

**Annual Quality Assurance Report (AQAR) for the Academic
Year-2012-13 (01.07.2012 to 30.06.2013)**

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

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:

Waheeda Ahmed

Mobile:

9401170893

IQAC e-mail address:

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

Web-link of the AQAR:

<http://www.rupahicollege.org/iqac/AQAR/2012-13.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 st Cycle | C ⁺ | 60.25 | 27 th & 28 th Sept./2004 | Sept./2004 to Sept./2009 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

05.08.2005

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

2012-2013

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
- iv. AQAR 2012-13 Submitted to NAAC on 30.09.2014
- 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 | <input checked="" type="checkbox"/> | Men | <input type="checkbox"/> | Women | <input type="checkbox"/> |
| | Urban | <input type="checkbox"/> | Rural | <input checked="" type="checkbox"/> | Tribal | <input type="checkbox"/> |
| Financial Status | Grant-in-aid | <input checked="" type="checkbox"/> | UGC 2(f) | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> |
| | Grant-in-aid + Self Financing | <input type="checkbox"/> | Totally Self-financing | <input type="checkbox"/> | | |

1.11 Type of Faculty/Programme

| | | | | | | | | | |
|------------------|-------------------------------------|-------------|--------------------------|----------------|--------------------------|------------|--------------------------|----------------|--------------------------|
| Arts | <input checked="" type="checkbox"/> | Science | <input type="checkbox"/> | Commerce | <input type="checkbox"/> | Law | <input type="checkbox"/> | PEI (Phys Edu) | <input type="checkbox"/> |
| TEI (Edu) | <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Health Science | <input type="checkbox"/> | Management | <input type="checkbox"/> | | |
| Others (Specify) | <input type="text" value="Nil"/> | | | | | | | | |

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

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

| | | | |
|--|----------------------------------|------------------------------|----------------------------------|
| Autonomy by State/Central Govt. / University | <input type="text" value="Nil"/> | | |
| University with Potential for Excellence | <input type="text" value="Nil"/> | UGC-CPE | <input type="text" value="Nil"/> |
| DST Star Scheme | <input type="text" value="Nil"/> | UGC-CE | <input type="text" value="Nil"/> |
| UGC-Special Assistance Programme | <input type="text" value="Nil"/> | DST-FIST | <input type="text" value="Nil"/> |
| UGC-Innovative PG programmes | <input type="text" value="Nil"/> | Any other (<i>Specify</i>) | <input type="text" value="Nil"/> |
| UGC-COP Programmes | <input type="text" value="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="03"/> |
| 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="Nil"/> Alumni <input type="text" value="01"/> Others <input type="text" value="Nil"/> |
| 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="1. Impact of Globalization in Higher Education"/> |

2.14 Significant Activities and contributions made by IQAC

- Timely and efficient delivery of quality instruction to the students and proper evaluation of the teaching learning process
- Continuous upgradation of the faculty members and innovative research works
- Creation of a conducive environment for a well coordinated academic and administrative functioning
- Optimum utilization of the existing support structure
- Suggestion for installation for solar energy plant
- To ensure that the College stands apart as an institution of quality education especially for the 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 |
|---|---|
| Creation of Conducive Educational Environment: *Audio visual set introduced *Cashless transaction in the college campus | Innovative teaching method is introduced A Nationalized Bank is set up in the college campus |
| Research Activity: Motivating teachers for M. Phil & Ph.D. | Two nos. of teachers awarded with Ph.D. Degree FDP leave is granted to one teacher for full time Ph.D. |
| Feed Back from students as well as teachers | Feedback from Alumni and students received and analyzed and corrective measures are suggested |
| Career Oriented Service (TET Coaching) | TET coaching classes has been extended to the students by career guidance and counselling cell of the college |

* 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 (computer) | Nil | 01 | 01 | Nil |
| Others HS | 01 | Nil | Nil | Nil |
| Total | 03 | 01 | 01 | 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 |
|-----------|----------------------|
| Semester | 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 no role to update the syllabi. The syllabi is revised and updated by the affiliating Gauhati University only. One teacher from the dept. of Home Science is a member of syllabus committee

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

1. Study Centre of Krishna Kanta Handiqui State Open University (KKHSOU)
2. Institute of Distance and Open Learning (IDOL)

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.

03

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 | 02 | 27 | 18 |
| Presented papers | 01 | 21 | 07 |
| Resource Persons | --- | --- | --- |

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

LCD Projector and Smart Board are procured and Group Discussion, Departmental Seminar, Home Assignment etc. are introduced

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

191

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

External Examination/ evaluation etc. is initiated only by the affiliating Gauhati University. The college plays a major role in internal examination/evaluation process with the help of examination committee.

