They are allowed duty on leave to join in national and international conferences, seminars, workshops etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 5

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	2	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.85

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	4	14	3	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.91

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	9	4	10	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Namrup College organizes extension activities regularly in the neighbourhood communities to sensitize the students towards community needs. Students of the college actively participate in social service activities that leads to their overall development. The college has an active National Service Scheme [NSS] Unit. In addition to these, different units and bodies of the college such as the Green Life Society (Zoology Department), Botanical Society (Botany Department), Physical Society (Physics Department), Women's Study and Development Cell (WSDC), Institutional Biotech Hub, Art Forum, Teachers' Unit, Students' Union etc organise extension activities and contribute significantly to the community development works. The college engages its students in these activities so that they become aware on various social issues. Through these bodies, societies, cells and units, the college undertook 38 various extension activities and

programmes in the neighbourhood community during last five years. Various forum/Unit/Societies emphasised on topics such as cleanliness drives, plantation drives, awareness camps, special camps, training programmes, health awareness programmes in the college campus, neighbouring areas and adopted villages. Moreover, the College observed important local, national and international days like Independence Day, Gandhi Jayanti, National Science Day, Human Rights Day, International Women's Day, Girl Child Day, AIDS Day, World Environment Day, Biodiversity Day, Cancer day, Energy conservation day, wildlife week etc. to sensitize the students and local community on different social issues. The College organized seminars, webinars, popular talks, workshops etc on the themes related to environment, tourism, media, pollution, rights, gender equality, computer literacy etc. It organized different programmes related to Plastic Pollution, Mushroom Cultivation, Vermicompost Production, Entrepreneurship Development, Digital Transaction etc. Besides, the college regularly organized competitions among students of the nearby schools that has created a competitive environment and a holistic learning atmosphere among the students of its neighbourhood.

Major Extension Activities of the college in its neighbourhood during the last five years were:

- 1.NSS Special Camps.
- 2.Plantation Drive.
- 3.Cleanliness Drive.
- 4.Awareness programmes on water, sanitation, health and hygiene.
- 5.Awareness programme on Plastic Pollution and its uses
- 6.Inviting students from neighbourhood schools to visit labs and experience other facilities of the college.
- 7.Compulsory plantation programme for students.
- 8.Outreach programmes in schools.
- 9.Celebration of Yoga Day, National Science Day, Environment Day, Biodiversity Day , AIDS day, International Women's Day etc.
- 10.Quiz, Art, Music, Dance Essay writing etc. Competition held among students.
- 11.Training Programmes on livelihood opportunities.
- 12.Blood Donation Camps.
- 13.Covid Awareness
- 14.Publication of articles, books, wall magazines
- 15.Survey in villages by students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Nil

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 28

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	8	2	6	9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Namrup College fulfils all the requisites for teaching-learning viz. classrooms, laboratories, computing equipment etc. Over the last five years, the college has made significant infrastructural improvements. The College has constantly endeavoured to provide quality education and ensure all round development of the students in order to create aware and responsible citizens. The Institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of the students. The College has 18 classrooms, one seminar hall with more than 100 seat capacity, and one air-conditioned conference room with 60 seat capacity.

Namrup College has a suitable ambience for academics, sports and cultural development of the students. Over the last five years, the institution has been able to provide all the requisites in the field of sports, cultural activities etc. Different cultural programmes and sports activities are organized regularly in the college. However, due to the pandemic these activities and programmes came to a temporary halt as a precautionary measure, but various programmes were conducted in online mode during pandemic. The college has a playground within its premises. Different outdoor games such as cricket, football, racing etc. are conducted in the playground.

The college also possess a well-equipped indoor stadium where there is provision for various indoor games like badminton, carom, table tennis etc. The indoor stadium also has multi gym facilities. The indoor stadium is also used for Taekwondo practice in the evening. A separate external trainer has been employed to provide training not only to the college students, but also for children and youths of the vicinity. The college also has a gymnasium with required equipment for the benefit of the students.

The departments of Botany, Zoology, Physics, Chemistry and Computer Science had well equipped separate laboratories for the practical classes of the students. These laboratories are enabled with required instruments, infrastructure and specimens. The College has also an institutional level biotech hub sponsored by the department of Biotechnology. The Biotech hub has well-equipped classrooms with LCD projector and other amenities necessary for laboratory activities. College has a well-established system and procedures for maintaining and utilizing physical, academic, and support facilities.

