



NAMRUP COLLEGE
P.O. PARBATPUR, DIST: DIBRUGARH
ASSAM -786623

Annual Quality Assurance Report
(AQAR)
Academic Year 2012- 2013

The Annual Quality Assurance Report (AQAR) of the IQAC (For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: NAMRUP COLLEGE

- Name of the Head of the institution : DR. JITU BURAGOHAIN
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: 03742503226
- Mobile no.: 9435332494
- Registered e-mail: principalnamrupcollege@gmail.com
- Alternate e-mail :
- Address : Namrup College, PO- Parbatpur
- City/Town : Dibrugarh
- State/UT : Assam
- Pin Code : 786623

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)- Provincialized
- Name of the Affiliating University: Dibrugarh University
- Name of the IQAC Co-ordinator : DR. DURGA PRASAD GOGOI
- Phone no. : 03742503161
- Alternate phone no. 0374 2160951
- Mobile: 9401708606
- IQAC e-mail address: - iqacnamcol@gmail.com

3. Website address: www.namrupcollege.edu.in

Web-link of the AQAR: (Previous Academic Year): N/A

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional website: www.namrupcollege.edu.in
 Weblink: <https://namrupcollege.edu.in/data/page/academic-calender>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C ⁺⁺		2004	from:08-01-2004 to: 07-01-2009
2 nd	B	2.27	2011	from:30-11-2011 to: 29-11-2016

6. Date of Establishment of IQAC: 25-02-2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
01. IQAC meeting	11/08/2012	12
	30/03/2013	14
02. Workshop on Creative writing	27/07/2012	72

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount (Rs.)
Namrup College	Additional Grants/Merged scheme-Equal opportunities centre for college	UGC	27 th Dec 2012, XIth plan	Approved 12,25,000.00 Received 3,06,250.00
Namrup College	Indoor Sports Infrastructure Assistance	UGC	21 st Feb 2013, XIth Plan (1 st Instalment)	Approved 70,00,000.00 Received 35,00,000.00
Namrup College	Additional Grant	UGC	5 th March 2013, XIIth Plan (2 nd)	Approved 24,96,000.00 Received 9,98,4000.00

			Instalment)	
Namrup College	Ad-hoc GDA (Books, Journals & Equipment)	UGC	19 th March 2013, XIIth Plan (1 st Instalment)	Approved 7,00,000.00 Received 1,75,000.00
Namrup College	Special Scheme outside Plan allocation (Construction of Women Hostel)	UGC	26 th Mar 2013, XIIth Plan (1 st Instalment)	Approved 62,98,000.00 Received 31,49,000.00
Namrup College	Ad-hoc GDA grant (Remedial coaching-Book, Journal & Equipments)	UGC	28 th Mar 2013 XIth Plan (1 st Instalment)	Approved 5,00,000.00 Received 1,25,000.00
Namrup College	Career Oriented Courses – Spoken English	UGC	31 st Mar 2013, 12 months	Approved 7,00,000.00 Received 6,30,000.00
Namrup College	Epoch Making Social Thinkers- Dr. Ambedkar Studies Centre	UGC	30 May 2013, 48 months (2013-14 to 2016-17)	Approved 7,50,000.00
Namrup College	Epoch Making Social Thinkers- Gandhian Studies Centre	UGC	30 May 2013, 48 months (2013-14 to 2016-17)	Approved 7,50,000.00
Namrup College	Additional Grants- Equipments, Teaching Adids	UGC	9 th July 2012 XIth plan (1 st Instalment)	Approved 24,96,000.00 Received 12,48,000.00
Dr. Jitu Buragohain	Major Research Project	UGC	2010, 36 months (2 nd Instalment) (1.2.2020 to 31.1.2013)	Approved 3,94,000.00 Received 1,84,000.00
Ms. Firoza Khatun	Minor Research Project	UGC	30 th Apr 2013, 18 months (1 st Instlment)	Approved 1,20,000.00
Dr. Padma Acharya	Minor Research Project	UGC	3 rd May 2013, 18 months (1 st Instalment)	Approved 1,00,000.00
Dr. Durga Prasad Gogoi	Travel Grant to attend International Conference abroad	UGC	1 st Nov 2012	1,25,645.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