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

80%

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. | 213 | ---- | 2.34% | 48.82% | 34.27% | 85.43% |
| H.S. Final Exam. | 223 | ---- | 1.79% | 13.90% | 59.64% | 75.33% |

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

- IQAC suggests to form an internal semester monitoring committee
- It keeps stock of the completion of course on time and process of continuous evaluation
- Feedback is received from Alumni and students to evaluate the performance of teachers
- Suggests to maintain logbook in the departments
- Suggests to prepare lesson plan

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | 02 |
| UGC – Faculty Improvement Programme | --- |
| HRD programmes | --- |
| Orientation programmes | 01 |
| Faculty exchange programme | --- |
| Staff training conducted by the university | --- |
| Staff training conducted by other institutions | --- |
| Summer / Winter schools, Workshops, etc. | 09 |
| 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 | 02 |
| Technical Staff | 2 | Nil | Nil | 04 |

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.
- Sensitizes to promote research activities at the undergraduate level by selecting some innovative project works
- Motivates to purchase some research oriented books for various departments and carrier oriented books for competitive Examination
- Takes initiative to approach Gauhati University for Guide ship for Dr. B. N. Pattanaik, Principal of the College.
- Encourages the faculty members to undertake research works like M. Phil and Ph.D.
- Suggests to submit proposal for National/international seminar and Major/Minor projects

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | ---- | --- | --- |
| Outlay in Rs. Lakhs | 9.10 Lac | ---- | ---- | ---- |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 02 | 01 | 02 | 02 |
| Outlay in Rs. Lakhs | 2.70 Lac | 0.4 Lac | 1.85 Lac | 3.5 Lac |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | --- | --- | ---- |
| Non-Peer Review Journals | | 3 | 01 |
| e-Journals | --- | --- | --- |
| Conference proceedings | ---- | 15 | --- |

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 | --- | ---- | ---- | --- |
| Minor Projects (02) | 18 Months | UGC | 1.85 Lac | 1.57 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 | --- | ---- | 1.85 Lac | 1.57 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 | 01 | 01 | Nil | Nil |
| Sponsoring agencies | | UGC | UGC | | |

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 | 05 | Any other | 01 |

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

- Workshop on Disaster Management
- Computer Literacy
- Personality development programme
- Cleanliness drive
- Awareness against early marriage and polygamy
- Educational tour to Darjeeling, Delhi and Sivasagar

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 | 2400 sq Mtr | College General fund | 29014 sq. Mtr. |
| Class rooms | 12 | 07 | UGC, State Govt. | 19 rooms |
| Laboratories | 02 | 01 | State Govt. | 3 labs |
| Seminar Halls | 1000 sq. Mtr | ---- | UGC | 1000 sq. Mtr |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 01 | --- | UGC | 1.45 Lac |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 8 Lac | 7.5 Lac | UGC | 15.5 Lac |
| Others | ---- | ---- | ---- | ---- |

4.2 Computerization of administration and library

Library has been computerized with automation of software SOUL-2.0

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|----------|-------------|-------|-------|----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 7077 | 714867/- | 234 | 39508 | 7311 | 754375/- |
| Reference Books | 2862 | 686213/- | 11 | 16915 | 2873 | 703128/- |
| 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 |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 05 | 01 | 04 | --- | ---- | 03 | 03 | 14 |
| Added | 15 | -- | --- | --- | ---- | ---- | ---- | ---- |
| Total | 20 | 01 | 04 | --- | | 03 | 03 | 14 |

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

Computer education has been made compulsory for students at entry point

4.6 Amount spent on maintenance in lakhs :

| | |
|--|------------------|
| i) ICT | 1.64 Lac |
| ii) Campus Infrastructure and facilities | 7.35 Lac |
| iii) Equipments | 1.81Lac |
| iv) Others | 7.56 Lac |
| Total: | 18.37 Lac |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Two COC: CA and Fish & Fishery have been sanctioned by UGC which will start as soon as fund is released
- TET coaching is provided by the college to facilitate students for Teachers' Eligibility Test
- Effort has been taken to improve the sanitation for both male and female students by renovating existing toilets of the college
- Takes initiatives to add more fans and lights in the class rooms

5.2 Efforts made by the institution for tracking the progression

- Feedback of the students and Alumni have been received
- An Alumni meeting takes place
- Parents meeting is organized