The College has a vermicompost plant and mushroom cultivation room which are maintained by the Biotech Hub. The college also has a botanical garden. Fire extinguishers are installed in the college premises for safety purposes and keeping in view with safety norms. The college library has an advisory committee for proper functioning of the library.

A laboratory for Computer Studies is available with a capacity of around 22 students. It has internet connectivity. The institution has an auditorium which can accommodate more than 250 people. Various functions, popular talks and other cultural and literary activities are conducted here. The college also possesses two hostels for both boys and girls. The Women's hostel has an intake capacity of 36 and the boy's hostel has an accommodation capacity of 18 seats.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 9.98

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.21	2.78	6.84	7.31	5.82

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Libraries have been the integral and vital part of the Higher Educational system which helps in dissemination of knowledge and overall development of the students. Namrup College has a well-equipped central library. The college has a subscription to the institutional digital repository N-LIST e-resource software programme maintained by INFLIBNET. The library software is updated to SOUL 2.0. Out of 13, 11 departments have their own libraries. The central library is partially automated. The library has a reading room with 70+ seating capacity. The whole library premise is under CCTV surveillance. Every year consumable items are purchased by inviting e-tender. Every year new books and journals are incorporated to the library. Librarian and two library bearers maintain the whole affairs of the library. Annual purchase of books, subscriptions of journals, periodicals are done as per recommendations from the departments. There are support staffs to assist the librarian in proper maintenance of the library. As regards maintenance of library, regular upgradation of accession of books, cataloguing is done. Preservation, distribution and consequently collections are done by library staff under the supervision of the college. It has about 12000 printed books and subscriptions of 7 printed journals, 5 regional and national newspapers and 08 magazines.

There is a library advisory committee for effective management of the library consisting of 6 members. The library is working towards the automation of all the housekeeping operation by using SOUL2.0.

The ground floor accommodates-

- Circulation Section
- Reading Area
- Magazine and Journal Section
- Reference Section
- Newspaper Section

The 1st floor is accommodated with the

- Digital Library
- Collections
- Back volumes of Periodicals
- Teachers Reading Zone

Library Timing

9 A.M to 4 P.M

Working Days

Monday to Saturday

Library Holdings

The library has a collection of about 12,000 volumes of books, 14 No of Journal and magazine, 5 regional and National Newspapers. Apart from the textbooks there is a huge collection of subject related references aimed for the Undergraduate and Higher Secondary students.

Library Services

- Reference Service
- Library orientation
- Photocopying and Printing service
- Internet Service
- Book Bank

E- Resources Provided by the Library

- N- List (National Library and Information Services Infrastructure for Scholarly Content)
- Springer Open Journals (<https://www.springeropen.com/journals>)
- Springer Open Books(<https://www.springer.com/gp/open-access/books>)
- Pramana- Journal of Physics
(https://www.ias.ac.in/Journals/Pramana_%E2%80%93_Journal_of_Physics/)
- Dialogue (<https://www.dialoguejournal.com/>)

- Journal of Biosciences(<https://www.springer.com/journal/12038>)
- Resonance – Journal of Science education(https://www.ias.ac.in/Journals/Resonance_%E2%80%93_Journal_of_Science_Education/)
- NISCAIR Online Periodicals(<http://nopr.niscair.res.in/>)
- International Journal of Applied and Computational Mathematics(<https://www.springer.com/journal/40819>)
- JSTOR(<https://www.jstor.org/>)
- E-pg Pathshala(<http://epgp.inflibnet.ac.in/>)
- Project Gutenberg (<https://www.gutenberg.org>)
- Coursera(<https://www.coursera.org/>)
- Online Dictionaries
- Educational videos
- DOAJ
- OTAD