*upload latest notification of formation of IQAC No

10. No. of IQAC meetings held during the year: 02

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

Yes/No : No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

If yes, mention the amount: Nil Year: -

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

- Introduction of self financing Skill development courses
- Motivating the teachers to take part in research oriented tasks like paper presentation in seminars
- Awareness programme on Women’s health were organised
- UGC sponsored diploma courses were introduced.
- Construction of Women’s Hostel

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

Plan of Action	Achievements/Outcomes
1.To generate employability among the students	1.The college under the joint venture of Physical Society and Green Life Society has introduced self financing three months course on “Maintenance and Repairing of Electrical and Electronic Appliances” for the students as well as for the local unemployed youth with an aim to generate employment opportunity. 16 students were enrolled in the course.
2.To bring health consciousness	2. The Women Studies and Development Cell of Namrup college has organised International Women’s’ Day with an aim to increase the health awareness among female students. The resource person in two technical sessions has enlightened the girl students to maintain both mental and physical health.
3. To encourage teachers in research activities	3. The teachers were inspired to engage in research oriented activities to foster their academic atmosphere. During this period 5 nos teachers have presented their seminar paper in different national seminars organised by different institutions.

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Governing Body Date of meeting(s): 28.02.2020

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

Yes/No: No Date: -

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2012-2013 Date of Submission: 23/09/2014

17. Does the Institution have Management Information System?

:Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Management Information System (Partial) 2012-2013

The Management Information System (MIS) of Namrup College in the year 2012-13 is partial at its naive stage.

To maintain a healthy relationship of the students and their guardians with Namrup College, the college has a very informative prospectus from where they could access information about the college and various courses offered by the college along with fee structure of each course. Namrup College has a well maintained websites which provide information at anytime about the college. Documents of student enrolment, admission of students and all examination related documents were maintained manually as well as digitally in computer database by the administrative branch of the college. Recording of teacher attendance was done with the help of teacher's attendance sheet and biometric system which is maintained by the Administrative branch of the college. Likewise, teachers themselves also maintained their records of class taken and topic taught etc. by using academic diaries present at their department. Various records like student attendance, class routine, course plan, internal assessment and other departmental activities (seminar, awareness program, field study etc.) were maintained manually by the department but the records like internal assessment were also shared with the administrative branch of the college. The college magazine provides a good platform to maintain record of student activities especially extra- curricular activities. To maintain leave of teaching and non-teaching staff properly, administrative branch of the college maintained proper leave application so that the staff could easily assessed their available leaves.

Management Information System (Partial) 2012-2013:

The College has a partial Management Information System and details of which are as follows:

- Prospectus
- College website
- Recording of Teacher's attendance by teacher attendance sheet and biometric system
- Teacher's academic diaries
- Filing of students enrolment, admission, examination related documents
- Record keeping of various departments relating to their departmental activities like student attendance, preparation of class routine, course plan, records of internal assessment
- Record of extra- curricular activities
- Leave management of teacher and non- teaching staff

We are still in the early hours of utilizing the learning platforms towards this end (Computerized MIS), but it holds a lot of promises for the future.

