

# **Annual Quality Assurance Report (AQAR) for the Academic**

**Year-2011-12 (w.e.f. 01.07.2011 to 30.06.2012)**

**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:

Dr. Bhubanananda Pattanaik

Tel. No. with STD Code:

Ph: 03672265603

Mobile:

Mobile: 9435186531

Name of the IQAC Co-ordinator:

Riazul Hoque

Mobile:

9435505074

IQAC e-mail address:

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

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN11960

1.4 NAAC Executive Committee No. & Date:

(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)

EC/34/095 dated 11.04.2004

1.5 Website address:

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

Web-link of the AQAR:

<http://www.rupahicollege.org/iqac/AQAR/2011-12.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)

2011-2012

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
- ii. AQAR 2010-11 Submitted to NAAC on
- iii. AQAR 2011-12 Submitted to NAAC on 30.09.2014
- 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

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="01"/> Students <input type="text" value="01"/> Non-Teaching Staff <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="--"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="----"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="01"/> International <input type="text" value="Nil"/> National <input type="text" value="Nil"/> State <input type="text" value="Nil"/> Institution Level <input type="text" value="01"/>
(ii) Themes	<input type="text" value="Workshop on Semester System"/>

## 2.14 Significant Activities and contributions made by IQAC

- IQAC takes initiatives for improvement of the Academic atmosphere of the college
- Initiatives have been taken to improve the result
- IQAC encourages to the faculty members for innovative research works.
- IQAC induces to create educational environment of the college with vocational spirit
- Remedial classes have been taken for marginalized students.

## 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
<b>Creation of Conducive Educational Environment:</b> *To enhance sports and cultural activities *improvement of result	Encouraged the students to participate in more sports and cultural activities. Result of this session shows a gradual increase of 12.35% in comparison to the previous year
<b>Research Activity:</b> *Seminar/workshop * Minor/Major projects *Publication	Motivates and encourages the teachers to undertake Major/Minor research project. Three numbers of MRP are sanctioned and two are submitted. 13 articles are published
<b>Feed Back from students as well as teachers:</b> Alumni and students	Received and analyzed as well as corrective measures are suggested
<b>Career Oriented Service:</b>	Extended to the students through the career guidance cell

\* 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 and accordingly GB suggested some 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	Nil	Nil	Nil
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/Semester	B.A. Major, General =02
Trimester	Nil
Annual	HS=01

- 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.

College has little role to play in this regard, the syllabi is updated by the affiliating Gauhati University only.

- 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	21	03	Nil	01

2.2 No. of permanent faculty with Ph.D.

01

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

Nil

Nil

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	30	04
Presented papers	---	22	02
Resource Persons	---	---	---

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

Group Discussion, educational tour and Home Assignment

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

187

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 and internal examinations are conducted by the college and the evaluated scripts are returned to the students for self assessment.



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

79%

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.	107	0.93%	2.80%	41.12%	37.38%	82.23%
H.S. Final Exam.	223		4.03%	23.36%	47.94%	75.33%

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

- IQAC monitors the activities carried out by different cells of the college
- IQAC holds regular meetings with various stakeholders
- Suggests the academic committee to prepare the lesson plan
- It encourages the departments to maintain log book
- Takes feedbacks from Alumni and students and after analyzing it, corrective measures are suggested to the teachers

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	14
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	04
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

12

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC encourages the faculty members to publish their research findings in reputed journals.
- IQAC promotes research activities at the undergraduate level by selecting some innovative project works.
- IQAC suggests to purchase some competitive and research oriented books
- IQAC encourages faculty members to undertake research works like M. Phil and Ph.D.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	----	04	02
Outlay in Rs. Lakhs	1 Lac	---	4.25 Lac	4 Lac

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	----	---	---
Non-Peer Review Journals	---	3	--
e-Journals	Nil	Nil	Nil
Conference proceedings	---	11	---

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	2 years	UGC	9.10 Lac	8.10 Lac
Minor Projects (3)	18 months	UGC	3.10 Lac	3.10 Lac
Interdisciplinary Projects	--	---	---	---
Industry sponsored	--	--	---	---
Projects sponsored by the University/ College	--	--	--	---
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	---
Any other(Specify)	--	--	--	---
Total	--	--	12.20 Lac	11.20 Lac

□

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:

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	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

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	02		
NCC	Nil	NSS	03	Any other	01

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

- \* Lecture programme on water borne disease at adopted village Gonabari
- \* Birth control awareness programme

## 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	26614 sq Mtr	----	-----	26614 sq Mtr
Class rooms	11	01	State Govt.	12 rooms
Laboratories	02	----	-----	02 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)	5 Lac	3 Lac	UGC, State Govt & College	8 Lac
Others	-----	-----	---	-----

