ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017 -18

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL **(NAAC)**

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072**, India

By

Internal Quality Assurance Cell (IQAC)
Kamrup College, Chamata
Nalbari, Assam, India 781306
Phone& Fax : 03624232421
Email: deptengkcc3@gmail.com

KC/NAAC/2018/AQAR/17-18   January15, 2019

The Director
National Assessment and Accreditation Council (NAAC)
P. O. Box. No. 1075, Nagarbhavi,
Bengaluru - 560 072, India

Sub. : **Submission of Annual Quality Assurance Report (AQAR) for the year 2017-2018**

Sir,

I have the honour to submit herewith the Annual Quality Assurance Report (AQAR) of Kamrup College, Chamata prepared by Internal Quality Assurance Cell (IQAC) for the Academic Year 2017-2018. The report has been prepared as per instruction of NAAC to reflect the goals and objectives of IQAC.

Thank you.

With regards

Principal
Kamrup College, Chamata

(Dr. Debendra Kr. Bezbaruah)
Principal
Kamrup College, Chamata

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Kamrup College, Chamata

1.2 Address Line 1

Rupiabathan

Address Line 2

Chamata

City/Town

Nalbari

State

Assam

Pin Code

781306

Institution e-mail address

deptengkcc22@yahoo.co.in
kcc1966@rediffmail.com

Contact Nos.

03624-232421 ,9854689794

Name of the Head of the Institution:

Dr. Debendra Kr. Bezbaruah

Tel. No. with STD Code:

03624-232421

Mobile:

8486256836 & 9854581217

Dr. Sanjib Kr. Goswami

Name of the IQAC Co-ordinator:

Mobile:

9854689794 & 7002941490

IQAC e-mail address:

deptengkcc3@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN12152

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 (SC)/18/A&A/16.2 dated Nov.05, 2016

1.5 Website address:

www.kamrupcollege.org.in

Web-link of the AQAR:

http:// www.kamrupcollege.org.in/pdf file/AQAR2017-18.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	1st Cycle	B+	78.00	2005	FIVE YEARS
2	2nd Cycle	A	3.04	2016	FIVE YEARS
3	3rd Cycle				
4	4th Cycle				

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

01-01-2004

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

2017-18

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

i.   AQAR 2011-2012 submitted to NAAC on 15/12/2015
ii. AQAR 2012 -2013 submitted to NAAC on 15/12/2015
iii. AQAR 2013 -2014 submitted to NAAC on 15/12/2015
iv. AQAR 2014 -2015 submitted to NAAC on 15/12/2015
v.   AQAR 2015 -2016 submitted to NAAC on 30/01/2019
vi. AQAR 2016 -2017 submitted to NAAC on 30/01/2019

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) | Career Oriented Programme |

1.12 Name of the Affiliating University *(for the Colleges)* | GAUHATI UNIVERSITY, GUWAHATI |

1.13 Special status conferred by Central/ State Government-- UGC√/CSIR/DST/DBT/ICMR etc 2(f)

Autonomy by State/Central Govt. / University | N.A |

University with Potential for Excellence | N.A | UGC-CPE | N.A |

DST Star Scheme | N.A | UGC-CE | N.A |

UGC-Special Assistance Programme | N.A | DST-FIST | N.A |

UGC-Innovative PG programmes | N.A | Any other (*Specify*) | Special Assistance from State Govt. |

UGC-COP Programmes | N.A |

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 00 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 00 |

2. 6 No. of any other stakeholder and

   community representatives | 01 |

2.7 No. of Employers/ Industrialists | 02 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: | | Faculty | 05 |

| 04 | | 01 | | 04 |

Non-Teaching Staff Students   Alumni   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.	04	International	00	National	00	State	01	Institution Level	04

(ii) Themes   Environment /Various aspects of Professional skills for teaching and non- teaching staff

2.14 Significant Activities and contributions made by IQAC

IQAC served   as a catalyst in the process of quality improvement in academic and administrative activities of the institution and has developed a quality culture ensuring institutionalization of best practices. Following are some of the significant contribution to the all round development of the college.

- ❖ The activities of the period were centred on the suggestions made by the Peer team of NAAC during their visit to the college visited the college on September 14-16, 2016
- ❖ Proposal prepared and dispatched to the government for opening Science stream
- ❖ At the beginning of the session IQAC published college academic calendar, teacher diaries, Engagement pads etc. It also organized one Faculty Development Programme on Communicative skill on 1st January 2018. IQAC organized a workshop on career guidance and personality development programme for the final year students of the college inviting renowned resource person from different fields. The workshop was organized with co-operation from Dr Biswajit Sarma, Director of College development council, Gauhati University. On August 11, 2017 IQAC organized a quiz programme on 75 years quit India movement. On 27th June IQAC organized a youth programme on fuel conservation under the agesis of PCRA ministry of Petroleum and Natuaral Gas, Government of India.
- ❖ IQAC ensured that each Department of the college carry out extension activities. IQAC was instrumental in publishing Research Journal with ISSN.

- ❖ During the period a high capacity generator was purchased, fitted ceiling and electricity wiring done at the girls hostel, administrative building's roof plastering was done, modifications of classrooms was done including addition of new desk benches etc.
- ❖ Exit meeting for the Final year students was arranged
- ❖ Faculty development Programme for Teaching Staff on Teaching Learning Aid was organised .
- ❖ Faculty development Programme for Non-Teaching Staff on Office management was arranged
- ❖ Workshop on Debating skill for students was organised
- ❖ Central Library of the college was strengthened further.
- ❖ Monitoring mechanisms of Academic and Administrative works were strengthened.

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
1. Planned extension activities for each department.	1. Executed by the departments.
2. IQAC decided that the college must publish Research Journal with ISSN.	2. Executed by the Women's Studies Research wing of the college
3. IQAC is to remain instrumental in publishing books with ISBN. Also, all most all faculties have contributed to various Journals and books having ISSN and ISBN.	3. Executed, and also, all most all faculties have contributed to various Journals and books having ISSN and ISBN.
4. Remedial coaching classes are to be held for the slow and backward learners of the college. Also, Bridge Course is to be arranged for fast learners of the college.	4. Remedial coaching classes were held and Bridge Course was arranged
5. Students' feedback, Academic & Administrative Audit, Guardian's	

Feedback are to be executed 6. Annual Health Awareness programme, Awareness on Energy conservation,Seminars, Exit meeting for the Final year students, Faculty development Programme(FDP) for Teaching Staff on Teaching Learning Aid and FDP for Non-Teaching Staff on Office management, workshop on Debaing skill for students are to be executed.	5. Executed and proper analysis was carried out and accordingly remedial measures have been adopted to complement the Feedback and Audit Reports. 6. Implemented. 7.