The library has a separate section for digital library which is open for the users during the working hours of the library. Digitalization of the library collection is in process using D Space Software. The library has a good collection of rare books. Namrup College Library is working towards the development of the library and has planned for new initiatives to provide the users with all the required resources and motivate them to make best use of the library.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The Namrup College frequently updates its IT infrastructure according to the provision of annual budget. It also maintains IT facilities on a regular basis. Every department is provided with PCs and printer as per demand to prepare and deliver of ICT base teaching aids. Conference hall, seminar hall and Biotech hub is equipped with LCD projector and audio- visual accessories. All these ICT enabled rooms are used as classroom whenever there is no assigned programme. The college has podiums with inbuilt sound system, separate public announcement system, microphones, speakers etc. The entire college campus is wi-fi connected with Rail wire and BSNL broadband internet where LAN is connected with <50 MBPS bandwidth. College has up-to-date website, online admission system and feedback portal for the stakeholders. College has around 60 computers and free internet with more than 50 MBPS speed is available for both students and teachers. It has adopted a policy for the maintenance and utilization of physical, academic and support facilities. The college has a computer lab with 22 computers. The office has their own computer and is equipped with Intel dual-core processors with Windows 7 and Windows 10

OS. Computers in the office are connected with BSNL Broadband internet. The attendances of the employees are collected via biometric scanner. The network connected computers are protected by antiviruses. Moreover, the college hires computer technicians and service providers for any disorder or damage on basis of the need. The college website is frequently updated and there is a provision to update respective profile by the faculty members and departments regularly for information sharing. The college also has an up-to-date user-friendly online admission portal embedded in the website. All relevant data of the bona-fide students are electronically stored. Besides, the college has a user-friendly online feedback mechanism for the students, teachers, alumni, and parents to evaluate programme and course outcomes. New announcement and notification regarding admission, examination, registration, employment news etc. are displayed in the college website. Besides these, there are different button linking to various college forums and people may see different activities that conducted in past and planning of future programme. Some faculty members uploaded audio-visual recorded videos those can be accessed by students anytime whenever they would like to access them.

File Description	Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 11.4

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 42

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 20.08

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

2021-22	2020-21	2019-20	2018-19	2017-18
15.5	11.3	11.75	7.55	8.14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 77.99

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
448	484	236	488	374

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 21.63

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
533	30	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 3.87

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	15	4	1	4

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
94	109	183	159	152

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 58.82

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	1	4	1	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	3	4	2	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 24

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	5	5	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	3	9	8	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

Namrup College has Alumni Association but not yet registered under government society registration. To maintain an active communication with the passed out students the college has formed Namrup College Alumni Association which is consist of passed out students from each batch. Each department of the college has its own alumni association and all of them are constituent part of the general alumni association. The association actively participated in various events of the college during Golden Jubilee Opening Ceremonial on 30th August, 2022 & 1st September 2022 and put forth their views whenever

their suggestions and feedbacks were needed. Alumni meetings were held to discuss regarding the future plans and development of the college. The association assured that they will always work for the betterment of the college. They also provided financial aid to the college whenever needed and many have been contributing silently through non-financial means. Alumni association has helped in the development of goodwill between the present student and the alumni. The interaction between the alumni and present student gives a chance to the later to get information regarding various job related queries where alumni acts as a guide to them.

Namrup College organises alumni meet on time to time whenever college is decided to do certain programme, in decision making and in all round development activities of the college. In the current academic year, on 9th July 2022 an alumni meeting was organised by the college and a total of 182 alumni were registered in the meeting. As the college is going to organise its 50 glorious years on 1st September 2023, so alumni association is the key unit in making it a grand success.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Namrup College envisions to produce competent, disciplined and quality human resources. The institution believes in the values of justice, equality and morality, and is guided by the principles of inclusiveness, integrity, innovation, creativity and quality.

The main mission of the institution is to provide value based general and professional education to its students which will foster not only knowledge, skill and talent but also inculcate moral values and social responsibilities among the young minds.

In order to achieve the vision and mission of the college, the faculty members of the college are included in all the important decisions and works regarding academic and non-academic matters. The administration is decentralised to a great extent by allocation of responsibilities among the Principal, Vice- Principal, Heads of Departments, Faculties and non-teaching staff. The college follows decentralization and participatory management in all its activities through an well- established “committee system”. Different committees are formed to look after different academic/ administrative works of the college. The committees play an advisory role in the concerned matters and helps in execution of administrative decisions. Some of the committees, which have been assigned such roles in the college are:

Academic Committee: It is entrusted with the responsibility of preparing the Annual Academic Calendar of the college. The administration seeks this committees advice on all academic matters.

Examination Committee: It is entrusted with the implementation of all activities pertaining to the internal and external examinations of the college.