Part- B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<p>Since this college is affiliated to Dibrugarh University, the revision and up gradation of the syllabus is done by the university. But the college has a mechanism for effective, documented curriculum delivery. At the beginning of each academic year every department in general and individual faculty member in particular provides the teaching plan to the students through displaying at the departmental and general notice board. These course plans are prepared, so that students are able to measure with a degree of clarity, what portion of the curriculum will be delivered at the stipulated time frame of the academic session. Regarding imparting education to the students, the college faculty provides knowledge through traditional lecture method by using blackboard, and seminar. Besides these, some faculty also uses ICT based tools like over head projector and power point presentation. At the time of commencing each academic session, students were motivated and encouraged to pursue education in a holistic way through counselling. Participated learning is encouraged through activities like group discussion and seminars. The internal assessment is done in accordance with the guidelines of the university. The Sessional exam related to internal assessment is conducted by each department and the examined scripts are shown to the students and there by efforts are made to refine the writing skill of the students. The mark sheet of Sessional exam, seminars, and mark list of group discussion etc. are documented by each department.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
Nil					
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil					
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
		Certificate	Diploma Courses		
No of Students					
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction		Number of students enrolled		
Certificate course on Spoken English	01.02.2013		40		
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
No	No	No	No	No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)- No formal feedback collection mechanism was initiated till date but importance were given from all stockholder to fulfil the demand to serve better way. Namrup College Teachers Unit has raised different issues of students, infrastructure facilities etc. and same was replied by the Principal or resolve them.				

CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1.1 Demand Ratio during the year					
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled	
BA	180	-		133	
BSc	120	-		54	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2012-13	433	N/A	31	N/A	N/A
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
32	-	3 nos. LCD Projector, Network Research Centre	Nil	Nil	N/A
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
Nil					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
433		32		1:14	

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	33	1	Nil	06
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2012-13	Nil			
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Program me Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA & BSc		1 st Semester	15-12-2012	19-02-2013
		2 nd Semester	15-06-2013	12-08-2013
		3 rd Semester	15-12-2012	19-02-2013
		4 th Semester	16-06-2013	12-08-2013
		Part-I	19-03-2013	24-05-2013
		Part-II	23-03-2013	24-05-2013
		Part-III	24-04-2013	29-06-2013
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<ol style="list-style-type: none"> 1. Seminars, Group discussion are organised by departments to make teaching learning more participatory and to know their outcomes . 2. Lecture of eminent educationist and scholars available in the electronic media are shown to the students on topics related to their course programme and discussion on the subject area are encouraged to know their enriched knowledge thereafter. 3. Sessional test are conducted twice in a semester to evaluate their understanding and knowledge acquired. 4. Photocopy of answer script of Sessional test were provided to the students on demand and thereby counselling were given to them on thinking and writing skills in exams. 5. Rescheduled examination is held within a specific period for students who fail to appear in the Sessional examination due to some genuine reasons. 6. Unit test are held and assignments are given to the students studying under BA/BSc annual system(part-II & III) to continuously evaluate their learning outcome during the academic session. 				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
The academic calendar for the session 2012-13 was prepared to convey the examination schedule, teaching days, celebration, results, holidays, vacations etc. The admission process of BA & BSc 1 st , 3 rd				

& 5th semester classes was completed before June 1st to July 20th 2012 and the classes started from 16th July, 2012 & also the recommencement of part-III classes of BA/BSc programmes was scheduled at the same date. Qualifying Test for the Major students were held for selection of Major students by the concerned departments. 1st Semester & 3rd Semester 1st and 2nd Sessional Examination were conducted by the teaching departments accordingly as possible to the scheduled dates in the academic calendar which was mentioned as 27th August – 5th September, 2012 and 12th -28th October, 2012 respectively. Also the 1st Sessional examination for BA/BSc part-III programmes was scheduled on the date 12th – 20th October, 2012. The results of the Sessional test and seminar or group discussions are notified as mentioned in the academic calendar.

By November 10th, 2012 the odd semester classes were completed. As mentioned by the affiliated university the scheduled date of end semester examination was notified as within 23rd November to 15th December 2012 of both BA & BSc programmes.

The even semester classes were scheduled in the academic calendar as 16th January, 2013 till 30th May, 2013. All the other academic events related to the even semester were followed according to the scheduled date prescribed by the affiliated university.