* Attach the Academic Calendar of the year is attached as Annexure-1

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> AQAR was placed in statutory body and has been approved by the same.

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				
PG				
UG	10			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	05	00	03	
Others				
Total	15	02	03	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS√ /Core/Elective option√ / Open options
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	
Annual	

1.3 Feedback from stakeholders*   Almuni `-`   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

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

   G.U. regulation and prescribed syllabi followed

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

   No new Department/Centre introduced during the year

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	17	07	Nil	

2.2 No. of permanent faculty with Ph.D.   15

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
00	03							00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty   Nil   Nil   12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	05	20	11
Presented papers	05	19	8
Resource Persons	Nil	05	08

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

In order to supplement the lecture method of teaching the college has taken initiatives to encourage the teachers to adopt

1. Participatory methods of teaching like Group Discussion, Question –Answer, Quiz, Debate, Mock parliament etc. to make the teaching and learning more effective.

2. The college also emphases s on increased use of ICT in the Teaching Learning process.

3. Brainstorming Method & Ice-breaking methods are also used in the regular symposium conducted by each major Departments.

4. Coverdale approach of "What Has to be Done"(WHTB) is followed in the Observation and Survey Method used in the project works as part of the innovative approach in teaching and learning.

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

$\boxed{\textbf{180}+30=210}$

Nota Bene: In addition to the UGC workload the College conducts H.S. Classes as per direction of Higher Education, Government of Assam.

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

> Gauhati University system followed. For internal examination, Home Assignments, Group Discussion, works are also stressed.

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

01	02	01

2.10 Average percentage of attendance of students

84%

2.11 Course/Programme wise
distribution of pass percentage :

Programme Name	Appeared	Passed	I Div.		II Div.		III Div.		Pass in %
			No.	%	No.	%	No.	%	
III Year B.A.-Major	221	176	66	37.5%	108	61.36%	46	26%	79.63%
III Year B.A.-General	90	50	0		06	12%	44	88%	55.55%
Major in Assamese	49	38	09	23.68%	29	76%	---		77.55%
Major in English	16	13	02	15.38%	11	84.61%	---		81.25%
Major in Arabic	09	07	0		07	100%	---		77.77%
Major in Political Science	33	30	23	76.66%	07	23.33%	--		90.9%
Major in Education	43	38	16	42.10%	22	57.89%	---		88.37%
Major in Philosophy	33	20	07	35%	13	65%	---		60.60%
Major in Economics	17	12	05	41.66%	07	58.33%	---		70.58%
Major in History	10	07	01	14.28%	04	57.14%	02	28.57%	70%
Major in Sanskrit	11	11	03	27.27%	08	72.72%	---		100%
Major in Mathematics	0	0	0		0				0

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

The IQAC serves as a nodal agency in monitoring the Teaching Learning process of the college.

The IQAC arranges for joint meeting with the Academic Committee of the College which consists of the Departmental Heads to evaluate progress of academic works.

The IQAC also suggests in various ways for improving the quality of education of various departments for the benefit of the students.

The IQAC arranges joint meeting with examination committee to analyse the result of the college after each external and internal examination to assess the performance of the students.

IQAC has developed continuous monitoring and evaluation mechanism to enhance the quality of the teaching and learning process. Obtaining and analysing students' feedback on teachers has been part of the IQAC's contribution towards monitoring of Teaching& Learning processes of the college

IQAC encourages the Faculty members to use modern techniques of teaching using ICT

IQAC arranges various programmes like symposia, popular talks and lectures on soft kill development to enhance teaching skills

IQAC has provided all the departments with the Academic Calendar as well as the Annual Departmental Activity Calendar and Plan Board.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	08(STC)
HRD programmes	02
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	03

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	12	02	01	03
Technical Staff	01	00		01

Criterion – III

3. Research, Consultancy and Extension

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

> 1. IQAC has continued its efforts to sensitize the teachers of the college to undertake research works in the area of their interests.
>
> 2. IQAC has encouraged and promoting Research climate among the faculty members.
>
> 3. The IQAC also persuades the college management to grant study leaves to the teachers for undertaking research activities.
>
> 4. The IQAC also facilities teachers for Course work of PH.D. Programme ensuring leave and Library materials
>
> 5. A research Journal "Srotaswinee" with ISSN is published by the Womens' Studies Research Forum (Women's Cell) of the college.

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	00	00	00	00
Outlay in Rs. Lakhs	-			-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03	11	-
Non-Peer Review Journals	01	12	10
e-Journals	01	00	-
Conference proceedings	05	14	00

3.5 Details on Impact factor of publications:

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   09   Chapters in Edited Books   21

ii) Without ISBN No.   12

3.8 No. of University Departments receiving funds from   Nil

UGC-SAP -   CAS -   DST-FIST -

DPE -   DBT Scheme/funds -

3.9 For colleges   Nil   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	-	-	01	-	05
Sponsoring agencies	Nil	-	Govt..of Assam	-	Teachers Unit & G.B.

3.12 No. of faculty served as experts, chairpersons or resource persons   12

3.13 No. of collaborations   International   National   Any other   2

3.14 No. of linkages created during this year   1

3.15 Total budget for research for current year in lakhs :

From Funding agency | - | From Management of University/College | 15,000/-

Total | 15,000/-

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	-	-	-	-	01	10

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 01 |
and students registered under them | 03 |

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:

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS: Nil

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC: Nil

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum	11		
NCC		NSS	-	Any other	02

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

- Motivational Skills to High Schools teachers of the District

- Consumer Awareness Programme

- Entrepreneurship Development Programme

- Health Awareness Programme in the locality

- Environmental awareness programme in the locality

- Skill development programme in the neighbouring intermediate schools

- Cancer Awareness programme organised by the College

- Anti-Tobacco campaign by the College

- Swacha Bharat Campaign by of the College

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	210 Acres	2.5 KOTHA	State Govt.	4,55,000
Class rooms	17	01	UGC, State Govt, College Dev. Fund	18
Laboratories	02	00	UGC, State Govt, College Dev. Fund	02
Seminar Halls	05	00	UGC, State Govt, College Dev. Fund	05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	18	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	W.Hostel Cy./ Roof	9,00,000 5,10,000	UGC	9,00,000 5,10,000
Others	Education Dept.	1,79,000	State Govt.	1,79,000

4.2 Computerization of administration and library

Computerization of Library documents under SOUL 2.0 software.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32941	9,32,500	1193	2,38,600	34134	11,71,100
Reference Books	3596	8,90,875	472	1,18,000	4065	10,08,875
e-Books						
Journals	21	9,000	05	5000	26	14,000
e-Journals	N-list	5000	N-list	5000	N-list	5000
Digital Database	DSpace	Open	DSpace	Open	DSpace	Open
CD & Video	40	2,000				
Others (specify)						
Number of digitised books etc.						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	46	03	13	03	01	03	10	
Added	00		03	07	02	04		
Total	46	03	16	10	03	07	10	

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

Computer, Internet access, training to teachers and students have been given.
Networking is completed in Library

4.6 Amount spent on maintenance in lakhs :

i) ICT   1 lakhs (approx)

ii) Campus Infrastructure and facilities   5 lakhs(approx)

iii) Equipments   3 lakhs(approx)

iv) Others   10 lakhs(approx)

Total :   19(approx)

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC monitors the various activities of the Information and Career Counselling Cell, Entry in Service Cell which are entrusted with the responsibility to organise various programmes for helping and guiding the students in choosing their career options. The IQAC has continued its efforts to create awareness about students support services and helps the students in applying for different scholarships.