Admission Committee: This committee is headed by the Principal, and the Heads of all the departments are members of this committee. It looks after the entire process of admission. Schedule of admission, verification of students’ documents, maintenance of the reservation policy as per the rules of the Government etc are looked after by this committee.

Construction Committee: It advises the administration on new construction activities, which the college proposes to undertake, and also on the maintenance of existing buildings. It also functions to supervise these activities.

Moreover, to conduct the Final Examinations, different officer-in charges are selected from among the faculty members who remain responsible for the allocation of invigilation duties and the smooth conduction of the exams. In different student-related matters, the Students’ Union body is also included in the process of decision making.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Principal is the Academic and Administrative Head of the college. He is assisted in his responsibilities by the Vice-Principal/Academic In-Charge. The Heads of the Departments are responsible for the day-to-day administration of the Departments and report directly to the Principal.

The management of the institution rests with the Governing Body. It includes the President, who is nominated by the Government of Assam, representative of teachers, representative of non-teaching staff, representative of Guardians, nominees of the affiliating University and the local MLA. Principal is the Secretary of the Governing Body.

For all administrative functions, the Principal's office has General Administrative and Accounts sections. Office functions are guided by the Administrative and Financial Rules of the Government of Assam. The college also refers to the General Financial Rules, 2017, for guidance.

Various Committees are constituted with representation from teaching, non-teaching staff and students to support different areas of Institutional function. The functioning of the Committees is co-ordinated by the IQAC of the college.

Appointment and Service Rules: Teaching staff in the College are recruited following the UGC's Rules for recruitment of Assistant Professors in Colleges and the same rules also govern their career advancement. Teachers also come under the purview of the Government of Assam's Service Conduct Rules. The recruitment and promotion of non-teaching staff is guided by the rules of the Government of Assam.

Deployment of institutional Strategic/perspective/developmental plans:

The institution looks at the timely completion of its different developmental and strategic plans. Some of the successfully implemented developmental and strategic plans in the last five years are discussed below:

1. Vacant teaching and non-teaching posts were filled up: The institution had communicated about the shortage of faculty members in different departments specially in Political Science, Mathematics, Zoology, Botany and History. State Government filled up some of the vacant positions in the academic year 2020-2021 through new appointments of full time faculty members.

2. Use of ICT is increased in teaching learning process: All arts departments have been provided with new computers/ laptops and printers to increase the use of ICT enabled teaching and learning. Computer-aided

methods are now used by majority of the departments to deliver lectures. All the departments conduct seminar presentation on various relevant topics using PPT by students to develop their communicative skills and critical thinking.

4. Boys and girls hostel had been opened: There has been a long standing demand for a Girls and Boys hostel in the college campus. Then a proposal was made to build a boys hostel under RUSA Grant. As per the planning, in the first phase, the construction of the ground floor of the building was started. The built up area for the ground floor has been planned as 202.0 sqm with the estimated cost of Rs. 30,00,000. 00. Accordingly, on 27/10/2020, the foundation stone was laid for the hostel and the construction was completed in 2022. Now the hostel has 18 intake capacity.

File Description	Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

6.3 Faculty Empowerment Strategies

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

Response:

For the welfare of the teaching and non-teaching staff, the college has Namrup College Teachers and Staff Sanchaya Samabai Somity Ltd (NCT&SSSS Ltd). Formed in 1995, the society is registered under Assistant Register of Co-operative Societies of Dibrugarh, Government of Assam by Registration No. D-02 of 1995-96. The executive committee of the society consists of President, Secretary and executive members. At present there are 37 members in the society. The main goal of the society is to provide financial support to all employees of the college who are members of the society by giving loan during any kind of financial crisis or need. The society provides loan in two categories- General and Emergency. For General loan, the loan amount at present is upto Rs. 6,00,000.00 (six lakhs) and the limit of Emergency loan is 3,00,000.00 (three lakhs).

Performance Appraisal System:

The college maintains a monitoring mechanism to assess the performance of the teaching and non-teaching staff. Every year the college seeks information from the faculty members about their academic achievements. It includes their publications, seminar/conferences attended, Orientation/ Refresher courses/

FDP attended etc. Besides, they are assigned with additional duties to help in administrative, co-curricular and extracurricular activities of the institution. Their co-operation and engagement in these works are reflected in their APR and SAR. These reports are considered for promotion to the next grade. For, the non-teaching staff, time to time upgradation of their working skills is encouraged. For their promotion, the service rules of Assam government are followed.