#### 4.2 Computerization of administration and library

The central library of the College is under the process of computerization computerized with SOUL-2.0 software

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6537	640347/-	540	74520/-	7077	714867/-
Reference Books	2848	675904/-	14	10309/-	2862	686213/-
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	---	02	----	----	03	----	02
Added	----	----	02	----	----	----	---	---
Total	05	----	04	----	---	03	---	---

#### 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 make computer education compulsory for the students at entry level

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

i) ICT	0.32 Lac
ii) Campus Infrastructure and facilities	9.8 Lac
iii) Equipments	1.01 Lac
iv) Others	0.30 Lac
<b>Total:</b>	<b>11.4 Lac</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC takes initiatives to introduce vocational courses
- Takes steps to continue the remedial classes
- Takes initiatives to organize a workshop on Food Processing & Preservation to enhance self employment

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

- As a result of consistent pursuits of IQAC, dropout rate deduces
- Holds regular meeting with stakeholders
- Cooperation of parents-teachers has been increased
- Regular evaluation of feedback is analyzed and measures are suggested

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

UG	PG	Ph. D.	Others
956	---	---	---

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

Nil

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

Nil

Men	No	%	Women	No	%
	480	50.20%		476	49.80%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
708	34	11	20	03	776	886	29	06	30	05	956

Demand ratio 1:1.2      Dropout % 9.4%

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

Career counseling cell provides adequate information to the students to appear in competitive exams. such as SSC



No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Workshop on Food processing and preservation was conducted by Career counseling and guidance cell

No. of students benefitted

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	15

5.8 Details of gender sensitization programmes

1. "Women empowerment programme" organized by the women cell in collaboration with Rupahi Kohinoor Club on 13 August 2011

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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	114	17,460/-
Financial support from government	67	2,01,000/-
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, bike/cycle stand and College Canteen

## 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 the mission of the college fulfilled, the following efforts have been taken—

- To provide equal opportunity to all sections of students especially to the socio-economically disadvantaged and marginalized
- To enhance the scope of empowerment and opportunity to the students of the neighbouring area
- To ensure the vertical mobility of girls and womenfolk of the area through higher education
- To facilitate consciousness progress and professional advancement in all sphere
- To develop the creative writing ability of the students by publishing Magazines and college annual magazine
- To provide opportunities to the teaching and non-teaching staff to acquire higher qualification

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

Yes, Management information system is operated by non-teaching staff. Some of the MIS are:  
Daily absent report (Staff)  
Yearly absent report (student)  
Proper maintenance of account

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

##### 6.3.1 Curriculum Development

The affiliating Gauhati University is the sole authority for development of curriculum. 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 in consultation with the Heads of the Departments.

### 6.3.2 Teaching and Learning

Teaching and learning process is entrusted with the academic committee of the college. Academic calendar published at the commencement of each session outlines the academic activities such as Sessional and terminal examinations, educational tours, field study, audio visual, seminar, group discussions etc. Teaching and internal 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 of the college monitors the research activities of the faculty members. It encourages the faculty members to undertake Ph. D, M. Phil, and submission of proposals for Minor/Major Project and seminars etc. Three MRPs are sanctioned in this year. Moreover, the committee motivates the teachers to publish research papers in reputed journals and magazines.

### 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, computer with internet facility, reprography, and software automation with SOUL-2.0. Separate reading rooms for girls, Boy and teaching staff are also provided.

### 6.3.6 Human Resource Management

- Formation of various committees for smooth functioning
- Regular training programmes for non-teaching staff within the college campus.
- The college is being provided with a reasonably well maintained and functional office, Common Room and Library Reading Room, and parking facilities so that they can carry out their work efficiently.

### 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 has collaboration with Rupahi Kohinoor club

6.3.9 Admission of Students

Academic committee of the college takes initiatives for admission of students. Prospectus publishes every year prescribing guidelines for admission. 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

75,000 @ 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? Not Applicable

For UG Programmes    Yes     No

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 examination committee.

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

The university encourages the colleges with 'A' grade to apply for autonomy

6.11 Activities and support from the Alumni Association

The college has an Alumni Association. It has been contributing to the institutional, academic and infrastructural development through plantation and extension activities. The Association planted some saplings year within the campus this year to make it eco-friendly.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association of the college helps to development the educational atmosphere of the college making a frequent turn with the management as well as teachers. The Association helps to remove the gaps between teachers and students also

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. College also organize some skill development programme for the non-teaching staff time and again

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

- Plantation
- Boulder fencing around the pond
- Earth filling
- Cleanliness drive in the campus

## 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:

- Biometric Punching Machine has been installed for recording attendance of teaching and non-teaching staff
- Blackboards are replaced by Smart Boards
- Internet facility increased