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
-	B.A.	Part-III: 138+06(Private)=144	109+04	78.47%
	B.Sc	Part III: 22	19	86.36%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink): 20012-13: **Not done till date**

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Nil				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
-	-		-	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
Nil				
Name of the Start-up	Nature of Start-up		Date of commencement	
Nil				
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
Nil				
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department		No. of Ph. Ds Awarded		
-		-		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	-	-	-	
International	Physics	01	-	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		
Assamese		Book chapter=02		
Chemistry		Book chapter=01		
English		Book chapter=01		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index				

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil						
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	01	09	-	-		
Presented papers	-	10	-	01		
Resource Persons	-	-	-	-		
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities			
Two days program for celebrating of children's day in village school, 14 th November, 2012	Women Studies and Development Cell	10	103			
Madhyakalin Somaruh	NCSSS	12	60			
Environment Day	Green Life Society	06	15			
AIDS	Green Life Society	07	20			
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited			
Nil						
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year						
Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities		

	agency			
Nil				
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
Nil				
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Nil				
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Nil				

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
-			9,46,800.00			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities			Existing		Newly added	
Campus area			13 Acre		-	
Class rooms			13		-	
Laboratories			05		-	
Seminar Halls			01		-	
Classrooms with LCD facilities			-		-	
Classrooms with Wi-Fi/ LAN			-		-	
Seminar halls with ICT facilities			-		-	
Video Centre			-		-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			-		-	
Value of the equipment purchased during the year (Rs. in Lakhs)			-		-	
Others- Indoor sports complex			00		01	
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
Soul		Partially		1.0		2010
4.2.1 Library Services:						
		Existing		Newly added		Total
		No.	Value	No.	Value	No.
						Value
Text Books		3415	-	336	103541.00	3751
Reference Books		4493	-	85	35477.00	4578
e-Books		-	-	-	-	-
Journals		14	-	-	-	14
e-Journals		-	-	-	-	-
Digital Database		-	-	-	-	-
CD & Video		20	-	-	-	20
Library automation		-	-	-	-	-
Weeding (Hard & Soft)		-	-	-	-	-
Others (specify) Photocopier		01	-	-	-	01

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	11	-	03	01	01	02	-	-	-
Added	-	-	-	-	-	-	-	-	-
Total	11	-	03	01	01	02	-	-	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....? MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
-					-				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - content		
-		-			-		-		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
-	1964515.00	-	30,13245.00
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)			
<p>The college authority constitutes sub-committees for maintaining and utilizing physical, academic and support facilities. Sub-committees prepare plan and estimate as per their requirement and follow guidelines of UGC or other funding agencies. After getting approval from college management committee (Governing body) the respective committees take necessary steps to accomplish their job within stipulated time frame. College authority along with office staff maintains proper account, audited the same and submit utilization certificate to the authority concerned.</p>			

CRITERION V - STUDENT SUPPORT AND PROGRESSION					
5.1 Student Support					
5.1.1 Scholarships and Financial Support					
Financial support from institution	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from Govt. of Assam	Post-metric scholarship for SC students	02	Rs. 8559/-		
”	Post-metric scholarship for ST students	21	Rs. 88356/-		
Financial support from other sources					
a) National	Nil	-	-		
b) International	Nil	-	-		
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved		
Nil					
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil					
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received	No. of grievances redressed	Average number of days for grievance redressal			
Nil					
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	-

5.2.2 Student progression to higher education in percentage during the year -						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
2012	02	Namrup College	Mathematics	Tezpur University	M. Sc in Mathematics	
	01	Namrup College	Sociology	Dibrugarh University	MA in Sociology	
	04	Namrup College	Economics	Dibrugarh University	MA in Economics, B. Ed	
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level		Participants		
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
	Nil					
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
5.3 Alumni Engagement						
Alumni enrolled: 05						

1. College Magazine: Namrup College student's forum published a magazine name "KOTHIA" biennially with the supervision of teacher.
2. Guidance and counselling: Career guidance and counselling cell conducted related programme on time to time.
3. National Service Scheme (NSS): NSS unit of Namrup College organized volunteer camp in nearby area and take part in every programme organized by the college.
4. Student Aid Fund: Financial aid provided to the poor and meritorious students on selective basis by the college authority, Women Cell and Development Cell and Teacher Unit of Namrup College.
5. Best Graduate Award: Students who got highest marks in the degree final examination awarded the "Best Graduate Award" on the college establishment day programme.