5.2 Efforts made by the institution for tracking the progression

> Each Department has been instructed to keep track of the students progression and accordingly each department has kept records of progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1205	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
494	40..9

Women

No	%
711	59

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
984	129	09	156	02	1280	915	140	09	141		1205

Demand ratio   1:1   Dropout % : 4%

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

Coaching classes for entry in services for SC/ST/OBC/ Minorities conducted.

Coordinated and supported students for various off campus drives under the leadership of Career Guidance Centre

The central Library of the College keeps Career Magazine and provisions have been made to display Career Information in the Reading Hall of Library

No. of students beneficiaries 　　65　 (Approximate)

5.5 No. of students qualified in these examinations

NET 　3　　SET/SLET 　2　　GATE 　-　　CAT 　-　

IAS/IPS etc 　-　　State PSC 　3　　UPSC 　-　　Others 　-　

5.6 Details of student counselling and career guidance

Orientation programmes for various career opportunities in banking, marketing, management, financial services etc. are conducted this year .Students counseling done by the career guidance cell of the college. Also skill development programme are arranged.

No. of students benefitted 　　250　

5.7 Details of campus placement 　　Nil

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

Special Health checkup program for Women

Legal Aids awareness programme for women

5.9 Students Activities

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

State/ University level | 12 | National level | - | International level | - |

No. of students participated in cultural events

State/ University level | 09 | National level | - | International level | - |

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

Sports: State/ University level | 02 | National level | - | International level | - |

Cultural: State/ University level | 04 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	60	60000
Financial support from government	448	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | 02 | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 06 |

5.13 Major grievances of students (if any) redressed: Provisions of Free Cold Drinking water was demanded and provisions have been made.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

❖ **Vision of the College:** Kamrup College, Chamata is committed to all round development of the students who are pursuing their studies in this institution of higher education. It envisions to introducing a few career oriented and vocational courses for creating self-employment avenues among the students, in this highly competitive society. In order to keep pace with the global changes, the college endeavours to achieve quality and excellence among the stakeholders. In this age of knowledge explosion, where knowledge commission has been set up, we are also planning to make the college a real centre of excellence in its true sense.

❖ **Mission of the College:** Established in the year 1966 at Chamata of West Nalbari area dominated by rural environment and educational backwardness, the MISSION of the college is to create awareness and inquisitiveness for higher education among the rural people in general and to spread female literacy in particular, thereby enabling them to lead an enlightened life marked by all round development of personality with emphasis on their future "CAREER" and to make this institution a key player in the matter of creating meritorious students for entering the University and other higher pursuits of learning.

6.2 Does the Institution has a management Information System

- Daily attendance of the students is recorded in attendance register.
- Daily attendance of the Teaching and non-teaching Staff is recorded in Biomatric Sy- Face machine and through back-up attendance register.
- Keeping of records by the departments regarding the admission, evaluation, dropout of students.
- Personal monitoring of the college account maintained by the IQAC
- Maintaining departmental class records register.
- Maintaining library stock book and issue book. And laboratory stock book through computer aided software.

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

6.3.1 Curriculum Development

> For general Curriculum Gauhati University system is followed. As a part of the strategy by the institution to initiate vocational education in a significant way, the college has prepared the common components of the syllabus for Career Oriented courses.

6.3.2 Teaching and Learning

> A general routine is prepared in the beginning of the session for smooth running of the classes after thorough discussions in the staff meeting. Optimum utilization of the college infrastructure is kept in view while preparing the same. Each department, however, enjoys flexibility to impart tutorial and extra classes subject to availability of class rooms.
>
> Each department allocates syllabus content to individual faculty member at the beginning of each semester. Also, at the departmental level, the HOD develops specific strategies in consultation with the faculty members, and places the same in the staff meetings presided by the principal.
>
> The college also provides learning opportunities to students through projects, study tours and self learning for the students as an added facet to the basic strategy.

6.3.3 Examination and Evaluation

> The college plans its internal examinations well ahead. The internal Examination is carried out through Sessional tests, periodic group discussion, Seminars, and debate, Home Assignments etc.
>
> For the university examinations, the college constitutes specific boards for each examination and follows University guidelines in toto.

6.3.4 Research and Development

> The college has a Research Publication cell. The cell motivates the teaching faculty to do research work for quality development of the institution. The cell under various departments al also guides the final year students to do Research Works (Project Works) as per syllabus. Provisions have been made to procure Research Oriented Books in the central library of the college fulfilling specific need of the researchers from Research Fund allocated for the purpose.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Automation and Bar code system followed in the library. new computer sets and a photo copier machine have been purchased. Construction of digital class room, office building and library has been started.

6.3.6 Human Resource Management

There is a Governing body as top level management that manages and develops the total human resource of the college. The college has a students' union. There exists a Teachers' Unit under Assam College Teachers' Association and a Non-teaching Staff Union under Assam College Employees' Association.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Rules of UGC and Government of Assam.

6.3.8 Industry Interaction / Collaboration

Through District Industries Centre, Nalbari and Indian Institute of Entrepreneurship, Guwahati

6.3.9 Admission of Students

Admission is governed by the uniform admission policy adopted by the Director of Higher Education, Government of Assam. Admission of students is very transparent and done purely on merit basis. The merit list is also displayed in the notice board and college website. There are reservation of seats for ST, S.C., O.B.C./M.O.B.C. as per govt. rules.

6.4 Welfare schemes for

Teaching	Seven Mutual Aid Funds, provision of special leave, academic leave etc.
Non teaching	Mutual Aid Funds provision of special leave, academic leave etc
Students	Poor-fund, Scholarship for poor and meritorious students

6.5 Total corpus fund generated

250000

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	C.A. / Govt.	Yes	IQAC of College
Administrative	No.	-	Yes	IQAC of the College

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

For UG Programmes	Yes		No	√

For PG Programmes	Yes	-	No	-

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

> Gauhati University system followed for external examination. However, the examination committee of the college adopts examination reforms measures foe internal examination

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

> Autonomy only in Internal Assessment of the curriculum under semester system is offered.