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

- Result of students improved
- Faculties are motivated towards research activities. 3 MRPs are sanctioned, 2 new proposals are submitted and 13 articles are published
- Feedback from parents and student are received and analyzed as well as corrective measures are taken
- Career oriented services have been extended to the students by career guidance cell

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

Observance of world Environment Day  
Programme on legal provisions for Women empowerment

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

7.4 Contribution to environmental awareness / protection

Plantation programme was undertaken in collaboration with Alumni association  
World Environment Day was observed on 5<sup>th</sup> June-2011  
An environmental tour was organized for the student of B.A. 2<sup>nd</sup> year

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:** healthy relationship among the various stakeholders  
**Weakness:** poor infrastructure in terms of frequent power cut  
**Opportunity:** providing quality education to the aspirants minority communities which constitutes 90% of its enrolment  
**Threats:** economic backwardness as a hindrance for pursuing higher education

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

- \*Earth Filling and plantation
- \*construction of internal road
- \*construction of boundary wall
- \*Installation of solar energy plant

Name: \_\_\_\_\_Riazul Hoque

Name: Dr. Bhubanananda Pattanaik



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



# Annexure-I

## Academic Calendar for the Session 2010-2011

Months	Dates	Days	Occasions of Holidays	Nos. Of Holidays	Total Holidays	Nos. of working days
April	14-16	Thurs-Saturday	Bohag Bihu	3	8	22
	22	Friday	Good Friday	1		
			Sundays	4		
May	1	Sunday	May Day		5	25
	17	Tuesday	Budha Purnima	1		
			Sundays	4		
June	16-30	Thurs-Thursday	Summer Vacation	15	17	13
			Sundays	2		
July	1-15	Fri-Monday	Summer Vacation	15	17	13
			Sundays	2		
August	10	Wedness	Celebration of College Foundation Day		9	22
	11	Thursday	Freshman Social			
	12	Friday	Fateha-e-Dowas Daham			
	15	Monday	Independence day	1		
	18	Thursday	Tithi of Sri Sri Madhav deva	1		
	22	monday	Jonmastamy	1		
	30	Tuesday	Tithi of sri Manta Shankar Deva	1		
	31	Wednesday	Idd-ul-Fitr	1		
September			Sundays	4	6	24
	1	Thursday	Idd-ul-fitr	1		
	10	Saturday	Students Election			
	17	Saturday	Biswakarma Puja (Restricted holiday)	1		
	26-30	Mon-Fri	Unit test-I			
October			Sundays	4	12	16
	1	Saturday	Unit Test-I			
	2-12	Sun-Tues	Gandhi Jayanti,Durga Puja,Birthday of Srimanta Sankar Deva	10		
	18	Tuesday	Kati Bihu	1		
	26	Wed	Kali Puja & Dewali	1		
November			Sundays		6	24
	7	Monday	Idd-ul Zuha	1		
	10	Thursday	Birth Day of Guru Nanak	1		
	21-26	Mon-Saturday	Unit test-II			
December			Sundays	4	5	26
	6	Tuesday	Muharram	1		
	25	Sunday	Christmas Day			
	26-31		Ist Semester Exam.			
January/2012			Sundays	4	9	21
	2-7	Mon-Saturday	College week			
	14-16	Sat-Monday	Magh Bihu	2		
	17	Tuesday	Silpi divas	1		
	26	Thursday	Republic day	1		
February	28	Saturday	Saraswati Puja		5	
			Sundays	5		
	20	Monday	Sivratri	1		
March	21-25	Tues-saturday	Unit test B.A. Ist yr		5	23
			Sundays	4		
March	8	Thursday	Doljatra	1	6	24
			Sundays	5		
					Total:	253