File Description	Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 46.41

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
24	12	13	18	4

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	3	1	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Within the institution funds are mobilized out of a specific percentage of the collected fee from the students. These funds are distributed into different heads such as Library, Laboratory, Magazine, Students Aids Funds, Development Funds etc. These funds are mainly utilized for the benefit of students and for meeting other minor expenses of the college. Other funds from government and non-government organisations are utilized after proper discussion with the concerned committee.

Financial Audits

The college regularly conducts both internal and external audits.

Internal Audit: It is performed through a certified auditor. After examining all the expenditure, vouchers, bills, registers etc by the internal auditor, an audit report is prepared and then it is placed before the governing body for approval.

External Audit: External Auditor is appointed by government. After getting approval of the internal audit report from governing body, external auditor re-examines all the documents. If found correct, the audit report is finalized or if required it is modified as per the suggestions of external Auditor and finalized accordingly.

File Description	Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the college has taken different quality assurance initiatives and strategies in the last five years. It regularly organised seminars and workshops among the teachers and students that helped in the upgradation of their knowledge. In 2018, it held an FDP on “Innovation and Rejuvenation of Teaching in Higher Education” in collaboration with Tezpur Central University. Moreover, it regularly conducted orientation programme for the teaching and the non-teaching staff of the college. These activities helped in improving the overall quality of the teaching-learning process. Apart from these, IQAC initiated the following two important activities in the college:

1. **Morning Assembly:** Under IQAC initiative, the college started morning assembly sessions from 1-1-2021. Everyday from 9.00 to 9.15 am., all the students and faculties of the college take part in the morning assembly. Each department is allotted the responsibility of performing in the morning assembly for three consecutive days. Both the students and faculties of the assigned department perform different activities like prayer, yoga, sharing current affairs, news, literary pieces etc in the assembly. The morning assembly created a renewed sense of punctuality and discipline among the students and faculties of the college.
2. **Co-Curricular Activity:** Another important activity started by the college as per IQAC suggestion, is promoting co-curricular activities among the students. With this end, it was decided to held a special co-curricular session every Saturday from 1 pm -2pm. The activities are divided into four categories- Literature, Sports, Music and Art & Craft, and there are more than one teacher- in-charge allotted for each category. Accordingly, on 30-01-2021, the committee for literature category held a session in which the students were given tips over the skill of Extempore speech. Two teachers from the department of Assamese shared the rules and some examples of a good extempore speech and also motivated them to practice this skill for their future benefit. Again on 13-02-2021, the committee for Art & Craft organised a flower making hands- on program in which around 100 students participated.

The IQAC of the college has taken certain important measures to reform and review the teaching -learning process of the institute. Two of these are described below in detail:

Feedback: IQAC reviews the teaching -learning process and the learning outcomes through a well-structured feedback system. In the last five years, IQAC regularly collected feedback from the students as well as from the guardians of the students on matters such as faculty, teaching -learning process and academic facilities available in the college. Moreover, IQAC conducted feedback against every faculty members about their cooperation, accountability, responsibility, punctuality, sociability etc through the head of the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Namrup College tries to provide facilities to the girl's students and teachers in the college campus in the following areas for the promotion of gender equity-

1. Safety and Security-

- a. College provides the facility of CCTV converse in the college campus.
- b. College provides Identity card to all students and faculties for safety purposes.
- c. College has committees like Women studies and development cell, Anti-Sexual Harassment cell.
- d. College organizes self-defence workshop for empowering its female students.

2. Counselling –

WSDC conducts counseling programme , talk related to health and hygiene, women empowerment by inviting doctors, experts in their respective areas. Students interact with these resource people. This cell organizes an exhibition cum sale to encourage self employment. WSDC is also ready and available to council not only their students but also marginalized section of the society i.e women in the neighboring area.

3. Common room- Common room is available for girls' students in the campus. This room is well-ventilated. The students utilize this room for having lunch and also for common discussion. They may rest, relax and refresh there. The purpose of common room facility for girls is to create a stress –free environment. Facilities of washroom with sanitary napkin vending and incinerate machine have been provided to the girls students of their common room.

