

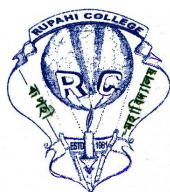
**Annual Quality Assurance Report (AQAR) for the Academic  
Year 2009-10 (w.e.f. 01.07.2009 to 30.06.2010)**

**Submitted to**



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

**By**



**IQAC**  
**Rupahi College**  
**Rupahi, Nagaon (Assam) 782125**

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Rupahi College

1.2 Address Line 1

Vill- Fakoli

Address Line 2

P.O.: Rupahi

City/Town

Nagaon

State

Assam

Pin Code

782125

Institution e-mail address

[rupahicollege81@gmail.com](mailto:rupahicollege81@gmail.com)

Contact Nos.

Ph: 03672265603

Name of the Head of the Institution:

Mr. Lutfur Rahman

Tel. No. with STD Code:

Ph: 03672265603

Mobile:

9435822326

Name of the IQAC Co-ordinator:

Riazul Hoque

Mobile:

9435505474

IQAC e-mail address:

[rupahicollegeiqac@gmail.com](mailto:rupahicollegeiqac@gmail.com)

1.3 NAAC Track ID (For ex. MHCOCN 18879)

ASCOGN11960

**1.4 NAAC Executive Committee No. & Date:**

EC/34/095 dated 11.04.2004

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

**1.5 Website address:**

[www.rupahicollege.org](http://www.rupahicollege.org)

**Web-link of the AQAR:**

<http://www.rupahicollege.org/iqac/AQAR/2009-10.pdf>

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

**1.6 Accreditation Details**

| Sl. No. | Cycle                 | Grade          | CGPA  | Year of Accreditation | Validity Period          |
|---------|-----------------------|----------------|-------|-----------------------|--------------------------|
| 1       | 1 <sup>st</sup> Cycle | C <sup>+</sup> | 60.25 | 27 & 28 Sept./2004    | Sept./2004 to Sept./2009 |
| 2       | 2 <sup>nd</sup> Cycle |                |       |                       |                          |
| 3       | 3 <sup>rd</sup> Cycle |                |       |                       |                          |
| 4       | 4 <sup>th</sup> Cycle |                |       |                       |                          |

**1.7 Date of Establishment of IQAC: DD/MM/YYYY**

05.08.2005

**1.8 AQAR for the year (for example 2010-11)**

2009-2010

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)**

- i. AQAR 2009-10 Submitted to NAAC on 30.09.2014
- ii. AQAR 2010-11 Submitted to NAAC on
- iii. AQAR 2011-12 Submitted to NAAC on
- iv. AQAR 2012-13 Submitted to NAAC on
- v. AQAR 2013-14 Submitted to NAAC on

**1.10 Institutional Status**

University

State  Central  Deemed  Private

Affiliated College

Yes  No

Constituent College

Yes  No

Autonomous college of UGC      Yes       No

Regulatory Agency approved Institution      Yes       No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution      Co-education       Men       Women

Urban       Rural       Tribal

Financial Status      Grant-in-aid       UGC 2(f)       UGC 12B

Grant-in-aid + Self Financing       Totally Self-financing

1.11 Type of Faculty/Programme

Arts       Science       Commerce       Law       PEI (Phys Edu)

TEI (Edu)       Engineering       Health Science       Management

Others (Specify)

Nil

1.12 Name of the Affiliating University (*for the Colleges*)

Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty  Students   
Alumni  Non-Teaching Staff  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Importance of ICT in Higher education

### 2.14 Significant Activities and contributions made by IQAC

1. IQAC motivates the teachers to participate faculty development programmes
2. IQAC encourages the faculty members to undertake M.Phil, Ph.D
3. IQAC recommends student centric core procedures

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action                                | Achievements   |
|---|--|
| Creation of Conducive Educational Environment | Remedial classes have been taken   |
| Research Activity                             | Motivates and encourages teachers to pursue M. Phil & Ph. D.<br>4 nos. Of teachers have completed M. Phil & two teachers have undertaken Ph. D programme |
| Feed Back from students as well as teachers   | Implemented through corrective measures  |
| Career Oriented Service                       | Extended to students through suggestions and guidance  |

