



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

Annual Quality Assurance Report
(AQAR)
Academic Year 2013- 2014

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

- Alternate Email address: principalnamrupcollege@gmail.com

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

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

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

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
1. NAAC sponsored National Seminar	11 th & 12 th June,2013 2days	40
2. Uploading of college data in Management Information System of MHRD	30/09/2013	5
3. Meeting of IQAC	13/08/2013	13
	24/04/2014	18

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
Namrup College	College Development- Construction of Auditorium Hall	UGC	11 th Mar 2014, (2 nd Instalment) 12 months	Approved 7,00,000.00 Received 3,50,000.00
Namrup College	Establishment of IQAC	UGC	27 th Mar 2014,	Received 3,00,000.00
Namrup College	General Development Grant – Plan Block Grant	UGC	27.03.2014 12 Months (2 nd Instalment)	Approved 46,70,000.00 Received 16,93,000.00
Namrup College	Construction of Women Hostel	UGC	29.03.2014 (Final Instalment) 12 months	Approved 20,00,000.00 Received 5,00,000.00
Namrup College	Establishment of IBThub	DBT	19.09.2013 1 st Year Grant	26,50,000.00
Chandralekha Deka	Contingency grant to Teacher Fellow	UGC	28.02.2014	15,000.00

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? Yes/No : Yes

If yes, mention the amount: Rs. 3,00,000.00 Year: 27-03-2014

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

- Organising NAAC sponsored National Seminar on Higher Educational Institutions of Rural and Backward areas of Assam.
- Establishment of RUSSA Office

- Auditrack sound speaker were installed in conference room and digital classroom, electronic notice board were installed.
- Establishment of Biotech Hub
- Indoor Sports Training Facilities

13. 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 expedite the construction and renovation activities of the college	1. The foundation work of the construction of the Women's hostel was done. Women's toilets were renovated. The renovation & extension of laboratories of various science departments were made.
2. To conduct Workshop/Seminar on Higher Education	2. Organised NAAC sponsored National Seminar on Higher Educational Institutions of Rural and Backward areas of Assam, on 11 th and 12 th June, 2013, where a number of 40 faculty members participated.
3. Up gradation of Library	3. Books and computers were purchased to increase the strength of the libraries. The software for University Libraries (SOUL) were purchased and installed in the college library.
4. To inspire students towards adopting sports culture	4 The 2 nd Inter College taekwondo Tournament 2013 was held on 6 th & 7 th November , 2013 at Namrup College. In this tournament Dibrugarh University and its affiliated 22 colleges have participated. The total numbers of participants were 89.

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

Name of the Statutory body: IQAC Central Committee Date of meeting(s): 25/08/2021

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: 2014

Date of Submission: 28-01-2015

17. Does the Institution have Management Information System?

Yes / No : Yes

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

(Maximum 500 words)

Management Information System (Partial) 2013-2014

The Management Information System (MIS) of Namrup College in the year 2013-14 is partial.

The college has a well maintained website which can be accessed by anyone at anytime about the college. Namrup College has a informative prospectus which gives the students and their guardians information regarding the college and various courses offered by the college along with fee structure of each course. Teacher attendance was recorded and maintained with the help of teacher's attendance sheet and biometric system as well by the Administrative branch of the college. Moreover, teachers themselves also maintained their records of class and topic taught etc. by maintaining academic diaries present at their department. Various important records related to students viz. student enrolment, admission of students and all examination related documents were maintained manually as well as digitally in computer database by the office of the college. At the departmental level, records of student attendance, class routine, course plan, internal assessment and departmental activities (seminar, awareness program, field study etc.) were documented manually but some of the records like internal assessment were also shared with the administrative branch of the college. Records of student activities especially extra- curricular activities were maintained in printed format in the college magazine. Moreover, the college has its own academic calendar and this helps the students, teaching as well as non-teaching staff to remind the key dates throughout the academic year. Another important document is meeting proceedings. Namrup College keeps records of each meeting properly in the meeting proceedings. Keeping of record and maintenance of leave of teaching and non-teaching staff is done by the office of the college by keeping leave applications properly so that the staff could easily assessed their available leaves.