Memorial Lecture, Debate and Essay competition: Namrup College organized “Bhaba Konwar memorial Lecture’s as a part college establishment day programme. Essay competition also organized among the students in different occasions. CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
*The college has a decentralised system of working. Several steps are taken for distribution of power and duties. For instance, different committees are formed to look after different academic /administrative works of the college. There are examination committee, library committee, beautification committee, construction committee etc. Each member of the college is associated with one or the other of these committee remain accountable for the performance and development in the concerned Fields. *Secondly, to conduct the final examination, different officer-in-charges are selected for different semesters, from among the faculty members. The selected in-charges allot duties to the other teachers, make arrangements, and do all the other tasks related to the examination.
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
Partial
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
❖ Curriculum Development Since the college is affiliated to Dibrugarh University, all the steps regarding curriculum development is taken by the University itself.
❖ Teaching and Learning For effective teaching and learning Audio-visual system is used in some classes. Students’ progress is regularly monitored through unit test, sessional test, seminars/group discussion and home assignments. Regular feedback is taken from the students. Extra-curricular programmes like Quiz, debating and cultural competitions are held to improve the overall knowledge of the students. Talks by special invitees are also arranged on certain topics.
❖ Examination and Evaluation Unit tests and sessional examinations are held regularly. Final examinations are held according to University schedule. Many of our teachers take part in the evaluation process of the final examinations.
❖ Research and Development Teachers are encouraged by the authority to initiate research. In this year, one major research project. And a minor research project was going on. Four teachers were engaged in research work for PhD. Moreover, the teachers of the college regularly attends seminars and publish their research articles in national and international journals.
❖ Library, ICT and Physical Infrastructure / Instrumentation The college Library is well equipped with reading room, adequate books and journals and internet facility. Text books and Reference books of all subjects were bought in this year. A Network Research Centre was there for the use of students and faculties.

❖ Human Resource Management Time to time notifications are given from the authority to the teaching and non-teaching staff for regular and punctual execution of their duties. Meetings between authority and the teaching staff are held to discuss on various matters related to the institution. Various committees and societies are formed to perform different tasks.												
❖ Industry Interaction / Collaboration No												
❖ Admission of Students Notification of admission is published in newspaper and notified in the notice board of the college. All the information regarding admission is provided in the college prospectus and also through the college website. Free admission is provided to poor but meritorious students.												
6.2.2: Implementation of e-governance in areas of operations:												
❖ Planning and Development - Not initiated												
❖ Administration - Some notification were displayed in college website												
❖ Finance and Accounts- Nil												
❖ Student Admission and Support - Nil												
❖ Examination – Examination notice were displayed in the College website												
6.3 Faculty Empowerment Strategies												
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year												
<table border="1"> <thead> <tr> <th>Year</th> <th>Name of teacher</th> <th>Name of conference/ workshop attended for which financial support provided</th> <th>Name of the professional body for which membership fee is provided</th> <th>Amount of support</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">Nil</td> </tr> </tbody> </table>	Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	Nil						
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Nil												
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year												
<table border="1"> <thead> <tr> <th>Year</th> <th>Title of the professional development programme organised for teaching staff</th> <th>Title of the administrative training programme organised for non-teaching staff</th> <th>Dates (from-to)</th> <th>No. of participants (Teaching staff)</th> <th>No. of participants (Non-teaching staff)</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">Nil</td> </tr> </tbody> </table>	Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)	Nil					
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Nil												
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year												
<table border="1"> <thead> <tr> <th>Title of the professional development programme</th> <th>Number of teachers who attended</th> <th>Date and Duration (from – to)</th> </tr> </thead> <tbody> <tr> <td>Orientation Programme</td> <td>01</td> <td>22.02.2013 to 21.03.2013</td> </tr> <tr> <td>Refresher Course</td> <td>02</td> <td>1. 19.11.2012 to 08.12.2012 2. 26.12.2012 to 15.01.2013</td> </tr> </tbody> </table>	Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)	Orientation Programme	01	22.02.2013 to 21.03.2013	Refresher Course	02	1. 19.11.2012 to 08.12.2012 2. 26.12.2012 to 15.01.2013			
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Orientation Programme	01	22.02.2013 to 21.03.2013										
Refresher Course	02	1. 19.11.2012 to 08.12.2012 2. 26.12.2012 to 15.01.2013										