## Annexure-II (Specimen of feedback)

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

- ১। শিক্ষকৰ নিয়মানুষ্ঠিততা:  
 (ক) উত্তম (খ) বেছিভাগ (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পৰ্কে প্ৰস্তুতি:  
 (ক) উত্তম (খ) বেছি ভাগ (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰানে ?  
 (ক) হয় (খ) নহয় (গ) কিছুপৰিমাণে
- ৪। শিক্ষকজনে ব্যৱহাৰ কৰা ভাষা বুজি পোৱানে ?  
 (ক) বুজি পাওঁ (খ) বুজি নাপাওঁ (গ) কিছুপৰিমাণে বুজি পাওঁ
- ৫। শিক্ষকজনৰ লগত অতিৰিক্ত সময়ৰ প্ৰয়োজন আছেনে ?  
 (ক) আছে (খ) নাই (গ) মাজে সময়ে
- ৬। দীৰ্ঘদিন শিক্ষকজন অনুপস্থিত থাকে 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 কেলেধৰণৰ ?  
 (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 নিয়মানুষ্ঠিততা:  
 (ক) উত্তম (খ) বেছিভাগ (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পৰ্কে প্ৰস্তুতি:  
 (ক) উত্তম (খ) বেছি ভাগ (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰানে ?  
 (ক) হয় (খ) নহয় (গ) কিছুপৰিমাণে
- ৪। শিক্ষকজনে ব্যৱহাৰ কৰা ভাষা বুজি পোৱানে ?  
 (ক) বুজি পাওঁ (খ) বুজি নাপাওঁ (গ) কিছুপৰিমাণে বুজি পাওঁ
- ৫। শিক্ষকজনৰ লগত অতিৰিক্ত সময়ৰ প্ৰয়োজন আছেনে ?  
 (ক) আছে (খ) নাই (গ) মাজে সময়ে
- ৬। দীৰ্ঘদিন শিক্ষকজন অনুপস্থিত থাকে 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 কেলেধৰণৰ ?  
 (ক) বন্ধুত্বপূৰ্ণ (খ) কঠোৰ (গ) অমনযোগী (ঘ) দুৰূহ বজাই ৰখা

Feedback is received from 20 Alumni and 30 students about the performance of teachers in this year. IQAC of the College analyzed the feedback with due care in all respects. Evaluation of performance of teachers by Alumni is satisfactory. They detected some defects of a few teachers regarding their disciplines. Feedback received from students, shows that few teachers have communication gap with their students and few teachers are not in compliance with time-table of class. IQAC of the college suggested corrective measures for the same.

## Annexure-III, A (Best Practice)

### Practice No-1 Observance of world Environment Day

#### Aim:

Aim of this practice is to provide environmental awareness among the students vis-a-vis to emphasis its emergence for protection of environmental degradation.

#### The context:

In the present scenario of eco-system, the ecological balance is constantly degrading in every corner of the world. It is the urgent need of time to have knowledge on the protection of environmental pollution to save the world for future generation.

#### The practice:

The practice is implemented by the environmental committee of the college organizing essay competition, quiz competition and extempore speeches in connection with the environmental issues. Their performances are judged by the nodal teacher entrusted for the purpose thereto. Open meeting was held and resource persons were invited for this purpose too. Prizes were distributed among the winners.

**Evidence of Success:**

Students came to know about the technical terms of environmental issues like pollution, pollutants, ecological imbalance, green house effects, global warming, causes and effects of environmental degradation, acid rain, deforestation, air pollution, noise pollution etc. Students could realize the importance and necessity of afforestation for human survival. Students' Union Body of the college eagerly took initiatives to plant saplings around the college campus to make the college eco-friendly immediately after the practice.

**Problem encountered and resource required:**

While implementing this practice, it is found that some technical terms relating to the environmental issues are incomprehensible for the general students. The nodal teacher entrusted with the purpose analyzed the questions asked by the students.

## Annexure-III(B)

**Practice No-2** (Programme on legal provisions for Women empowerment)**Aim:**

Aim of this practice is to provide opportunity to know the rights and duties of women guaranteed under the constitutional provisions and various laws and bye-laws enacted by the parliament in course of time for better protection of the rights and interests of women ensuring their empowerment.

**The context:**

Women comprise more than 50% of the total population of the country. They can play a major role in the process of nation building. If women are not empowered properly, nation will be paralyzed. To bring parity and balance in socio-political, economic and cultural aspects, women empowerment is an utmost necessity today. So, women should know their rights and duties properly for their empowerment in real sense.

**The practice:**

The practice was organized by the women cell of the college. Resource persons were invited from among the lawyers of Nagaon CJM Court. The nature of practice was question and answer type. Students as well as teachers asked questions relating to women issues like equal right of women in all respects, harassment of women in working place, remedy for domestic violence, dowry prohibition Act, indecent representation Act, right of inheritance, maternity relief Act etc. Students asked questions and the resource persons answered the same quoting legal provisions.

**Evidence of Success:**

After the end of the programme, it is observed that girl students showed their positive attitude to enjoy equal rights like that of men. They expressed their individual opinion regarding legal provisions which they knew not earlier. They made a pledge during interrogation to contribute equal share in family management and nation building activities like men.

**Problem encountered and resource required:**

In the course of practice, girl students raised some questions relating to the legal provisions that are not properly implementing in favor of all classes of women like the provision of domestic violence Act, right of inheritance of daughters, right to get speedy trial for rape victim etc. The resource persons elaborately analyzed the causes of

negligence to respect the present law and order. They also discussed the lengthy process of judiciary. They suggested some new measure to free the women from the men's virility and power like to introduce women cell in every police station to handle the women related cases.