Namrup College always tries to celebrate /organizes national festivals and birth/death anniversaries of great Indian personalities to promote holistic development of the students. The celebration of these national and international commemorative days, events and birth/death anniversaries enhances moral values in the students and helps in spreading and maintaining communal harmony. The different departments of the college, NSS Unit, IQAC, Women Studies and Development Cell (WSDC) of the college have celebrated Independence Day, Republic Day, Constitutional Day, Gandhi Jayanti, Death anniversary of Dr. B.R. Ambedkar etc with their members and students. Lists of national, international commemorative days, events and festivals during last five year are--

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Namrup College takes initiatives in providing an inclusive environment in the campus as well as the communities with different committees, bodies of the institution such as NSS, SCDC, Student union,

WSDC etc. Major initiatives/efforts for providing an inclusive environment -

Namrup College tries to sensitize their students and employees to the constitutional obligations. Institution makes its best effort to inculcate all that is being mentioned in the preamble of the constitution of India. Every year our college organizes students' union election and forms a student's union. The members of which participate in many decision-making processes of the institution. Apart from that, many departments form student club and takes many decisions after coming to a consonance with their respective students. In morning assembly, all students sing the National Anthem and State Song together and take oath of the duties to be fulfilled as a good and responsible citizen. The university, at the beginning of the year provides a holiday list divided in general holiday and restricted holiday lists. These lists are made considering all the caste and religion where the employees have the right to choose the holiday they needed from the restricted holiday list. These holiday lists are also followed in our college and as it have employees of different religion and cultural background. Thus, the institution gives liberty to the employees to choose from the holiday lists as required.

In Namrup College, students from different religion, caste and cultural background comes together and therefore posses' different dress, economic condition, mother tongue, beliefs etc where a vast difference comes in between. As our institution believes in equity and respect all the religions and provide equal opportunity. Therefore, to remove such differences and bring equality in every aspect, the institution takes necessary steps so as to set an example like having one uniform for all the students, gives scholarship on the basis of caste and merit, hostel facility, follow the reservation system etc. Even in group discussion, the teachers groups the students accordingly including different religion, status and caste in one and are asked to complete the task in a group where they could communicate and understand each other despite their different backgrounds.

In order to promote awareness and equal rights of communal harmony, Namrup College organizes events like Independence Day, republic day, constitution day, Gandhi jayanti and workshops on equal rights among students and employees to stand united. The college curriculum also plays a vital role to promote moral values, rights, duties and responsibilities among students. Different co-curricular activities were organized among the students like the college week where all the students irrespective of caste, religion, social status etc, participate in different events together.

Namrup College does not support or encourage any violation of the rules or any kind of discrimination shown in the college premises. The institution would take strict action against those who violate the rules and practice discrimination in any field.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:**Bset Practice 1****Title of the Practice: Departmental Wall Magazine Contest.****Objective of the Practice:**

In general, a Wall Magazine is used to facilitate communication and spread information among the students, as well as between students and teachers, staffs and visitors. Not only does it serve as a means of spreading messages, but it also acts as a showcase in which displays a student's talent and creativity. The content of a Wall Magazine is not limited to world affairs and general knowledge. Also, It contains opportunities of displaying one's creative tendencies and potential in the form of literary and art as well as accounts recording students' achievements in the various fields.

The context:

The aim behind a Wall Magazine contest at Namrup College is to encourage our students to participate outside the classroom, identify their potentialities as well as to engage in extra-curricular activities, which they go on to then display in these boards. Also, they can build their cooperative and collaborative learning situation by participate in this contest.

The Practice:

Each department of Namrup college has a wall magazine which is displayed adjacent to the departmental rooms. All the 11 departments at Namrup College have such Wall Magazines with their own unique names. The teachers of department actively encourage and supervise the departmental students to prepare and publish the wall magazine annually.

Evidence of Success:

Namrup College has adopted Wall Magazine as one of the Best Practices as it provides an opportunity to students to post their articles, poems, drawings and other such compositions to share with each other. They are a medium within the institution to express their creativity. It also acts as a medium to increase interaction between students. Students can share with their fellow students any information or interesting things which they feel as important. They create beautiful and meaningful pieces of art to express their emotions which may be in the form of articles, pictures, paintings and useful perspective about subjects.