6.11 Activities and support from the Alumni Association

> Alumni Association is very supportive. Alumni of the college visit the college occasionally and contribute significantly to the development of the college.

6.12 Activities and support from the Parent – Teacher Association

> Members of parents Teacher-Association meet frequently and discuss about the internal development of the college. Parents are selected as Members of the Governing Body of the college.

6.13 Development programmes for support staff

> Support Staff are provided free Uniform and ration by the college. Also additional financial helps are offered to the support staff.

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

> The Social Service Wings of Students Union with the help of the college authority takes Plantation Programme regularly and other NGOs have helped the college to do Green Audit.

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.

> 5.   Internal Evaluation mechanisms were innovated with introduction of periodic group discussion. Exposure Visit of the students as part of environmental education was made compulsory.   Coverdale approach of "What Has to be Done"(WHTB) is followed in the Observation and Survey Method used in the project works as part of the innovative approach in teaching and learning.

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

> ❖ Evaluation of API score of faculty was successfully carried out using software developed by IQAC
> ❖ The IQAC continued its effort to sensitize the teachers to pursue research in their concerned areas.
> ❖ IQAC ensured that each Department of the college carry out extension activities. Also, various departments have published their annual journals.
> ❖ IQAC was instrumental in publishing Research Journal with ISSN.
> ❖ IQAC was instrumental in publishing books with ISBN. Also, all most all faculties have contributed to various Journals and books having ISSN and ISBN.
> ❖ Remedial coaching classes were held for the slow and backward learners of the college.
> ❖ Bridge course was arranged for fast learners of the college.
> ❖ Collection of students' feedback on teachers and analyzing the same was part of the quality initiatives taken by the IQAC this year
> ❖ Steps have been taken to create Historical Archive .
> ❖ Academic and Administrative Audit was carried out
> ❖ Guardian's Feedback was received in format prepared by IQAC.
> ❖ Health Awareness programme was carried out
> ❖ Departmental Seminars were organised
> ❖ Exit meeting for the Final year students was arranged
> ❖ Faculty development Programme for Teaching Staff on Teaching Learning Aid was organised .
> ❖ Faculty development Programme for Non-Teaching Staff on Office management was arranged
> ❖ Initiatives were taken to introduce Digital Class room.
> ❖ Central Library of the college was strengthened further.
> ❖ Monitoring mechanisms of Academic and Administrative works were strengthened.
> ❖ New Administrative Building was inaugurated.
> ❖ Environment friendly initiatives were undertaken within the campus.

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

1. **Swachh Mission**
2. **Tobacco Free College**

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. Promoted of eco-friendly campus.

2. Waste Management process was initiated in the campus and awareness campaign was carried out under the aegis of Department of Political Science.

3. Conducted Environmental Studies tour for students

7.5 Whether environmental audit was conducted?   Yes ✔ No ☐

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

SWOC analysis

STRENGTHS

- Competent and committed faculty.
- A good number of publications by the faculty.
- The college has adequate physical infrastructure for currently run programmes.
- High success rate of students for University examinations.
- Eco friendly campus.
- Cc Camera Surveillance to monitor activities in the college campus.
- Active participation of students in sports and cultural activities.

WEAKNESS:
- Poor economic background of the students.
- Inadequate infrastructure
- Lack of sufficient digital class rooms.
- Inadequate ICT facilities.
- Lack of Office automation Software.

OPPORTUNITEIS:

- The unused lands of the college can be utilised for many economy generated programmes with initiatives of the college managements.
- Provision making the central library a completely digital one.
- Admission of meritorious students from different parts of the state with introduction new career based degree programmes.
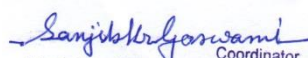
CHALLANGES:

- Lack of teachers to maintain students- teachers ratio non filling up of vacant posts by government
- Lack of full time IQAC coordinator
- Growing demand for admission as against limited intake capacity of various programmes offered by the college.
- Little scope for resource generation in the college.
- Poor entry level performance of students in almost all the programmes offered by the college.
- Poor vehicular communication for students belonging to remote areas.

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

> As suggested by NACC peer Team the following plans have been chalked out and to be executed in the coming years
> - To add more class rooms and other physical infrastructure for future expansion including offering of some Post Graduate Courses in its vibrant Departments.
> - To add a few more Departments like Management, Commerce, Mass media and Science subjects.
> - More faculty and non-teaching staff positions be created and filled up.
> - Hostel Facility be also created for male students.
> - Provisions of budget for promotion of research and publications be ensured.
> - Greater focus be laid on use of ICT in teaching-learning.
> - Formal tutorial system be introduced in all courses to encourage personal contacts between faculty and students.
> - The college Library needs a big push in terms of space and library resources for future growth.
> - The college must pursue with government the issue of providing better transport facilities for students.
> - Students' facilities like drinking water need to be improved.

Name : Sanjib Kumar Goswami   Name : Dr. Debendra Kr. Bezbaruah

Coordinator
Internal Quality Assurance Cell (IQAC)
Kamrup College, Chamata; Nalbari-781306

Principal
Kamrup College, Chamata

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***___

KAMRUP COLLEGE
Chamata, Assam 781306

Academic Calendar for Undergraduate Courses

August 2017 - July 2018

Date(s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations *Sessional examinations should be conducted during the class period without affecting the normal class routine*
1 - 31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period *Normal classes will continue*
6 November - 20 November, 2017 21 November - 15 December, 2017	Odd Semester Practical Examinations Odd Semester Theory Examinations *Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage*
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation *Teachers willing to do Zonal Activities are free to do so*
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date

Last Week of January - 1st Week of February, 2018	College Week *College Week to be completed by 27 Jan, 2018*
3rd Week of March, 2018	Sessional Examinations *Sessional examinations should be conducted during the* *class period without affecting the normal class routine*
21 April, 2018 - 6 May, 2018 7 May, 2018 - 31 May, 2018	EVEN Semester Practical Examinations Even Semester Theory Examinations *Examinations for Semester 2nd & 6th will be held in 1st Stage* *and Semester 4th will be held in 2nd Stage*
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results *Classes should commence within 5 days of the completion of* *the admission process*
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	Summer Vacation

Notes:

(a) *Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.*

(b) *Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations).*

Annexure -II

Best Practice-1

1. **Title of the Practice:** **Swachh Mission**
2. **Goal**

To accelerate the efforts to achieve universal sanitation coverage and to put focus on sanitation, the Prime Minister of India, Shri Narendra Modi, launched the Swachh Bharat Mission on 2nd October, 2014. The Mission Coordinator shall be Secretary, Ministry of Drinking Water and Sanitation (MDWS) with two Sub-Missions – the Swachh Bharat Mission (Gramin) and the Swachh Bharat Mission (Urban). The Mission aims to achieve a Swachh Bharat by 2019, as a fitting tribute to Mahatma Gandhi on his 150th birth anniversary.