Management Information System (Partial) 2013-2014:

The College has partial Management Information System which includes:

- College website
- Prospectus of the college
- Recording of Teacher's attendance by teacher attendance sheet and biometric system
- teacher's academic diaries
- Record of student enrollment, admission, examination related documents
- Record keeping of various departments relating to their departmental activities like student attendance record, preparation of class routine, course plan, records of internal assessment
- Academic calendar
- Meeting proceedings
- Various reports of extra- curricular activities
- Leave management of teacher and non- teaching staff

We are still in our naive stage of utilizing the learning platforms towards computerized MIS but it holds a lot of potential 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, seminar papers, 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	
-	-	-		-	
-	-	-		-	
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
NA					
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
??					
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			
-					

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
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ 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 mechanism has been developed till date				

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	-	-		123	
B. Sc	-	-		29	
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
2013-14	359	NA	29	NA	NA
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
29	-	3 Nos. LCD Projector, Network resource centre	Nil	Nil	Nil
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words).....College authority has not employed designated Mentor but entire Teaching fraternity played a key role to provide mentorship for the students according to their capacity of acceptance.					
NA					

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
359	29	1:12

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
33+1	29+1	3+0	0	05

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)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2013-14	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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA & B. Sc		Semester- I	12-12-2013	04-03-2014
		Semester- II	11-06-2014	21-07-2014
		Semester- III	13-12-2013	04-03-2014
		Semester- IV	12-06-2014	21-07-2014
		Semester- V	06-12-2013	04-03-2014
		Semester- VI	12-06-2014	21-07-2014

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

1. Unit Tests were conducted after the completion of units/topics by some departments,
2. 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.
3. Rescheduled examination is held within a specific period for students who fail to appear in the Sessional examination due to some genuine reasons.

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

The academic calendar for the session 2013-14 was prepared to convey the examination schedule, teaching days, celebration, results, holidays, vacations etc. The admission process of BA & BSc 1st semester classes also BA & BSc Part-II and Part –III classes was completed before June 15th 2014 and the classes started from 16th June, 2013. Qualifying Test for the Major students were held for selection of Major students by the concerned departments. 1st and 2nd Sessional examination for the BA/BSc1st Semester classes were to be conducted by the teaching departments accordingly as possible to the scheduled dates in the academic calendar which was mentioned as 15th – 20th July, 2013 and 20th -30th August, 2013 respectively. Group discussion or

seminars are organised by all departments as notified in the academic calendar as 10th – 13th August, 2013. The results of the sessional test and seminar or group discussions are notified as mentioned in the academic calendar.

By October, 2013 the odd semester classes were completed. As mentioned by the affiliated university the scheduled date of end semester examination was notified as within October to November 2013 of both BA & BSc programmes.

The even semester classes were scheduled in the academic calendar as 16th December, 2013 till 12th April, 2014. The scheduled date of Final examinations of even semester was notified in the academic calendar as 23rd April to 15th May, 2014. Also the scheduled date of degree examinations (Annual system) was notified in the academic calendar as 23rd March to 26th April, 2014. The sessional test and group discussion / seminars and assignments are held as per the possible dates notified in the academic calendar. Also the scheduled date of end semester examination of the BA & BSc programmes was notified in the academic calendar as April 23rd to May 15th 2014.

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

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG	BA	Part III: 18+1(Private), Semester=66, Total=85	Part III: 16+01(Private), Semester:52, Total=69	85.00%
UG	B. Sc	Part III: 03, Semester:13, Total=16	Part III:02, Semester:13, Total=15	93.75%

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)

2013- 14 - NA

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
Major projects				
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Establishment of Institutional Level Biotech Hub	12 month	DBT	26,05000.00	26,05000.00
Total	12 month	-	26,05000.00	26,05000.00
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)	
Nil				
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	Nil		Nil	
Name of the Start-up	Nature of Start-up		Date of commencement	
Nil	Nil		Nil	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
Faculty Development Programme		Ms. Chandralekha Deka		
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
NA		NA		
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	Education	01	-	
	English	01		
International	Chemistry	01	-	
	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
Chemistry	01 (Edited book)
Physics	02 (Proceeding)
Sociology	01(Proceeding)