Problems Encountered and Resources Required:

In the surface, there are only positive things happing during departmental wall magazine competition but sometimes due to Covid-19, it is difficult to hold such type of competition during the academic year 2020-2021.

Best Practices 2**Title of the Practice: Morning assembly**

Objectives of the Practice: The sole purpose of this practice is to begin each day with a spiritual thinking and integrity among students, teachers and entire fraternity of the college. After the prayer, a message is delivered by one of the faculty members for the students. Later, students are allowed to perform their short activities with a prayer, speech, new information, state and national anthem etc. and ended with a speech by Principal or any other senior most teachers.

The Context: The major challenge which that faces is to convince the students about the significance of morning assembly. This challenge is coped up by the IQAC student meet where they were told about the value of this practice. Another challenge was the time required for the practice. However, we noticed that it takes only few minutes to come together, have the prayer and message and disperse. In addition, this practice ensured that all reach the campus on time.

The Practice: Starting the day with a prayer, coming together of all staff and students, message and reading of news headlines by the students, talk on a burning topic, singing the National and State anthem, National song, the college anthem, and yoga which are unique. Thses practices help the institution to achieve its vision which enable to develop spiritually thinking among the students. Singing of the National anthem, National song, the college anthem by all make them imbibe the values of our nation and the values for which their college stands. The message given by the students gives them an opportunity to read up and prepare message which has a moral value and to present their message before everyone. Beside this, reading news headlines has made them aware of the daily happenings. These practices make them confident to speak in public and get rid of the fear of public speaking. The practice of yoga is a tradition of India and is beneficial both for mind and health. Both staff and students are aware of its benefits. Daily practice of the same helps everyone to be better concentrated in their academic activities.

Evidence of Success: The practice of all coming together for morning assembly, reciting a prayer, giving a message for the day, news of the day, speech on burning topic, singing Anthems and practicing yoga has been found effectively successful. The aim of this practice is to encourage a sense of the divine among the staff and students. We have noticed that the entire college community is eager to continue this practice in future and now it becomes as usual activity. Moreover, this practice makes the atmosphere of the college peaceful and also to realize everyone's role towards the college and the society as well. This practice also strengthens the bonding love and makes everyone more cooperative.

Problems Encountered and Resources Required: This best practice was started in the beginning of 2021. Since it was started right at the beginning of the college, we did not find any resistance to the introduction of this practice. One of the major problems is to encourage and make the students confident to prepare a message and present it before the staff and other students. Another problem faced is poor language and communicating skills of students. This problem was overcome by encouraging them with frequent training.

File Description	Document
Any other relevant information	View Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The institution has a vision of empowering quality education and discipline. “Discipline is the bridge between goals and accomplishment.” – Jim Rohn. Discipline helps in managing the work in a planned manner and also helps in molding a student’s character. Students can establish a positive attitude towards their studies and life and can enjoy the benefits derived from discipline. In addition to provide quality education, Namrup College is also actions to train a strong sense of discipline to its students. Discipline is implemented by Principal which emphasis on maintaining attendance and uniform. Anti-tobacco Cell/Committee was formed for making the campus tobacco free zone. A special notice board written “All tobacco containing products are totally banned inside the college campus. A fine of Rs. 1000 will be charge for use of tobacco inside the college campus” was hang on the main entrance gate and regular anti-tobacco drive were also done. Training and guiding discipline to the students is one of our institution primary concern. To make discipline inside the campus, the rules and regulations of college is hang in front of the entrance of the main building. Dress code to the students was also provided. Special notice on punishment for participation in/or abetment of ragging was also hang on the notice board. To provide positive mentality to the students, some famous quotations were displayed on the main entrance of the college building, library and in the canteen. Some of the quotation displayed inside the college campus are:

1. “Education is the most powerful weapon which you can use to change the world”
2. “Weakness of Attitude becomes a Weakness of character” – Albert Einstein
3. “Maintain cleanliness to Gain Health and Happiness”
4. “Think clean and use Dustbin”
5. “Cleanliness is the way to Good Health and Happiness”
6. “You create beauty your attitude, your behavior, your actions- its all up to you”
7. “Try not to become a man of success but rather to become a man of value” –Albert Einstein
8. “Beautiful minds are the source of creativity”
9. “Learning Gives Creativity Creativity Leads to Thinking