\* Attach the Academic Calendar of the year as Annexure-I

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The AQAR was placed before the GB of the College for necessary action. G.B. suggested measures to improve the internal quality of the college

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | Nil                           | Nil  | Nil                                 | Nil  |
| PG                     | Nil                           | Nil  | Nil                                 | Nil  |
| UG                     | 02                            | Nil  | Nil                                 | Nil  |
| PG Diploma             | Nil                           | Nil  | Nil                                 | Nil  |
| Advanced Diploma       | Nil                           | Nil  | Nil                                 | Nil  |
| Diploma                | Nil                           | Nil  | Nil                                 | Nil  |
| Certificate            | Nil                           | Nil  | Nil                                 | Nil  |
| Others (HS)            | 01                            | Nil  | Nil                                 | Nil  |
| <b>Total</b>           | 03                            | 00   | 00                                  | 00   |
| Interdisciplinary      | Nil                           | Nil  | Nil                                 | Nil  |
| Innovative             | Nil                           | Nil  | Nil                                 | Nil  |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: core & elective  
 (ii) Pattern of programmes:

| Pattern   | Number of programmes        |
|-----------|-----------------------------|
| Annual    | B.A. Major, General & HS=03 |
| Trimester | Nil                         |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure-II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Affiliating Gauhati University is the sole authority in this case

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

|                                    |       |                      |                      |            |        |
|------------------------------------|-------|----------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Assistant Professors | Associate Professors | Professors | Others |
|                                    | 25    | 24                   | Nil                  | Nil        | 01     |

2.2 No. of permanent faculty with Ph.D.

|   |                  |     |                      |     |            |     |        |     |       |     |
|---|------------------|-----|----------------------|-----|------------|-----|--------|-----|-------|-----|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors |     | Associate Professors |     | Professors |     | Others |     | Total |     |
|   | R                | V   | R                    | V   | R          | V   | R      | V   | R     | V   |
|   | Nil              | Nil | Nil                  | Nil | Nil        | Nil | Nil    | Nil | Nil   | Nil |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|                  |                     |                |             |
|------------------|---------------------|----------------|-------------|
| No. of Faculty   | International level | National level | State level |
| Attended         | Nil                 | 7              | 4           |
| Presented papers | Nil                 | 7              | 2           |
| Resource Persons | Nil                 | Nil            | Nil         |



2.6 Innovative processes adopted by the institution in Teaching and Learning:

Group Discussion and Home Assignment

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination/ evaluation etc. is under the jurisdiction of the affiliating Gauhati University.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Nil

Nil

01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme                | Total no. of students appeared | Division      |       |        |        |        |
|---------------------------------------|--------------------------------|---------------|-------|--------|--------|--------|
|                                       |                                | Distinction % | I %   | II %   | III %  | Pass % |
| B.A.1+1+1(Major & General) Final Exam | 116                            | Nil           | 0.86% | 18.10% | 37.06% | 56.03% |
| H.S. Final Exam.                      | 161                            | Nil           | 0.62% | 8.07   | 66.45  | 75.14% |

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

As the nodal agency of the college, the IQAC communicates and engages staff from different constituents with due discussion with the Principal and the management. It enjoys all sorts of cooperation of the teaching and the non-teaching staff. The institutional mechanism for continuous review of teaching learning is entrusted to the Academic Committee of the college and the convener of the academic committee authorized to keep track of the routine teaching learning activities. The Academic Committee has been formed to monitor the Teaching-Learning and Evaluation of internal examinations. Besides, the Examination Committee plays an important role in monitoring performance of the students in the continuous evaluation process. IQAC takes initiatives to prepare the lesson plan of the college and also receives feedback from Alumni and students.