The phraseology of "Swachh Mission" has, therefore, gained increasing importance with focus on the concerted efforts derivable from public and private domain and amongst college authorities.

(I) Ensuring sanitation measures amongst students
(II) Generating awareness on swachata (cleanliness).

3. **The Context**

Open defecation and sewage contamination of drinking and bathing water has been an endemic sanitary problem in India. In 2014, India was the country with the highest number of people practicing open defecation, around 530 million people

Therefore, Kamrup College, Chamata endeavours to make the students aware of the risk open defecation and on the importance maintaining hygiene and cleanliness.

4. **The Practice**

Kamrup College, Chamata endeavours to make the make the students aware of the problems related to open defecation and poor hygiene. Also enough reading material are available for students to make themselves aware of the risk of the same.

This is, in fact, unique features of Higher Education as the Director of Higher Education, Assam and District Administrative Authority of Nalbari has asked all the higher education institutions to ensure colleges to carry out Swachh Abhijan

5. **Evidence of Success**

   Kamrup College, Chamata with help of the District Administration has conducted various Awareness programme on Swachh Mission. Also, competitions like quiz and art are also conducted amongst the students of the college in successful manner. The college has also carried out cleanliness drive in and around the college campus.

6. **Problems Encountered and Resources Required**

   Initially some students especially girls were hesitant to take part in the Swachh Mission, but at the guidance of the teachers of the college ,they came forward and took the lead role in Swachh Mission.

7. **Contact Details**

   Name of the Principal   : Dr. Debendra Kumar Bezbaruah
   Name of the Institution   : Kamrup College, Chamata.
   Village   :Chamata.
   PIN   :781306.
   Phone   :03624232421.
   Website   : www.kamrupcollege.org.in
   E-mail   : kcc1966@ rediffmail.com
   Mobile   :9854689794

Best Practice-2

1. **Title of the Practice:**   **Tobacco Free College**

2. **Goal**

   Though the Government of Assam has banned the use of tobacco products in the state of Assam, yet they are available in the market easily. Also a large section of students are found to be addicted to tobacco products especially in the form of Gutkha. This is a serious threat to the students of the college in terms of health issues. Also, they are often caught throwing tobbacoo spit in the walls of the college. Therefore the goal is to make the college tobacco free institutionsmanily by banning
   (III)   Ensuring no sell of such products in the nearby campus area.
   (IV)   Imposing gross fines and disciplinary measures to students having tobacco products
   (V)   Generating awareness on the Fact "Tobacco is injurious to health".

3. **The Context**

   In Assam use of nuts and leaves products with lime and tobacco products is a common practice in rural society. This has negative impacts on the health of the public and more specifically youths like college students. Though the Government of Assam has banned the use of tobacco products in the state of Assam, yet they are available in the market easily. Also a large section of students are found to be addicted to tobacco products especially in the form of Gutkha. This is a serious threat to the students of the college in terms of health issues. Also, they are often caught throwing tobacco spit in the walls of the college. Therefore , Kamrup College , Chamata endeavours to make the college tobacco free institutions mainly by ensuring no sell of

such products in the nearby campus area, imposing gross fines and disciplinary measures to students having tobacco products and by generating awareness on the Fact "Tobacco is injurious to health".

4. **The Practice**

Kamrup College , Chamata endeavours to make the college tobacco free institutions mainly by ensuring no sell of such products in the nearby campus area, imposing gross fines and disciplinary measures to students having tobacco products and by generating awareness on the Fact "Tobacco is injurious to health". This is, in fact unique features of Higher Education as the UGC has asked all the higher education institutions to ensure colleges to ban selling such products in and around the college campus.

5. **Evidence of Success**

Kamrup College , Chamata has declared the college tobacco free institutions mainly by ensuring no sell of such products in the nearby campus area, imposing gross fines and disciplinary measures to students having tobacco products and by generating awareness on the Fact "Tobacco is injurious to health".
Not less than 150 male students and 40 female students have been successfully de-addicted from tobacco products.

6. **Problems Encountered and Resources Required**

Initially some addicted students became irregular in attending classes. Notices were issued to such students explaining the consequence that may hamper them in awarding Internal Marks for end semester examinations for poor attendance and the problem was solved. This practice required not much financial resources and only administrative back up was required.

7. **Contact Details**

Name of the Principal   : Dr. Debendra Kumar Bezbaruah
Name of the Institution   : Kamrup College, Chamata.
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Website   : www.kamrupcollege.org.in
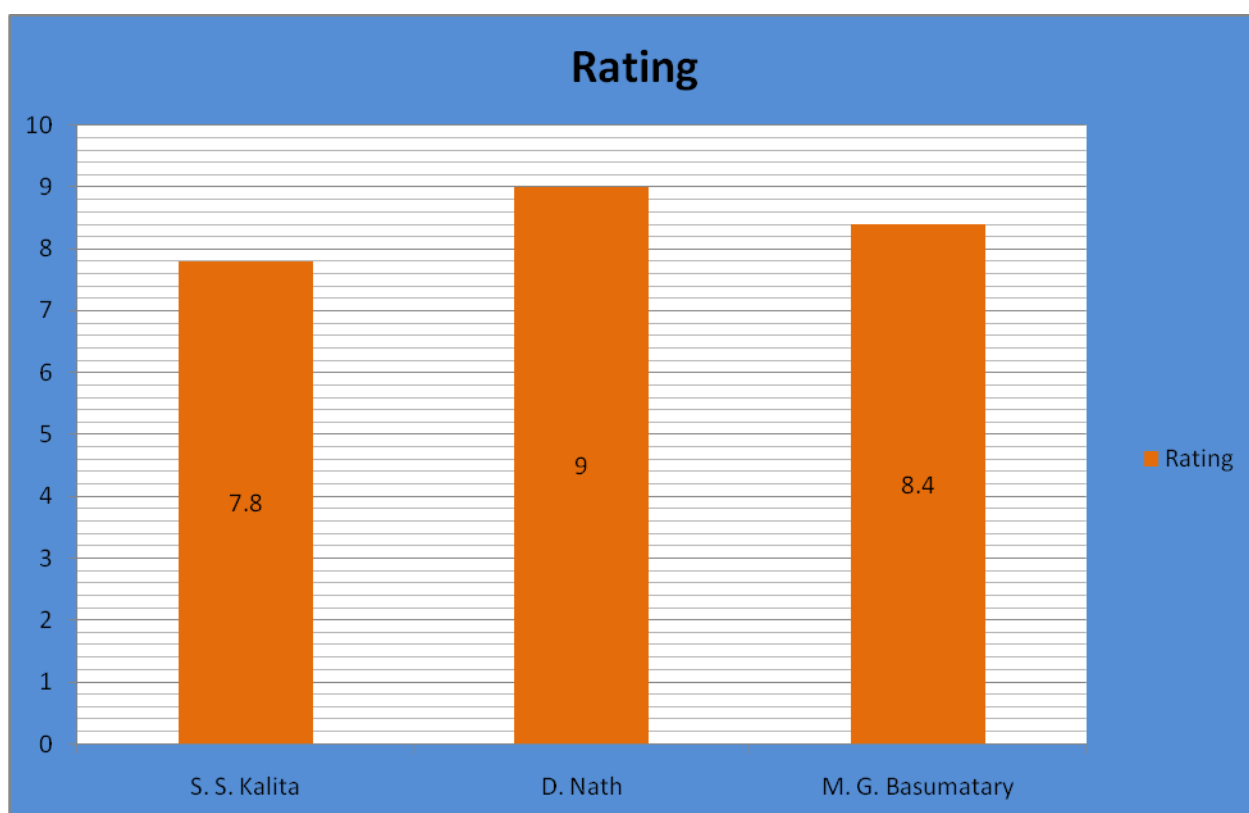E-mail   : kcc1966@ rediffmail.com
Mobile   :9854689794