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):				
Teaching			Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary	
Nil				
6.3.5 Welfare schemes for				
Teaching			NCT & SSSS Ltd	
Non teaching			NCT&SSSS Ltd	
Students			Aid Fund	
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) – College has conducted internal audit by Chartered Accountant for each and every expenditure incurred by the college at the end of the every financial year. And same was again audited by External Government Auditor that appointed by State Government.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Nil				
6.4.2 Total corpus fund generated - Nil				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	GB
Administrative	Yes	Govt Auditor	Yes	GB
-				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)- Nil				
6.5.3 Development programmes for support staff (at least three) - Nil				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : (Yes /No) - Yes				
b. Participation in NIRF : (Yes /No) - NA				
c. ISO Certification : (Yes /No) - No				
d. NBA or any other quality audit : (Yes /No) - No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-- ----)	Number of participants
2013	IQAC meeting	11/08/2012	One day	12
		30/03/2013		14
2012	Workshop on Creative	27/07/2012	One day	72

	writing		
<p>6. Excursion: College has organized excursion tour for the selective students in every year.</p> <p>7. Student Union: Namrup College Student Union Election held every year to give freedom to share their issues and solution to the authority, to develop leadership as well as co-curricular activities among the students.</p> <p>8. Facilities for the students:</p> <p>(a) Sports facility: College has an indoor stadium and big playground where students can practice and prepare for competitions.</p> <p>(b) Hostel facilities: A well equipped girls hostel is running in the college campus.</p> <p>(c) Canteen: Canteen facilities for the students where the provision of hygienic food items and drinking water facilities.</p> <p>(d) Computer lab and internet facilities are provided for students.</p> <p>(e) Language lab is set-up in the department of English.</p> <p>(f) Library: College library provides text books, reference books, magazine, journal, news papers etc. For the students.</p> <p>(g) Biotech Hub: College has Institutional level Biotech hub that sponsored by Department of Biotechnology, Govt. Of India. Through this hub, college students can avail laboratory facilities for their practical and project works. Besides these, biotech hub has facilities for ICT based class teaching.</p> <p>(h) Spoken English Course: English department provides spoken English course.</p> <p>(i) Laboratory: College has provided laboratory facilities for science and arts students according to their requirements. There are 3 halls to take up class through digital tools.</p> <p>College has formed different societies by the active support of students. The aim of these societies is to create leadership, responsible social workers, and smooth conduct of different programme in the college.</p>			
5.3 Alumni Engagement			
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):			
Nil			
5.3.2 No. of registered/enrolled Alumni:			
Nil			
5.3.3 Alumni contribution during the year (in Rupees) :			
Nil			
5.3.4 Meetings/activities organized by Alumni Association :			
Nil			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
Discussion on “ Strength of Women “ and “Health of Women”	08-03-2013	60	Nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness		
Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situations

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2012-13	1	1	01.04.2012 90 Days	Maintenance and Repairing of Electrical and Electronic Appliance	Skill Development for self development	20