## 2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 13                                  |
| UGC – Faculty Improvement Programme            | --                                  |
| HRD programmes                                 | --                                  |
| Orientation programmes                         | --                                  |
| Faculty exchange programme                     | --                                  |
| Staff training conducted by the university     | 02                                  |
| Staff training conducted by other institutions | --                                  |
| Summer / Winter schools, Workshops, etc.       | 02                                  |
| Others   | --                                  |

## 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 10                            | Nil                        | Nil  | 01                                     |
| Technical Staff      | 02                            | Nil                        | Nil  | 01                                     |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC of the Rupahi College has taken the following steps to promote and sensitize research climate among the faculties:

- Suggests to form a research committee
- Encourages the faculty members to publish their research findings in reputed journals.
- Suggests to promote research activities at the undergraduate level by selecting some innovative project works.
- Suggests to purchase some research oriented books for various departments with a view to facilitating research work
- Encourages faculty members to undertake research works like M. Phil and Ph.D.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | Nil       | ---     | ---        | ----      |
| Outlay in Rs. Lakhs | ----      | ----    | ----       | ----      |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | ----      | ----    | 01         | 01        |
| Outlay in Rs. Lakhs | ----      |         | 140000/-   | 150000/-  |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | Nil           | Nil      | Nil    |
| Non-Peer Review Journals | 01            | 04       | ----   |
| e-Journals               | Nil           | Nil      | Nil    |
| Conference proceedings   | Nil           | 03       | Nil    |

#### 3.5 Details on Impact factor of publications: Nil

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   | Nil           | --                         | --                     | --       |
| Minor Projects   | 18 months     | UGC                        | 140000/-               | 100000/- |
| Interdisciplinary Projects   | Nil           | --                         | ---                    | --       |
| Industry sponsored   | Nil           | --                         | --                     | --       |
| Projects sponsored by the University/ College                                  | Nil           | --                         | --                     | --       |
| Students research projects<br><i>(other than compulsory by the University)</i> | Nil           | --                         | --                     | --       |
| Any other(Specify)   | Nil           | --                         | --                     | --       |
| Total  |               | --                         | 140000/-               | 100000/- |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | Nil           | Nil      | Nil   | Nil        | Nil     |
| Sponsoring agencies |               |          |       |            |         |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 1.4 Lac

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | Nil    |
|                | Granted | Nil    |
| International  | Applied | Nil    |
|                | Granted | Nil    |
| Commercialised | Applied | Nil    |
|                | Granted | Nil    |

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       | Nil           | Nil      | Nil   | Nil        | Nil  | Nil     |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events: Nil

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

|                  |     |                     |     |
|------------------|-----|---------------------|-----|
| University level | Nil | State level         | Nil |
| National level   | Nil | International level | Nil |

3.25 No. of Extension activities organized

|                  |     |               |    |
|------------------|-----|---------------|----|
| University forum | Nil | College forum | 03 |
| NCC              | Nil | NSS           | 04 |
|                  |     | Any other     | 01 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Celebration of World Environment Day
- Seminar on Women empowerment
- Seminar on Domestic Violence Act-2006

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing    | Newly created | Source of Fund            | Total       |
|---|-------------|---------------|---------------------------|-------------|
| Campus area   | 26614sq mtr |               | Public contribution       | 26614sq mtr |
| Class rooms   | 09          | 01            | State govt.               | 10 Rooms    |
| Laboratories  | 02          | ----          | College fund              | 2 Labs      |
| Seminar Halls   | Nil         | -----         | ----                      | ----        |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | Nil         | ----          | ----                      | ----        |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | 2 Lacs      | 1 Lacs        | Assam Govt & College fund | 3Lac        |
| Others  | ----        | ----          | ----                      | ----        |