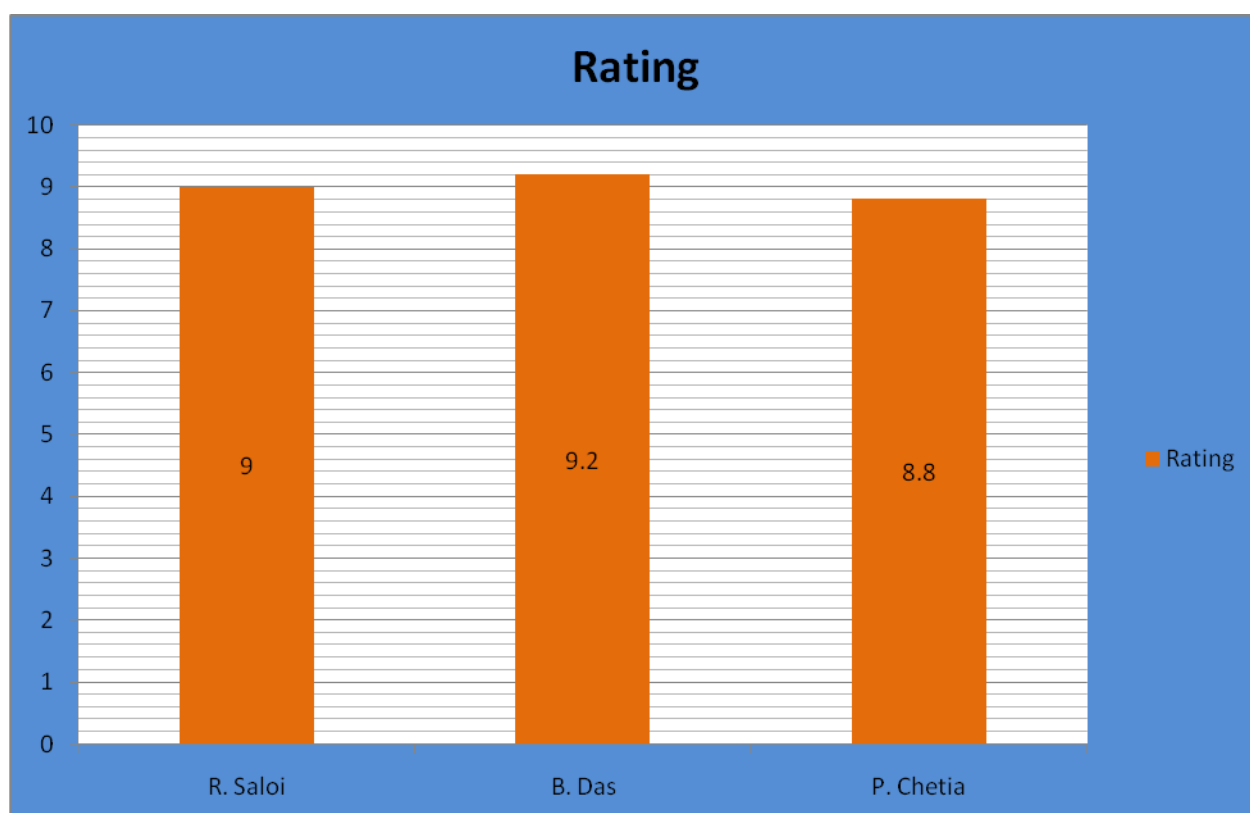# 1. **Dept. of Arabic (2017-18)**

Teachers Name	Rating
Md. Khairul Islam	9.0
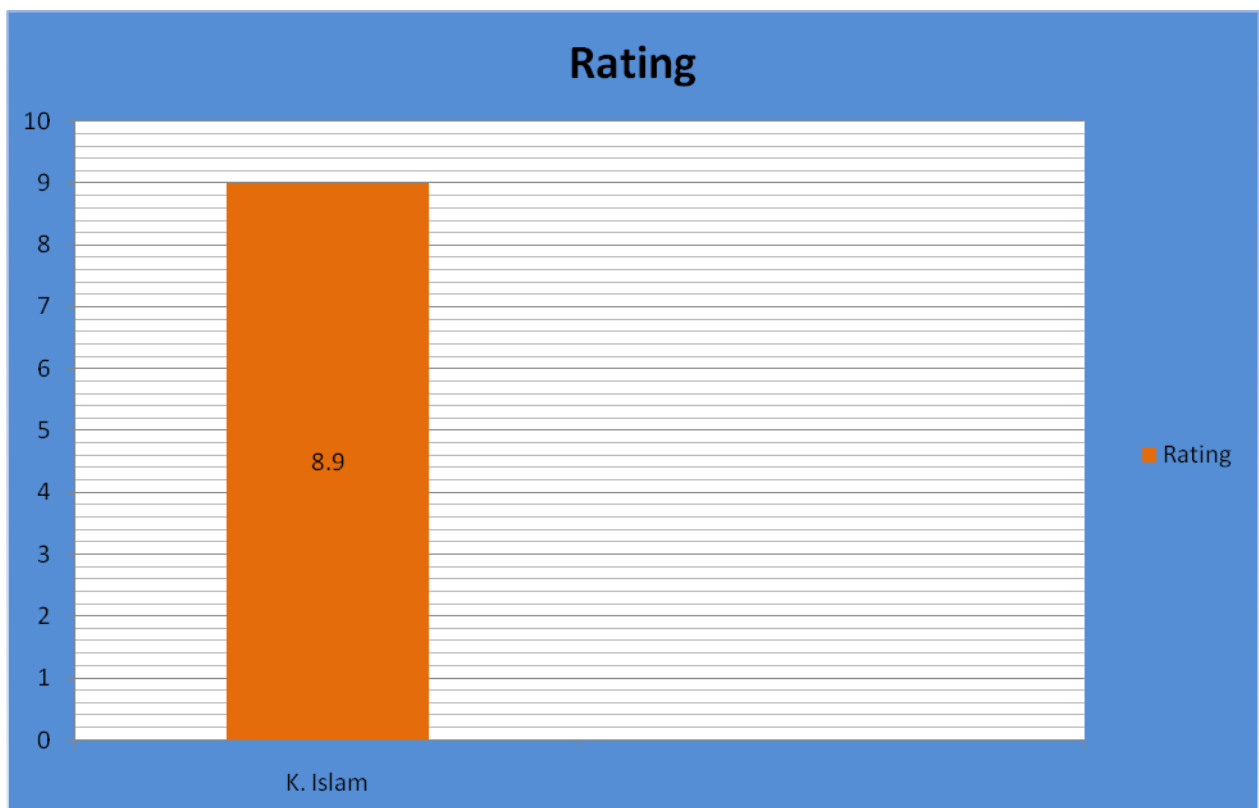
2. Dept. of Assamese (2017-18)

Teachers Name	Rating
Mrs. Sarala Seal Kalita	7.8
Dr. DhrubajyotiNath	9.0
Mr. MadhukarGiriBasumatari	8.4

3. Dept of Economics (2017-18)

Teachers Name	Rating