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

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

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	-	-	02	01
Presented papers	-	07	-	-
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
Essay on "Slogan competition Voter Sensitization" Look Sabha Election 2014 Date: 25-03-2014	Namrup Cell	7	69
Three months certificate course on "Training and production on Tailoring, April 19-11-2013 to 18-02-2014".	Women Studies and Development Cell	06	27
International Women	Women Studies and	11	27

Day, Date 18-03-2014	Development Cell			
Three months free certificate course on Embroidery from 16-10-2014 to 15-01-2015	Women Studies and Development Cell		2	11
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
-	-		-	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
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	
-	-	-	-	
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
-	-	-	-	-
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	
-			-	
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		
-		34,74,816.00		
4.1.2 Details of augmentation in infrastructure facilities during the year				

Facilities	Existing	Newly added
Campus area	13 Acre	-
Class rooms	13	01
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.	-	08
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,00,550.00
Others	-	-
Indoor Sports Complex	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+CS	Partially	1.0	2010

4.2.1 Library Services:

	Existing	Newly added				Total
	No.	Value	No.	Value	No.	Value
Text Books	3751	-	256	61154.00	4007	-
Reference Books	4578	-	60	20,561.00	4638	-
e-Books	-	-	-	-	-	-
Journals	14	-	2	240.00	14	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	20	-	-	-	20	-
Library automation	01	-	-	-	-01	-
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	-	BSNL D. D.	-
Added	-	-	-	-	-	-	-	-	-
Total	11	-	03	01	01	02	-	-	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)			
10 MBPS /GBPS			
4.3.3 Facility for e-content			
Name of the e-content development facility		Provide the link of the videos and media 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
-	Rs. 87,500.00	-	Rs. 13,21,425.00
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (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
Government of Assam	Post-Matric Scholarship to ST/SC students (26.09.2013)	01	Rs. 5070.00
Women's Studies and Development Cell, Namrup College	Financial Aid for degree student: Ms. Lakhi Shill	01	Free admission
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

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
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	
Not initiated till 2013					
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	-	-	-	-	-
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
2013-14	01	BA	English	Dibrugarh University	D. El. Ed MA in distance mode
	03	B. Sc	Chemistry	Gauhati University Gauhati University Kalkata University	M. Sc PG Diploma MBA
	03	B. Sc	Physics	Tezpur University Dibrugarh University Dibrugarh University	M. Sc M. Sc B. Ed.
	01	B. Sc	Mathematics	Dibrugarh University	M. Sc

	02	BA	Economics	Dibrugarh University Assam University	M. A (Distance) MBA
	02	BA	Sociology	Dibrugarh University	M. A.

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NA	
SET	NA	
SLET	NA	
GATE	NIL	
GMAT	NIL	
CAT	NIL	
GRE	NIL	
TOFEL	NIL	
Civil Services	NIL	
State Government Services	NIL	
Any Other	NIL	

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

Activity	Level	Participants
College week	Institutional level	176
Essay and Slogan Competition	Institutional level	25
Sankalp Divas	Institutional level	44
Taekwondo Tournament	Inter-college	89

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

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. College Magazine: Namrup College student's Union 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.
6. 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.
 7. Excursion: College has organized excursion tour for the selective students in every year.
 8. 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.
 9. Facilities for the students:
 - (a) Sports facility: College has an indoor stadium and big playground where students can practice and prepare for competitions.
 - (b) Hostel facilities: A well equipped girl’s hostel is running in the college campus.
 - (c) Canteen: Canteen facilities for the students where the provision of hygienic food items and drinking water facilities.
 - (d) Computer lab and internet facilities are provided for students.
 - (e) Language lab is set-up in the department of English.
 - (f) Library: College library provides text books, reference books, magazine, journal, news papers etc. For the students.
 - (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.
 - (h) Spoken English Course: English department provides spoken English course.
 - (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.
 - (j) College has formed different societies by the active support of students. The aims of these societies are to create leadership, responsible social workers, and smooth conduct of different programme in the college.
 - (k) During the academic session of 2013-14, College has organized Inter-college Taekwondo Tournament - 2013 held on 6th and 7th November 2013 to create better environment in sport and to encourage youth towards sports from the region.