#### 4.2 Computerization of administration and library

Steps have been taken to computerize the library with SOUL-2.0

#### 4.3 Library services:

|                  | Existing |          | Newly added |          | Total |          |
|------------------|----------|----------|-------------|----------|-------|----------|
|                  | No.      | Value    | No.         | Value    | No.   | Value    |
| Text Books       | 5095     | 382125/- | 1086        | 199987/- | 6181  | 582112/- |
| Reference Books  | 1995     | 199500/- | 424         | 98862/-  | 2419  | 298362/- |
| e-Books          | ---      | ---      | ---         | ---      | ---   | ---      |
| Journals         | 12       | 8160     | ---         | ---      | 12    | 8160     |
| e-Journals       | ---      | ---      | ---         | ---      | ---   | ---      |
| Digital Database | ---      | ---      | ---         | ---      | ---   | ---      |
| CD & Video       | ---      | ----     | ---         | ---      | ---   | ---      |
| Others (specify) | ----     | ---      | ----        | ---      | ---   | ---      |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others (library) |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|------------------|
| Existing | 05              | ---           | 01       | ----             | ----             | 03     | ---         | 02               |
| Added    | ----            | ---           | ---      | ---              | ---              | ---    | ---         | ---              |
| Total    | 05              | ----          | 01       | ---              | ---              | 03     | ---         | 02               |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Effort has been made to provide computer training to staff.

#### 4.6 Amount spent on maintenance in lakhs:

|  |                  |
|--|------------------|
| i) ICT                                   | 3.43 Lac         |
| ii) Campus Infrastructure and facilities | 1.2 Lac          |
| iii) Equipments                          | 6.88 Lac         |
| iv) Others                               | 0.15 Lac         |
| <b>Total:</b>                            | <b>11.66 Lac</b> |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

\*Tutorial classes are introduced for the academically weak students identifying their area of weakness  
 \*Awareness programme is held to tackle the problem of drop out among the female students  
 \* Awareness is created among the students about competitive exams. through career guidance and counseling cell

#### 5.2 Efforts made by the institution for tracking the progression

Regular observation of the academic progress  
 Regular meetings/monitoring  
 Faculty involvement through counselling system  
 Regular feedback from students

#### 5.3 (a) Total Number of students

| UG  | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 681 | -- | ---    | ----   |

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

|     |     |        |       |     |        |
|-----|-----|--------|-------|-----|--------|
| Men | No  | %      | Women | No  | %      |
|     | 374 | 54.92% |       | 307 | 45.08% |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 560       | 30 | 06 | 10  | 02                    | 608   | 617       | 43 | 03 | 13  | 05                    | 681   |

Demand ratio: 1:1.12      Dropout %: 12.67%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career counseling cell is providing information to the students interested for competitive exams.



No. of students beneficiaries 74

5.5 No. of students qualified in these examinations

|             |  |           |  |      |  |        |  |
|-------------|--|-----------|--|------|--|--------|--|
| NET         | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | SET/SLET  | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | GATE | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | CAT    | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> |
| IAS/IPS etc | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | State PSC | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | UPSC | <span style="border: 1px solid black; padding: 2px 10px;">Nil</span> | Others | <span style="border: 1px solid black; padding: 2px 10px;">4</span>   |

5.6 Details of student counselling and career guidance

Students are often encouraged and motivated for appear in various competitive examinations under SSC and other examinations conducted by Government of Assam

No. of students benefitted 06

5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil                             | Nil                             | Nil                       | 06                        |

5.8 Details of gender sensitization programmes

1. Women empowerment programme
2. Seminar on Domestic Violence Act-2006

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 10 National level Nil International level Nil

No. of students participated in cultural events

State/ University level Nil National level Nil International level Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

|  | Number of students | Amount     |
|--|--------------------|------------|
| Financial support from institution                                   | 38                 | 10,500/-   |
| Financial support from government                                    | 36                 | 1,04,040/- |
| Financial support from other sources                                 | Nil                | Nil        |
| Number of students who received International/ National recognitions | Nil                | Nil        |

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 02, Girls' Common Room & drinking water

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision**

To provide ample opportunities to higher education to the socio-economically disadvantaged and marginalized linguistic and religious communities inhabiting in its catchment area

**Mission:**

To make collective efforts for providing quality and need-based education to the students of the college the following steps have been earmarked:

- i. To provide equal opportunity to all sections of students especially to the socio-economically disadvantaged and marginalized.
- ii. To empower and ensure the vertical mobility of girls and womenfolk of the area through higher education
- iii. To develop competitive spirit among the students
- iv. To develop value-based education among the students

#### 6.2 Does the Institution has a management Information System

Yes, Management information system is being operated by the non-teaching staff  
Some of the MIS are:  
Daily Absent Report (Staff)  
Yearly Absent Report (Students)

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The college has limited role for setting the syllabus. The affiliating Gauhati University is the sole authority for the same. The college has an academic calendar in conformity with the University Calendar to implement the curriculum. Each and every department formulates its own action/course plan and departmental routines. The academic committee reviews the academic progress of the college every three months in consultation with the Heads of the Departments.