Thinking Provides Knowledge Knowledge Makes you Great” –APJ Abdul Kalam

There are endless and persistent efforts by institution to guide discipline to the students. To provide all round development and discipline they are encourage to take participate in sports as well as yoga and cultural activities. Our students have participated in the inter-college sport where they achieved the award of “Discipline Group”. To create students a good citizenship they are encourage to participate in extension work through different bodies like NSS, NCC. These activities are being organized and supported by NSS and ACTC unit of the institution. These units trained discipline to the students. NSS unit also helps to

maintain discipline and decorum of the programs which are held inside the college campus. To guide disciplines, all the teaching and nonteaching staffs of the college follow the rules and regulations which are provided to the students.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Being the only higher educational institution of the greater Namrup Area, Namrup College strives for the overall growth of its nearby places. The college has adopted two villages as part its outreach programme and tries its best for the socio-cultural development of the villages. It regularly conducts different events in the adopted villages to create socio-environmental and educational awareness among the people. The teachers of the college occasionally take classes in the schools of the adopted villages; plantation drives are made and different events like children's day, environmental day etc are also celebrated in the schools. Besides, the college believes in creating a collaborative learning environment among the educational institutions of the area. Different events like Quiz competition, science project exhibition etc are organised in which students from different schools of Namrup take part.

Namrup college tries to maintain an eco-friendly campus. Frequent plantation drives are made in order to achieve this aim. Moreover, it tries to protect the existing trees in its adjoining Botanical Garden that has about 77 fruit yielding and medicinal plants. In order to create environmental awareness among the students, the college conducts occasional lectures and talks by invited guests and also by the faculty members. The college has started the tradition of gifting saplings and plants to the invited guests as a part of its green initiatives. The college also tries to maintain a plastic free campus by reducing the use of one-time usable plastic products and through proper management of plastic waste.

The college provides ample guidance and counselling to its students regarding their career options. The Career Guidance Cell is one of the most active units of the college that frequently organises workshops and talks regarding career opportunities. Notable Career Consultants from the state and experts in different fields are invited as resource persons to inspire the students. Though situated in a remote area, the college tries to keep its students abreast of all the different avenues that they can explore after finishing their graduation.

Concluding Remarks :

Most of the students of the college belong to economically backward classes who need to financially support the family along with pursuing his/her education. So it is indeed a real challenge for the faculty members of the college to fully engage these students in the learning process. There is also shortage of faculty members in every department of the college for a long time. Yet, in spite of all these challenges, every member of the institution are trying their best to create and maintain a healthy academic environment in which the students will grow to be good human beings and responsible citizens of the country. The college has now completed its fifty golden year. Since its inception, the college has been known for its student-friendly environment. In near future it wishes to introduce more need-based, professional courses that will cater to the need of its socio-economically backward students.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>252</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>252</td> <td>0</td> <td>0</td> <td>51</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared add on value added programs.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	22	252	0	0	0	2021-22	2020-21	2019-20	2018-19	2017-18	20	252	0	0	51
2021-22	2020-21	2019-20	2018-19	2017-18																	
22	252	0	0	0																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
20	252	0	0	51																	
2.4.1	<p>Percentage of full-time teachers against sanctioned posts during the last five years</p> <p>2.4.1.1. Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>30</td> <td>32</td> <td>33</td> <td>32</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>33</td> <td>33</td> <td>33</td> <td>33</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per sanctioned seats by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	30	30	32	33	32	2021-22	2020-21	2019-20	2018-19	2017-18	33	33	33	33	33
2021-22	2020-21	2019-20	2018-19	2017-18																	
30	30	32	33	32																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
33	33	33	33	33																	
3.4.3	<p>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 organised in collaboration with industry, community and NGOs) during the last five years</p> <p>3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years</p> <p>Answer before DVV Verification:</p>																				

2021-22	2020-21	2019-20	2018-19	2017-18
8	9	4	7	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	8	2	6	9

5.1.3 **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
310	30	0	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
533	30	0	0	0

Remark : DVV has made the changes as per shared report by HEI.

5.1.4 **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : DVV has select D. Any 1 of the above as per shared report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 39 Answer after DVV Verification : 33
1.2	Number of teaching staff / full time teachers year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
30	30	27	29	27

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
33	31	27	29	28