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Prospectus for students	June 2012	Students are motivated and directed to maintain highest standard of behaviour both in inside and outside the college. Counselling classes were opted for the new comer students to cope up with the academic environments of the institution. Students have to abide by the rules and the regulations prescribed by the college authority. Violation of rules, irregular attendance, discourtesy to teachers and staff members, use of physical force use of filthy obscene language, wilful damage of institutional property will incur strict disciplinary action. Attendance to the college functions like meeting, annual sports, group discussion, viva-voce etc are mandatory to all students.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Celebration of Teachers Day	5 th Sept, 2012	124
Celebration of Gandhi Jayanti	2 nd Oct., 2012	40

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

Plantation of saplings, Solid waste management as dumping garbage, gardening in the college campus, awareness speech on environment degradation to the students, cleaning drive of the college campus by the NSS volunteers.

Nil

7.2 Best Practices

Describe at least two institutional best practices

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

Best Practices 01

- (1) **Title of the Practice** : Promote Gender Equity through improving leadership quality, health awareness with Women Studies and Development Cell(WSDC) of Namrup College
- (2) **Objective of the Practice**: Sensitization, awareness and motivation are the important issues for women upliftment and empowerment in the present scenario for all the educational institution in our country. In this field, the WSDC of Namrup College takes several initiatives for the women of the neighbouring areas.
- (3) **The Context**: The majority of the female students of this college come from neighbouring rural and tea garden areas. Like other female student who comes from rural areas, the girl students of Namrup College are also not conscious of their inner qualities, rights and their role in the society. So it is essential to provide strong quality foundations which will enable them to play their role in society efficiently and effectively.
- (4) **The Practices**: The WSDC of Namrup College has been initiating different programme for all round development of the women throughout the year. Two discussion sessions on the topic of “Strength of Women” and “Health of Women” organised by WSDC of this college among the students and faculties of Namrup College was held on 08.03.2013. In the first session, the discussion was mainly focussed on improving leadership quality through a play and group activities among the participants. It was also discussed how to increase confidence among themselves by giving examples of great global female leaders. In the second session the resource person delivered a lecture on breast cancer and tried to create awareness about prevention of breast cancer among the participants. The Cell also organised Drawing, Essay and Sports competition among the students of the neighbouring schools on Children Day through which the WSDC provide a platform to the students for exhibiting their hidden talents.
- (5) **Evidence of Success**: The WSDC have achieved success to some extent regarding enhancing leadership quality, health awareness among girls’ students of the Namrup College. The students were benefited as they got a clean picture of the prerequisites needed to enhance leadership quality among them. They also became aware about the symptoms and precautions of breast cancer which has become a most common ailment among girls and women today.

The competitions have provided a platform to showcase the talents of young students who are the citizens of tomorrow. Altogether the programmes organised by WSDC can be considered to be fruitful.

- (6) **Problems encountered and Resource required**: The most hurdle of WSDC to carry out its activities is the financial weakness. WSDC collects fund from the faculty members to conduct its general activities. Even though, for a better tomorrow generation, in spite challenges, WSDC will try to conduct for the development of leadership women, skill development programme for socio-economic upliftment of the marginalized group provided it gets financial assistance.

Best Practices: 02

- (1) **Title of the practice**: Approaches to create Reading Environment
- (2) **Objective of the practice**: Creating environment on reading habit is one of the important areas focused by all educational institution. In this field, the college Library provides many facilities for the