### 6.3.2 Teaching and Learning

Teaching and learning process are the two pillars of the institutions. The academic calendar published at the commencement of each session outlines the academic activities such as unit test, educational tours, field study, group discussions etc. Teaching and evaluation are strictly done according to the plan outlined in the academic calendar and the schedules and recommendations of Gauhati University.

### 6.3.3 Examination and Evaluation

All the external examinations and evaluations are conducted by the affiliating university. The college conducts internal examinations such as unit test, Sessional test etc. The college evaluates the internal examinations and evaluated scripts are provided to the students as feedback.

### 6.3.4 Research and Development

- Research committee Suggests for undertaking M. Phil, Ph. D. etc.
- It encourages faculty members to apply for major/minor projects
- Encourages faculty members to publish research findings in refereed journals.
- Five teachers have undertaken Ph.D. under CMJ University
- One reference book published by Arabic department

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Central library of Rupahi College is equipped with text books, reference books, journals, magazines, news papers, furniture, and effort has been taken to computerize with internet facility, e-journals, reprography, and software automation.

### 6.3.6 Human Resource Management

- Appointment of efficient teaching and non-teaching staff.
- Timely training programmes for non-teaching staff.
- Encouragements are provided to teachers to participate in Orientation and Refresher Courses. Participation in Seminars and Workshops are encouraged for career advancement of the teaching staff.

6.3.7 Faculty and Staff recruitment

No faculty member and supporting staff has been recruited in this session

6.3.8 Industry Interaction / Collaboration

Rupahi College collaborated with Rupahi Kohinoor club, for organizing national integration camp

6.3.9 Admission of Students

There is an academic committee in the college to take initiatives for admission of students. The admission is done with proper verification of documents and seats are allotted as per the strength of departments mentioned in the prospectus.

6.4 Welfare schemes for

|              |  |
|--------------|--|
| Teaching     | Rupahi college teachers' welfare fund  |
| Non teaching | Rupahi College Employees' Welfare Fund |
| Students     | Poor fund                              |

6.5 Total corpus fund generated

70,000/-@annum

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

| Audit Type     | External |            | Internal |           |
|----------------|----------|------------|----------|-----------|
|                | Yes/No   | Agency     | Yes/No   | Authority |
| Academic       | yes      | Government | yes      | GB        |
| Administrative | yes      | Government | yes      | GB        |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes    Yes     No  Not Applicable

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

College has no role for examination reforms. The controller of examinations of the affiliating Gauhati University reforms the examinations as and when required. But college has liberty to conduct and reform internal examinations which are being carried out by the examination committee.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University encourages colleges with A grade to apply for autonomy

6.11 Activities and support from the Alumni Association

An alumni meeting is conducted every year in the month of October. They regularly interact with the students to create awareness about healthy educational environment. It has been contributing to the institutional, academic and infrastructural development through plantation and extension activities.

6.12 Activities and support from the Parent – Teacher Association

College has a Parent-Teacher Association. It plays a role for development of educational atmosphere, external infrastructural development, and feedback of teachers and students.