Mrs. RunuSaloi	9.0
Mr. Biswajit Das	9.2
Dr. PadmajaChetia	8.8

4. Dept. of Education(2017-18)

Teachers Name	Rating
Dr. KabitaChoudhury	9.4
Dr. MinaxiMazumdarBaruah	7.2
Mrs. Rita Moni Das	8.2
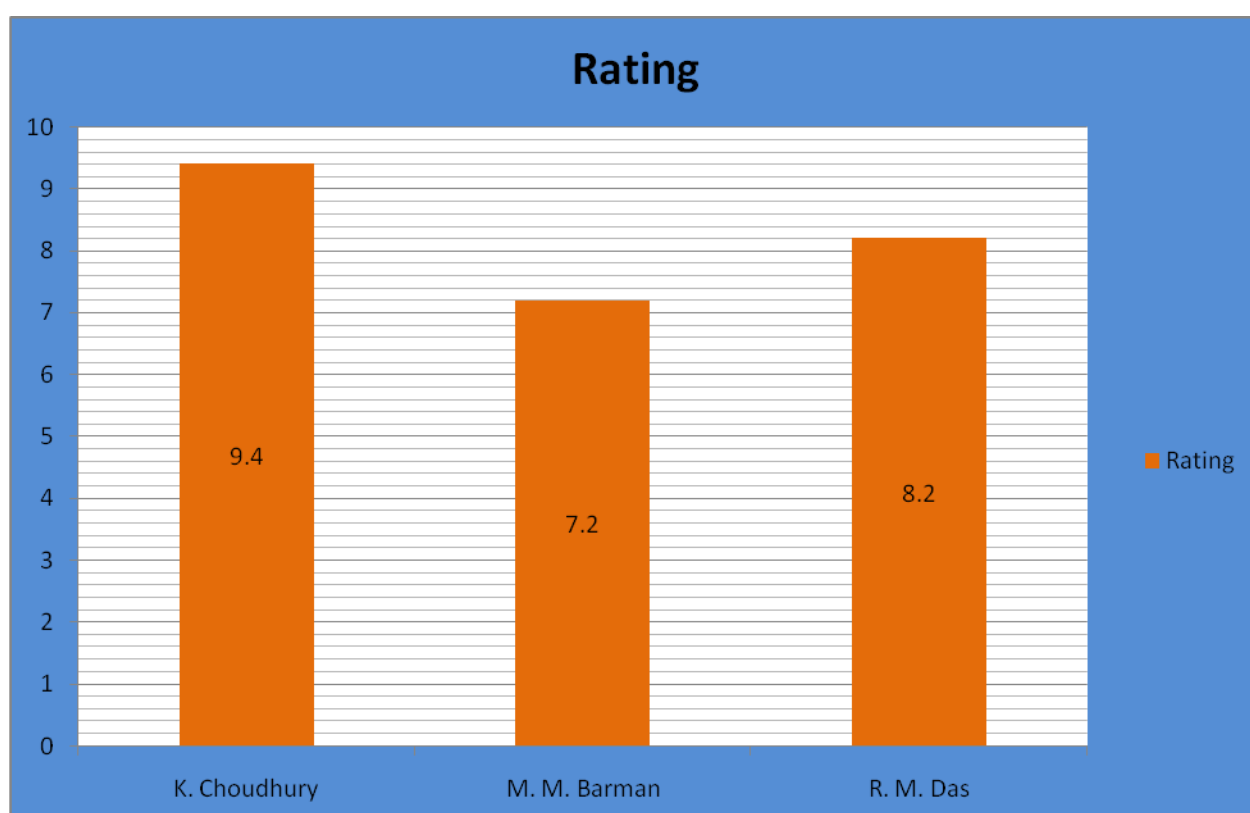
5. Dept. of English(2017-18)

Teachers Name	Rating
Mr. Sanjib Kr. Goswami	9.2
Mr. AbdurRouf	8.8
Mrs. JumiKalita	9.0