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1000 | --- | --- | --- |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | Men | | | Women | |
|--|-----|-------|--|-------|--------|
| | No | % | | No | % |
| | 476 | 47.6% | | 524 | 52.94% |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 886 | 29 | 06 | 30 | 05 | 956 | 940 | 33 | 04 | 21 | 02 | 1000 |

Demand ratio 1:1.4

Dropout % 4.9%

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

Coaching for special Teachers' Eligibility Test (TET) for Siksha Mitra was conducted by the college

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET Nil SET/SLET Nil GATE Nil CAT Nil
IAS/IPS etc Nil State PSC Nil UPSC Nil Others (TET) 36

5.6 Details of student counselling and career guidance

One day workshop on "Job opportunities for higher secondary and degree level students" was organized by career guidance and counselling cell on 23.03.13

No. of students benefitted

405

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 | 36 |

5.8 Details of gender sensitization programmes

1. To eradicate orthodoxy and superstition, the women cell in collaboration ASHA workers arranged a social drive at Fakoli Gaon on 29th may 2012
2. A one day seminar on "Exploitation of women: Measures for protection" was organized by women on 11.05.13

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 | 207 | 16,560/- |
| Financial support from government | 24 | 1,17,530/- |
| Financial support from other sources (Memorial Awards) | 07 | 10,000/- |
| 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: 03, bike stand, furnishing of girls common room & class room

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 frameworks have been formulated—

- i. To provide equal opportunity to all sections of students especially to the socio-economically disadvantaged and marginalized.
- ii. To create an ideal ambiance for the learners for inculcation of scientific inquiry and secular ethos along with moral values
- iii. To facilitate consciousness progress and professional advancement in all sphere
- iv. Skill development programme for self-employment i.e. computer education
- v. To promote social responsibility and easy access of higher education through Distance Education

6.2 Does the Institution has a management Information System

Yes, MIS is operated by non-teaching staff. Some MIS are daily absent report for staff, yearly absent report for students etc.

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 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 Sessional and terminal examinations, educational tours, field study, group discussions, access to e-journal 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

College has a research committee that looks after the research activities of the faculty members. It encourages the faculty members to undertake Ph. D, M. Phil, MRP, Major Project etc. 2 MRPs sanctioned and 2 proposals are submitted. It encourages faculty members to undertake research projects with external funding:

- Suggests for doing M. Phil, Ph. D. etc.
- Encourages faculty members to publish research findings in refereed journals, e-journals etc.
- Encourage students to undertake students' research projects.
- One state level and one national level seminar are organized by the college sponsored by UGC
- Two nos. of seminar proceeding are published in book form with ISBN
- A book with ISBN is published

6.3.5 Library, ICT and physical infrastructure / instrumentation

Central library of Rupahi College is equipped with text books, reference books, journals, e-journals, magazines, news papers, furniture, Computer with internet facility, reprographic facility, and software automation with SOUL-2.0

6.3.6 Human Resource Management

- Training programmes for non-teaching staff.
- Formation of various cells for smooth functioning of academic and extension activities sphere
- Encouragements are provided to teachers to participate in faculty development programmes
- Participation in Seminars and Workshops are encouraged
- Separate departments are provided with departmental libraries
- The college is being provided with a reasonably well maintained and functional office, Common Room and Library, Reading Room in library, spacious Canteen 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 the organisations like Rupahi Kohinoor club, Adarshya Kalyan Samity, etc. for organizing national level programmes

6.3.9 Admission of Students

Academic committee of the college takes 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

77,000 @ annum

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has 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 affiliating Gauhati University reforms the examinations as and when required. But college has liberty to conduct and reform internal examinations which is being carried out by Academic 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.

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, cooperates to erase spaces between student and teachers, external infrastructural development, and feedback of parents 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

- College has been set up in a rural background
- Installation of Solar energy plant
- Gardening in front of administrative building
- Boundary wall is extended
- Plantation

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.

The following are a few innovations introduced in the college during this year which have created positive impact on the functioning of the college:

- Biometric Punching/Facial Recognition Machine has been installed for recording attendance of teaching and non-teaching staff including Principal of the college.
- Library has been computerized.
- Separate departments are provided from a general common room
- Installation of solar energy plant for uninterrupted power supply

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

- Competitive spirit has been developed among the students
- one national and state level seminar is organized
- Two teachers have been awarded with Ph.D. and publication of research paper increased
- Feedback from students and Alumni have been received and analyzed as well as corrective measures are taken
- coaching for TET has been extended to the students
- FDP leave granted to one teacher
- MRP and seminar proposals are submitted