6.13 Development programmes for support staff

College permits support staff to attend professional development training programmes organized by GU from time to time keeping in view the professional requirements of the staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- \*Plantation
- \*Gardening
- \*Pond cleanliness drive

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

\*Blackboards are being gradually replaced by White Boards  
\* Group discussion in the departments  
\* Extension activities such as observance of world environment day and AIDS awareness programme

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Remedial classes have been taken
- Teachers are motivated to pursue M. Phil and Ph.D. 4 Nos. of teachers have completed M. Phil and Two teachers undertake Ph. D. Programme
- Feedback from Alumni and students are taken
- Career oriented service is extended to the student through career counseling cell

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Teaching-learning process by group discussion
2. Observance of Gandhi Jayanti with various competitions

***\*Provide the details in annexure (enclosed as annexure-III (A)& III(B))***

7.4 Contribution to environmental awareness / protection

World Environment Day is celebrated on 5<sup>th</sup> June-2009 in collaboration with Alumni Association  
An Environmental tour is organized for the student of B.A. 2<sup>nd</sup> year  
A seminar is organized on 'Global Warming'

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

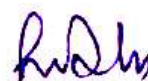
|   |
|---|
| Strength: competent staff   |
| Weakness: Poor infrastructural facility   |
| Opportunity: to provide much needed higher education to the poor and disadvantaged. |
| Threat: orthodoxy and superstition in the neighbouring society                      |

**8. Plans of institution for next year**

|  |
|--|
| To increase classrooms and reading rooms in the libraries              |
| To shift administrative building in the newly constructed RCC building |
| To purchase more reference books in the library                        |

Name: Riazul Hoque

Name: Mr. Lutfur Rahman



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



# Annexure-I

## Academic Calendar for the Session 2009-2010

| Months    | Dates | Days        | Occasions of Holidays                    | Nos. Of Holidays | Total Holidays | Nos. of working days |
|-----------|-------|-------------|--|------------------|----------------|----------------------|
| May       | 1     | Friday      | May Day                                  | 1                | 7              | 24                   |
|           | 9     | Saturday    | Budha Purnima                            | 1                |                |                      |
|           |       |             | Sundays                                  | 5                |                |                      |
| June      |       |             | Sundays                                  | 4                | 4              | 26                   |
| July      |       |             | Summer Vacation                          | 31               | 31             | 00                   |
| August    | 10    | Monday      | Celebration of College Foundation Day    |                  | 7              | 24                   |
|           | 15    | Saturday    | Independence Day                         | 1                |                |                      |
|           | 22    | Saturday    | Tithi of Sri Sri Shankar Deva            | 1                |                |                      |
|           |       |             | Sundays                                  | 5                |                |                      |
| September | 9     | Wednesday   | Tithi of Sri Sri Madhav Deva             | 1                | 14             | 16                   |
|           | 11    | Friday      | Janmastomi                               | 1                |                |                      |
|           | 18    | Friday      | Observance of Fateha-e-Dowas Daham       |                  |                |                      |
|           | 19    | Saturday    | Freshman Social                          |                  |                |                      |
|           | 21-22 | Mon-Tuesday | Idd-ul-Fitr                              | 2                |                |                      |
|           | 20-30 | Fri-Wed     | Durga Puja & Birth day of Shankar Deva   | 6                |                |                      |
|           |       | Sundays     | 4  |                  |                |                      |
| October   | 1-4   | Thurs-Sun   | Birth day of Mahatma Gandhi & Lakhi Puja | 3                | 8              | 23                   |
|           | 12-16 | Sat-Friday  | Unit Test                                |                  |                |                      |
|           | 17-18 | Sat-Sunday  | Kali Puja, Dewali & Kati Bihu            | 1                |                |                      |
|           |       |             | Sundays                                  | 4                |                |                      |
| November  | 2     | Monday      | Birth Day of Guru Nanak                  | 1                | 7              | 23                   |
|           | 26    | Thursday    | College Union Election                   |                  |                |                      |
|           | 28    | Saturday    | Idd-ul Zuha                              | 1                |                |                      |
|           |       |             | Sundays                                  | 5                |                |                      |
| December  | 21-27 | Mon-Sunday  | College Week                             |                  | 6              | 25                   |
|           | 25    | Friday      | Christmas Day                            | 1                |                |                      |
|           | 28    | Monday      | Muharram                                 | 1                |                |                      |
|           |       |             | Sundays                                  | 4                |                |                      |
| January   | 13-15 | Wed-Friday  | Magh Bihu                                | 3                | 11             | 20                   |
|           | 17    | Sunday      | Silpi Divas                              | 1                |                |                      |
|           | 20    | Wednesday   | Swaraswati Puja                          | 1                |                |                      |
|           | 26    | Tuesday     | Republic day                             | 1                |                |                      |
|           |       |             | Sundays                                  | 4                |                |                      |
| February  | 12    | Friday      | Sivratri                                 | 1                | 5              | 23                   |
|           | 28    | sunday      | Doljatra                                 |                  |                |                      |
|           |       |             | Sundays                                  | 4                |                |                      |
| March     | 1     | Monday      | Doljatra                                 | 1                | 5              | 25                   |
|           |       |             | Sundays                                  | 4                |                |                      |
| April     | 2     | Friday      | Good Friday                              | 1                | 8              | 22                   |
|           | 14-16 | Wed-Friday  | Bohag Bihu                               | 3                |                |                      |
|           |       |             | Sundays                                  | 4                | Total:         | 251                  |