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:

26

5.3.3 Alumni contribution during the year (in Rupees) :

Nil

5.3.4 Meetings/activities organized by Alumni Association :

One meeting was organized to discuss the observation of college establishment day on 26-08-2013

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)

1. The college has a decentralised system of working. Several steps are taken for

<p>distribution of power and duties. For instance, different committees are formed to look after different academic and 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 this committee remains accountable for the performance and development in the concerned Fields.</p> <p>2. 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.</p>
<p>6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:</p>
<p>Yes</p>
<p>6.2 Strategy Development and Deployment</p>
<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</p>
<p>❖ Curriculum Development- Since the college is affiliated to Dibrugarh University, all the steps regarding curriculum development is taken by the University itself.</p>
<p>❖ 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.</p>
<p>❖ 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.</p>
<p>❖ 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 attend seminars and publish their research articles in national and international journals.</p>
<p>❖ 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.</p>
<p>❖ Human Resource Management- Times 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.</p>

❖ Industry Interaction / Collaboration-					
Nil					
❖ 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 -					
❖ Administration -					
❖ Finance and Accounts -					
❖ Student Admission and Support -					
❖ Examination -					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	No	-	-	-	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non- teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2013-14					-
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
???					
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent	Fulltime/temporary	
3		-	1	-	
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) The college conducts internal and external audits every year. For internal audits, the college has regular auditors of its own. External audits are also got regularly done by government auditors.				
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
-		-		-
6.4.2 Total corpus fund generated Rs.				
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	No	No	Yes	GB
6.5.2 Activities and support from the Parent – Teacher Association (at least three) - NA				
6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : 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
	???			

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
Observation of International Women's	08-03-2014		Female: 90 Male: 21

Day and Inaugural of magazine "Prangan"						
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						
Contribution was made by Green Life Society through plantation of saplings, inauguration of wall magazine 'Green Earth' comprises articles written by students related to environment protection etc. World Environment Day was celebrated by organising a cycle rally by the students and leaflet were distributed among the vendors of Namrup Township against the use of polythene bags, speeches were organised by the faculty members regarding environmental consciousness. Provision of dumping ground was managed by the college for solid waste management.						
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 Situatedness						
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
2014		1	19-11-2013,90 days	Training cum production onj cutting and trailoring	Skill development for self employment	27
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	June 2014	Students are motivated and directed to maintain highest standard of behaviour and discipline both inside and outside the college. Counselling classes were operated for				

Students		the new comer students to cope up with the academic environments of the institution. Students have to abide by the rules and 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 meetings, annual sports week, seminars, 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	05-09-2013	101
Celebration of Gandhi Jayanti	02-10-2013	33
Children day	14-11-2013	50
National Grils Child day	24-01-2014	51
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> ➤ Plantation of Saplings, ➤ Solid waste management as dumping of garbage, ➤ gardening in the college campus, ➤ awareness speech on environment degradation to the students, ➤ Cleaning drive of the college campus by the NSS volunteers. 		
7.2 Best Practices		
Best Practices: 01		
<ol style="list-style-type: none"> 1. Title of the Practice : Approach to Green Environment 2. Objective of the Practice: In the modern world one of the serious concern people have to urgently deal with is the environmental degradation. As a member of the world community we should initiate urgent and precautionary measure to keep the globe fit for living beings. This institution is aware of its duty to educate the youth on the importance of conserving the environment by encouraging the adoption of a sustainable lifestyle. 3. The Context: Since the college is located in an industrial setting, air pollution as well as water pollution is common in presence. In such situation green environment is utmost favourable for decreasing the affect of air pollution. 4. The Practices: Namrup College believes in teaching through practice and therefore attempts to set an example for the students by adopting and encouraging a number of approaches to make the environment green and free of pollution. <p>Students of Namrup College are always eager for sapling plantation in and around the college campus. It is a must endeavour of the college to plant sapling in the observation of World Environment Day. Moreover awareness speeches on environment degradation were also provided by the teaching faculties for the students. Drawing competition, quiz competition and essay competition were organised for the school children of the locality</p> 		

with an objective to foster the idea of building a green atmosphere among the young generation. The college students organises cycle rally for plastic free environment and leaflets were distributed among the vendors of Namrup Township against the use of polythene bags.