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

Teachers' Diary and Self-Appraisal Report
Computer literacy

**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 celebrated on 5th June-2012
An environmental tour was organized for the student of 4th semester.
Disaster Management Programme is organized

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: uninterrupted power supply by solar energy plant
Weakness: lack of vocational training programme and skill development programme for students
Opportunity: conducive atmosphere for cultural confluence
Threats: lack of job opportunity and self employment

8. Plans of institution for next year

- *Construction of Auditorium Hall
- *Earth Filling and plantation
- *construction of more class rooms

Name: Waheed Ahmed



Signature of the Coordinator, IQAC

Name: Dr. Bhubanananda Pattanaik



Signature of the Chairperson, IQAC

Annexure-I

Academic calendar for the Session 2012-13

| Months | Dates | Days | Occasions of Holidays | Nos. Of Holidays | Total Holidays | Nos. of working days |
|--------------|--------------|---------------------|--|------------------|----------------|----------------------|
| April | 13-15 | Fri-Sunday | Bohag Bihu | 3 | 6 | 23 |
| | | | Sundays | 3 | | |
| May | 1 | Tuesday | May Day | 1 | 5 | 25 |
| | | Sunday | Budha Purnima | | | |
| | | | Sundays | 4 | | |
| June | | | | 00 | 00 | 26 |
| | | | Sundays | 4 | | |
| July | 1-31 | Sun-Tuesday | Summer Vacation | 31 | 31 | 00 |
| | | | Sundays | --- | | |
| August | 10 | Friday | Celebration of College Foundation Day | | 7 | 23 |
| | 11 | Saturday | Freshmen's Social | | | |
| | 13 | Monday | Fateha-e-Dowas Daham | | | |
| | 15 | Wed | Independence day | 1 | | |
| | 19 | Sunday | Tithi of Srimanta sankar Deva | | | |
| | 20-21 | Mon-Tuesday | Idd-ul-Fitr | 2 | | |
| | | | Sundays | 4 | | |
| September | 5 | Wednesday | Tithi of Sri Sri Madhav deva | 1 | 7 | 22 |
| | 8 | Saturday | Janmastami | 1 | | |
| | 25 | Tuesday | Janmostsava of Sri Sri Sankar deva | 1 | | |
| | 24-29 | Mon-Saturday | Sessional Exam-I | | | |
| | | | Sundays | 4 | | |
| October | 2 | Tuesday | Birthday of Mahatma Gandhi | 1 | 13 | 18 |
| | 17 | Wednesday | Kati bihu | 1 | | |
| | 21-29 | Sun-Monday | Durga Puja, Vijoya Dasomi, Idd-ul-Zuha, Lakshmi Puja | 9 | | |
| | | | Sundays | 2 | | |
| November | 13 | Tuesday | Kali Puja & Dewali | 1 | 6 | 24 |
| | 25 | Sunday | Muharram | 1 | | |
| | 22-27 | Thurs-Tuesday | Sessional Exam-II | | | |
| | 28 | Wednesday | Guru Nanak's Birthday | 1 | | |
| | | | Sunday | 3 | | |
| December | 25 | Tuesday | Christmas | 1 | 5 | 25 |
| | | | Sundays | 4 | | |
| January/2013 | 14-17 | Mon-Thursday | Magh Bihu, Silpi divas | 4 | 9 | 22 |
| | 26 | | Republic Day | 1 | | |
| | | | Sundays | 4 | | |
| February | 15 | Friday | Saraswati Puja | 1 | 5 | 23 |
| | 22-28 | Fri-Thursday | Sessional Exam-I | | | |
| | | | Sundays | 4 | | |
| March | 10 | Sunday | Shiva Ratri | | 6 | 25 |
| | 27 | Wed | Dolyatra | 1 | | |
| | | | Sundays | 5 | | |
| Total: | | | | | | 256 |

Annexure-II, (Sample of Feedback)

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

- ১। শিক্ষকৰ নিয়মানুৱৰ্তিতা:
(ক) উত্তম (খ) বেছিভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পৰ্কে প্ৰস্তুতি:
(ক) উত্তম (খ) বেছি ভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰানে ?
(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 অতিৰিক্ত 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 দৃষ্টিভঙ্গী কেলেধৰণৰ ?
(ক) বন্ধুত্বপূৰ্ণ (খ) কঠোৰ (গ) অমনযোগী (ঘ) দুৰছ বজাই ৰখা