students of Namrup college

- (3) **The Context:** Majority of the students of Namrup College comes from rural and tea garden areas. In their school life, these students do not get enough facilities for acquiring knowledge through reading habits. This leads to be deficient in reading habit. So it is essential to create an environment by announcing awards for students who have good reading habits in the college Library.
- (4) **The Practices:** To achieve power of knowledge through reading habits is important to build a good foundation for academics. To inculcate the reading habit among the students of Namrup College, an award known as “Best Reader Award” is presented by the Library Department in every year in the freshmen social organized by the Namrup College. For this purpose, one student is selected for this award by the members of Library department. Best Reader Award is instituted in this academic award for the students who read most number of books and utilize other library resources and services at a maximum in the effective manner.
- (5) **Evidence of Success:** The Library Department of Namrup College have achieved success to some extent. This initiative taken by the Library Department increase the attendance of students in the library. Students who get the best Reader Award not only get good marks but also perform well in the events in the college week mainly literary section. It also enhances a good culture for the students to exchange and share their reading attainments in the campus and to have in-depth study to build a good foundation for academics.
- (6) **Problems encounter and Resources Required:** One of the vital constraints faced by the department of Library is shortage of library employees. In spite of this limitation, Library department takes some important initiative for the development of reading habits among the students in near future.

7.3 Institutional Distinctiveness

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

Institutional Singularity:

A college is one of the centres of creative thoughts and discovery and disseminates new knowledge and values to younger generation. They can modify and transfer traditional socio-economic hierarchies. In this regard, Namrup College not only tries to improve student’s academic side but also maintain its social responsibilities. In academic side, Namrup College organises class tests, Sessional test, seminars, group discussion, essay competitions, wall magazine competition among the students of Namrup college. Department of Library awarded best Reader Award among the student’s members of this college.

Socio cultural development Centre which was formed by the teachers of Namrup college organizes many programmes like popular talk mainly on science topics in the schools of neighbouring area for creating environment among students for taking science as a subject in their educational life. This centre also observes National Science Day by organising Quiz and Science Model Competition among the school students of the adjoining areas. This year also, a lecture was delivered by a resource person on the topic related to the central theme of National Science Day.

The Green Life Society of the college mainly focuses on maintaining green environment in surrounding areas by organizing popular talks on different topics related to environmental degradation and protection. The Society also observes Worlds AIDS Day for enhancing awareness among the students about prevention from AIDS through popular talk, poster presentation of slogans, etc.

The college also tries to improve educational environment in the neighbouring areas by providing the facilities of Distance Education. The Dibrugarh University Distance Education , Krishna Kanta Handique State

Open University(KKHSOU) Distance Education Centre of Namrup College give an opportunity to those people who have a desire to acquire knowledge of higher education.

Namrup college thus through various programmes and endeavours, tries to improve both academic and socio-cultural environment in and around the college. The college with the inclusion of various bodies, cell and centres tries to provide an all round development not only to the students of the college but also to the people living in the adjoining areas.

8. Future Plans of action for next academic year (500 words)

In present scenario, it is essential to acquaint the students, teachers and general public with great leaders, scholars of India like Ambedkar's and Gandhi's vision, life and philosophy. Namrup college is planning to open UGC sponsored Ambedkar's and Gandhian Study Centre in the next academic session.

Sports events play very important roles in educational institution for the physical and mental development of the students. On one hand, they are important because they help students acquire sports specific theoretical and practical knowledge, develop their motoric skill. On the other hand, they develop personal competencies which are created only if the students have experienced themselves in sports events. Therefore Namrup college is planning to hold inter-college Taekwondo Tournament under Dibrugarh University in the next academic year.

Skill development and awareness are two pillars for achieving gender equality. The Women Studies and Development Centre (WSDC) of Namrup College is planning to organise different skill development and awareness programmes among the students and people of the neighbouring areas. Moreover WSDC is planning to observe Girls Child Day and give meritorious scholarship to girl students of the college who belongs to the BPL family in the next academic year.

Knowledge of herbal medicine is essential for health promotion and therapy for chronic as opposed to life threatening conditions. So enhancing the knowledge of herbal medicine among the students, Namrup College is planning to open UGC sponsored Herbal Medicine course in the next academic year.

Innovation, science and technology are interrelated to each other. To encourage the students as well as popularize the concept and ideas of science and technology among the students of the surrounding area, the Socio-Cultural Development Centre of Namrup College is planning to observe National Science Day.