5. **Evidence of Success:** This initiative for making green environment is a small step towards the holistic contribution for green earth in the global level. As it may be expected that these initiatives may takes time to bring about significant changes, however these efforts are bearing fruit and gradual changes are becoming visible.
6. **Problems encountered and Resources Required:** Apart from these initiatives, more other strategies have to be adopted in near future. But due to financial constraint, these activities are yet to be implemented.

Best Practices: 02

1. **Title of the Practice :** Promote gender equity through Women Studies & Development Cell
2. **Objective of the Practice:** Sensitization for women up liftmen and women empowerment is a targeting issue for most of the institutions in the present day society. The Women Studies & Development Cell of Namrup College makes efforts to empower women through education and strengthen them with social values and ethical sphere of life.
3. **The Context:** The majority of the female students of this college belong to the tea garden and rural areas, where they are unaware about their rights and privileges. There is a need for empowering the girls of marginalised groups through sustainable initiative in the field of education which will enable them to be economically and socially secure. With a strong educational background, women have the capacity to achieve their goals and financial freedom for both themselves and for their families.
4. **The Practices:** The Women Studies and Development Cell of Namrup college has been initiating different programme for the benefits of the women throughout the year. A one day UGC funded Zonal Symposium was organised by Women Studies & Development Cell of this college on the topic' Role of Women's Cell in colleges towards Oppressed Women in Society" Various themes like religious fanaticism, sexual discrimination, promotional discrimination, economic discrimination, social injustice etc .which were related to oppression of women were discussed in the symposium . A three month Certificate course on "Training & Production on Tailoring" was conducted by the WSDC of the college to mobilise the women of the local community towards adopting financial freedom. The cell also organises drawing and essay competition among the school children in Children Day at the nearby schools by which efforts are made to inspire the young generation by exploring their talents.
5. **Evidence of Success:** The Women Studies and Development Cell have met success to some extent regarding enhancing economic empowerment for the women residing in the locality. A group of 13 women have been able to earn by themselves after completing training course on tailoring offered by the WSDC of the college.
6. **Problems encountered and Resources Required:** The most difficult challenge in

this regard is the financial limitation of the women cell as well as the poor socio-economic condition of the stakeholders for whom these programmes have been organised. More hands on training programme and programmes related to the better life conditions and chances for the deprived and degenerated women have to be arrange in near future.

7.3 Institutional singularity

Institutional Singularity of NamrupCollege

A college is one of the centers of creative thoughts and discovery and disseminates new knowledge and values to the younger generation. They can modify and transfer traditional socio-economic hierarchies. In this regard, Namrup College not only tries to improve a student's academic side but also maintain its social responsibilities. On the academic side, Namrup College organizes class tests, Sessional tests, seminars, group discussions, essay competitions, wall magazine competition among the students of Namrup College. Department of Library awarded the 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 programs like popular talk mainly on science topics in the schools of neighboring areas for creating environment among students for taking science as a subject in their educational life. This center also observes National Science Day by organizing 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 a 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, a poster presentation of slogans, etc.

The college also tries to improve the educational environment in the neighboring 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.

From the year 2013, Namrup College has adopted Institutional Level Biotech Hub which is sponsored by the Department of Biotechnology, Govt. of India. With this support, College is committed to disseminating scientific ideas for the college students and surrounding communities of the region.

Namrup college thus through various programs and endeavors, tries to improve both academic and socio-cultural environments in and around the college. The college with the inclusion of various bodies, cells and centers 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)

- Fuelled by curiosity and thriving for learning, research activities propel the human civilization up to its optimum level of development and advancement. By taking into account the importance of research in educational institution, Namrup College plans to conduct National level seminar in the coming year to create an academic environment and to inculcate research activities among the faculty members.
- Sports are a crucial part of student's growth and development. Sports develop a sense of friendliness among the students and develop their team spirit. Through participation in sports, and games, a student's gains various skills, experience and confidence that are helpful for developing their personality. Therefore to uplift the physical fitness of the students, Namrup college adopt the strategy to organise inter college sports events in the college, so

Name

Name

Signature of Coordinator, IQAC

Signature of Chairperson, IQAC