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

- ১। শিক্ষকৰ নিয়মানুৱৰ্তিতা:
(ক) উত্তম (খ) বেছিভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ২। শিক্ষকজনৰ পাঠ সম্পৰ্কে প্ৰস্তুতি:
(ক) উত্তম (খ) বেছি ভাল (গ) ভাল (ঘ) মোটামুটি (ঙ) বেয়া
- ৩। তুমি শিক্ষকজনৰ বক্তৃতা অনুসৰণ কৰানে ?
(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 অতিৰিক্ত 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 দৃষ্টিভঙ্গী কেলেধৰণৰ ?
(ক) বন্ধুত্বপূৰ্ণ (খ) কঠোৰ (গ) অমনযোগী (ঘ) দুৰছ বজাই ৰখা

Feedback is received from 25 Alumni and 35 students on the basis of their highest attendance in the college. IQAC of the college analyzed the feedback with due care in all respects. During scrutiny of the feedbacks, it is found that several teachers have poor communication skill. Taking the matter in attention, IQAC of the college suggested corrective measures to the concern teachers.

Annexure-III, A (Best practice)

Practice No-1 (Teachers' Diary and Self-Appraisal Report)

Goal

The goal of this practice is to ensure quality teaching-learning practices through maintenance of proper procedure and records. This practice aims to encourage the teachers to plan, implement, record and submit reports on academic and other activities for their professional benefit as well as for improvement of the academic atmosphere.

The Context

It was felt that maintaining proper records of the academic activities is vital to the overall health of an educational institution. The onus for the same is heavy on the Heads of the Departments and the convener of the academic committee of the college who is supposed to be solely responsible for the teaching learning function of the college. However, it was felt that a better way to enhance efficient delivery and to record professional integrity and discipline among the teaching community was the need of the hour.

The Practice

All the HODs are provided with a diary by the college which provides space for recording all the classes' of teachers along with topic and teaching method and proceeding books are provided for maintaining records of seminar, research, extra-curricular activities. Teachers are supposed to record all the classes and the Head of the Department puts his sign at the end of every month and submits it to the principal for necessary action. HOD maintains the proceeding of Seminar, extension activities etc. organizes in the dept. and submits it to the IQAC at the end of year.

Evidence of Success

This practice has been successful in orienting the faculty members to keep their records of their professional activities in proper shape. It has also led to the growth of a sense of integrity and commitment to the demands of the profession. Moreover, it has made the job of the administration easy by providing all the necessary information regarding the performance of the teaching staff. like:

- Classes are taken regularly. A sense of responsibility has been developed among the teacher concerned, the Heads of the Departments, the Academic Committee and ultimately the Head of the Institution.
- It makes the teachers to invoke in teaching-learning
- Teachers are being encouraged to engage in co-curricular and extension activities.

Problems Encountered and Resources Required

There are a few problems which have been encountered in proper implementation of this practice. They can be summarized as follows:

- Sometimes teachers forget to record their activities in details due to laxity. This harms to the authenticity of records done in the next day
- It has been a burdensome to keep the process of recording and monitoring in proper track.
- It has been a challenge to convince all the teachers to go for professional development programmes

Annexure-III (B)

Practice No-2 (Computer literacy)

Goal

The goal of this practice is to provide facility to introduce the students with the modern technology. Computer literacy is utmost necessary in every sphere of life. Without the knowledge of computer life is vain today. It is duty for the college to prepare the students to suit the demand of time making them skilled for professional life.

The context

Present higher education demands on access, accountability and quality education having market force. Students should educate their hands along with their minds. Impact of globalization on higher education has brought a radical change on the traditional education system by dint of Information communication technology providing uniform system of knowledge which compels the students to appear before global competition for professional life. So, knowledge of computer has become urgent need in every job today.

The practice

The college has started a self financed computer certificate course in tie up with Adarsha Institute of Computer and Management (AICM) a registered unit for computer training. It has made compulsory for the students of entry level

i.e. B.A. First year & H.S. first year. The course is run under the guidance of the convener of computer cell of the college. Theory classes are held in every Tuesday. There are 20 computers with internet facility for practical classes. Students are divided into several groups for practical class and practice is done on rotation basis. At the end of year AICM institute issues three months computer training certificate to the students.

Evidence of Success

Evidence of success obviously observed in their later classes as follows:

- Browsing materials for reading and for preparation of projects
- Online access to result
- Online apply of various jobs and scholarships
- DTP
- E mail ID
- Every function of MS Packages

Problems Encountered and Resources Required

During the implementation of this practice there arose some problems like disinterest of students, load shedding, lack of computer and insufficient staff. Later on students are motivated, solar energy plant is set up, several computers are purchased and numbers of staff are increased.