## Annexure-II, (Sample of Feedback)

**FEEDBACK FROM STUDENTS/ALUMNI/PARENTS**  
 Department:  
 Name of Teacher:  
 Session:  
 Rupahi College, Rupahi, Nagaon (Assam)-782125

- ১। শিক্ষকৰ নিয়মানুবর্তিতা:  
 (ক) উত্তম (খ) বেছিভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পর্কে প্রস্তুতি:  
 (ক) উত্তম (খ) বেছি ভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰালে ?  
 (ক) হয় (খ) নহয় (গ) কিছুপৰিমাণে
- ৪। শিক্ষকজনে ব্যৱহাৰ কৰা ভাষা বুজি পোৱালে ?  
 (ক) বুজি পাওঁ (খ) বুজি নাপাওঁ (গ) কিছুপৰিমাণে বুজি পাওঁ
- ৫। শিক্ষকজনৰ লগত অভিভুক্ত সময়ৰ প্ৰয়োজন আছিলে ?  
 (ক) আছে (খ) নাই (গ) মাজে সময়ে
- ৬। দীৰ্ঘদিন শিক্ষকজন অনুপস্থিত থাকিলে নাইবা নিয়মিতভাৱে উপস্থিত থাকে ?  
 (ক) উপস্থিত থাকে (খ) প্ৰায়ে অনুপস্থিত থাকে (গ) ৫০-৫০  
 (ঘ) কাচিৎহে উপস্থিত থাকে
- ৭। শিক্ষকে দিয়া তোমাৰ গৃহ কাৰ্য শুধৰনি আৰু মূল্যায়নত তুমি সন্তুষ্টনে ?  
 (ক) হয় (খ) মুঠেই নহয় (গ) আংশিকভাৱে
- ৮। ছাত্ৰ-ছাত্ৰীৰ প্ৰতি শিক্ষকৰ দৃষ্টিভংগী কেনেধৰণৰ ?  
 (ক) বন্ধুত্বপূৰ্ণ (খ) কঠোৰ (গ) অমনযোগী (ঘ) দুৰূহ বজাই ৰখা

**FEEDBACK FROM STUDENTS/ALUMNI/PARENTS**  
 Department:  
 Name of Teacher:  
 Session:  
 Rupahi College, Rupahi, Nagaon (Assam)-782125

- ১। শিক্ষকৰ নিয়মানুবর্তিতা:  
 (ক) উত্তম (খ) বেছিভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পর্কে প্রস্তুতি:  
 (ক) উত্তম (খ) বেছি ভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰালে ?  
 (ক) হয় (খ) নহয় (গ) কিছুপৰিমাণে
- ৪। শিক্ষকজনে ব্যৱহাৰ কৰা ভাষা বুজি পোৱালে ?  
 (ক) বুজি পাওঁ (খ) বুজি নাপাওঁ (গ) কিছুপৰিমাণে বুজি পাওঁ
- ৫। শিক্ষকজনৰ লগত অভিভুক্ত সময়ৰ প্ৰয়োজন আছিলে ?  
 (ক) আছে (খ) নাই (গ) মাজে সময়ে
- ৬। দীৰ্ঘদিন শিক্ষকজন অনুপস্থিত থাকিলে নাইবা নিয়মিতভাৱে উপস্থিত থাকে ?  
 (ক) উপস্থিত থাকে (খ) প্ৰায়ে অনুপস্থিত থাকে (গ) ৫০-৫০  
 (ঘ) কাচিৎহে উপস্থিত থাকে
- ৭। শিক্ষকে দিয়া তোমাৰ গৃহ কাৰ্য শুধৰনি আৰু মূল্যায়নত তুমি সন্তুষ্টনে ?  
 (ক) হয় (খ) মুঠেই নহয় (গ) আংশিকভাৱে
- ৮। ছাত্ৰ-ছাত্ৰীৰ প্ৰতি শিক্ষকৰ দৃষ্টিভংগী কেনেধৰণৰ ?  
 (ক) বন্ধুত্বপূৰ্ণ (খ) কঠোৰ (গ) অমনযোগী (ঘ) দুৰূহ বজাই ৰখা

To assess the performance of teachers for the session 2009-10, Feedback from 20 Alumni and 35 students is received on the basis of their highest regularity in the college. The feedback is analyzed carefully. It is found that the feedback is not very much satisfactory. Out of total 55 students including Alumni 60% students opine that standard of the teachers is good and 40% are of the opinion that the standard is average. After the analysis of the feedback, it is found that a few teachers have no lesson plans. IQAC of the College takes note of the analysis seriously. After a threadbare discussion, IQAC provides some suggestions and corrective measures to the teachers as mentioned in the feedback to remove their shortcomings. Besides this, IQAC feels that it is needed to improve the internal quality of teaching learning process as a whole.

## Annexure-III, A (Best Practice)

### **Practice No:1 (Group Discussion)**

#### **Aim:**

One of the best practices of the college in this year is the introduction of group discussion among the students. Aim of this practice is to provide facility to enhance vocal power and art of speech.

#### **The context:**

In the present higher education scenario, the definition of education extent to access, accountability and quality having market demand. So it is need of hour to educate the students of their minds, their mouths and their hands also making them efficient to appear before global competition.

#### **The practice:**

The practice is going on since its inception throughout the entire departments of the college. Group discussion is done in the classroom once in every week for every class. Students of a class are divided into several groups by four or five. Every group owns separate questions from the lesson completed. They discuss the question among themselves and a student deliberates it from each group and others listen. Every group has the liberty to put question to the other groups. Teacher evaluates the same.

#### **Evidence of success:**

This practice enhanced the vocal power of the students and motivates towards creativity. It is observed that students became thrust to improve the spirit of understanding through the lesson.

#### **The problem encountered and resourced required:**

There are some problems arise to commit the practice that the irregular students fell hesitation and suffered ill feelings. However, they are separately motivated through amusement.

## Annexure-III (B)

### **Practice No:2 (Observance of Gandhi Jayanti)**

#### **Goal:**

Aim of this practice is to provide moral sensitization among the students apart from the beam of morality of the father of nation 'Mohan Das Karamchand Gandhi'

**The context:**

In the present context, professional education has developed the spirit of material business and its phantom pleasure. It is emergence of time to familiar the students with moral, ideal and social philosophy of Mahatma Gandhi to build them perfect citizen of nation.

**The practice:**

The practice is performed organizing quiz competition, essay competition and extempore speech. Students were divided into three groups viz. A, B, and C. Each group participated in the competitions. Judges were appointed from among the teachers. They evaluated the performance of students and selected them as 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. Open meeting was held and resource person was invited for motivating the students towards the moral implication of Gandhi. The prize in the nature of certificate, medal, book etc. was distributed among the winners.

**Evidence of success:**

The students obtain the ample opportunity to know the life and philosophy of Gandhi. They are inspired with the ideal and humanity of Gandhi which reflected in their speeches. They also made a pledge to follow the footsteps of Gandhi.

**The problem encountered and resources required:**

During the implementation of this practice, it is found that a large number of students who were earlier disinterested to participate in the competition, later on, took active part in the entire proceeding.