Rating

6. Dept. of History (2017-18)

Teachers Name	Rating
Mrs. RekhaKalita	8.8
Mr. TilakSarma	9.2
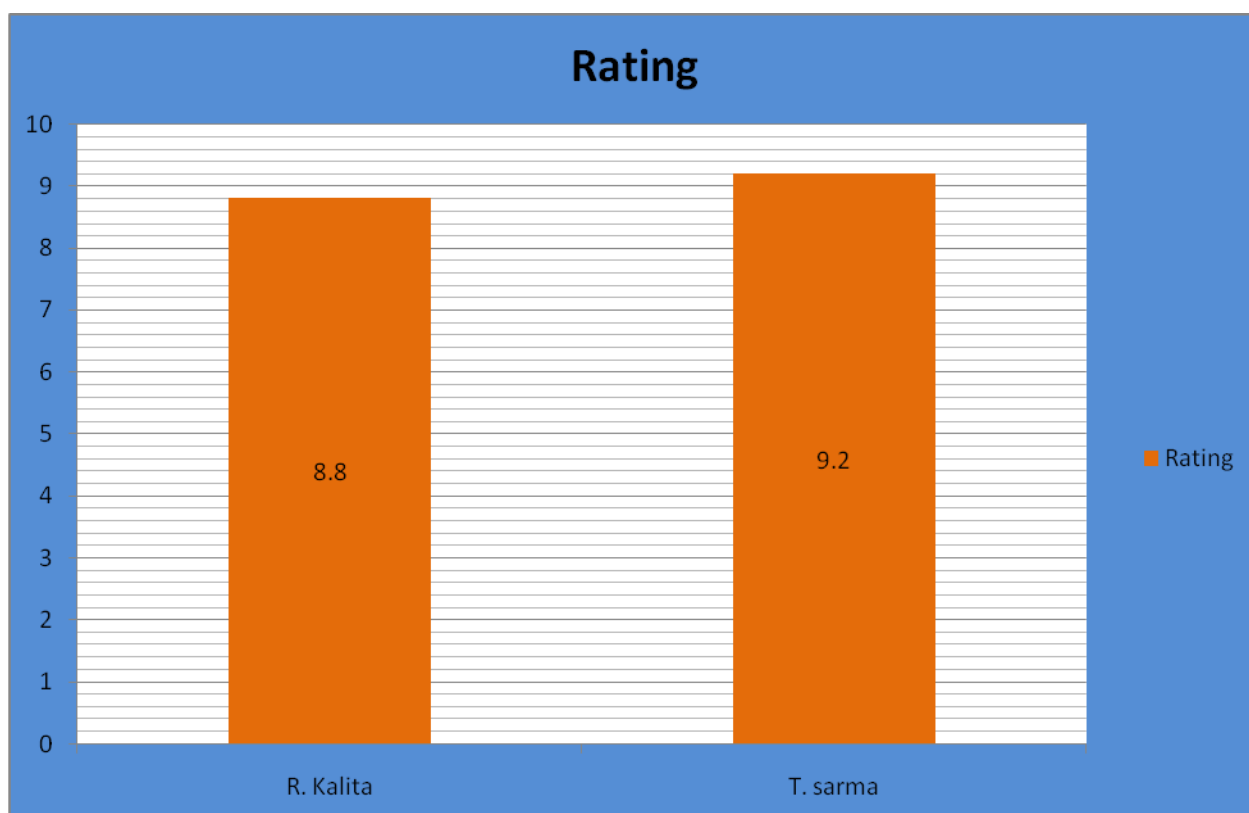
Rating

7. Dept. of Philosophy (2017-18)

Teachers Name	Rating
Mrs. Dipika Barman	9.2
Mrs. BaijayantiBhattacharjya	8.4

8. Dept. of Political Science (2017-18)

Teachers Name	Rating
Mr. HiranyaTalukdar	8.8
Mr. BhabenKakati	9.4
Miss. Saiki Talukdar	9.2
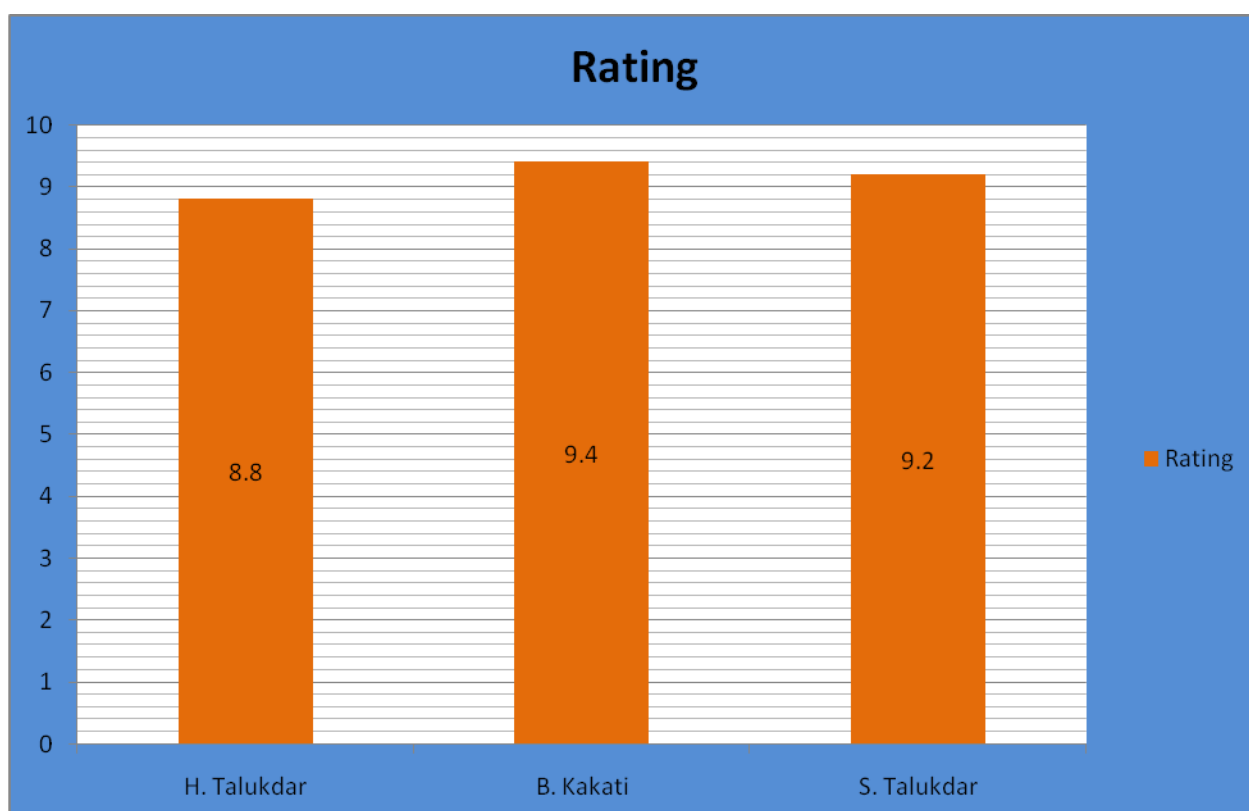
9. Dept. of Sanskrit (2017-18)

Teachers Name	Rating
Mr. BhagawanSarma	9.0
Mr. Tapan Kr. Kasyap	8.6
Dr. Subodh Mishra Bhagawati	7.4
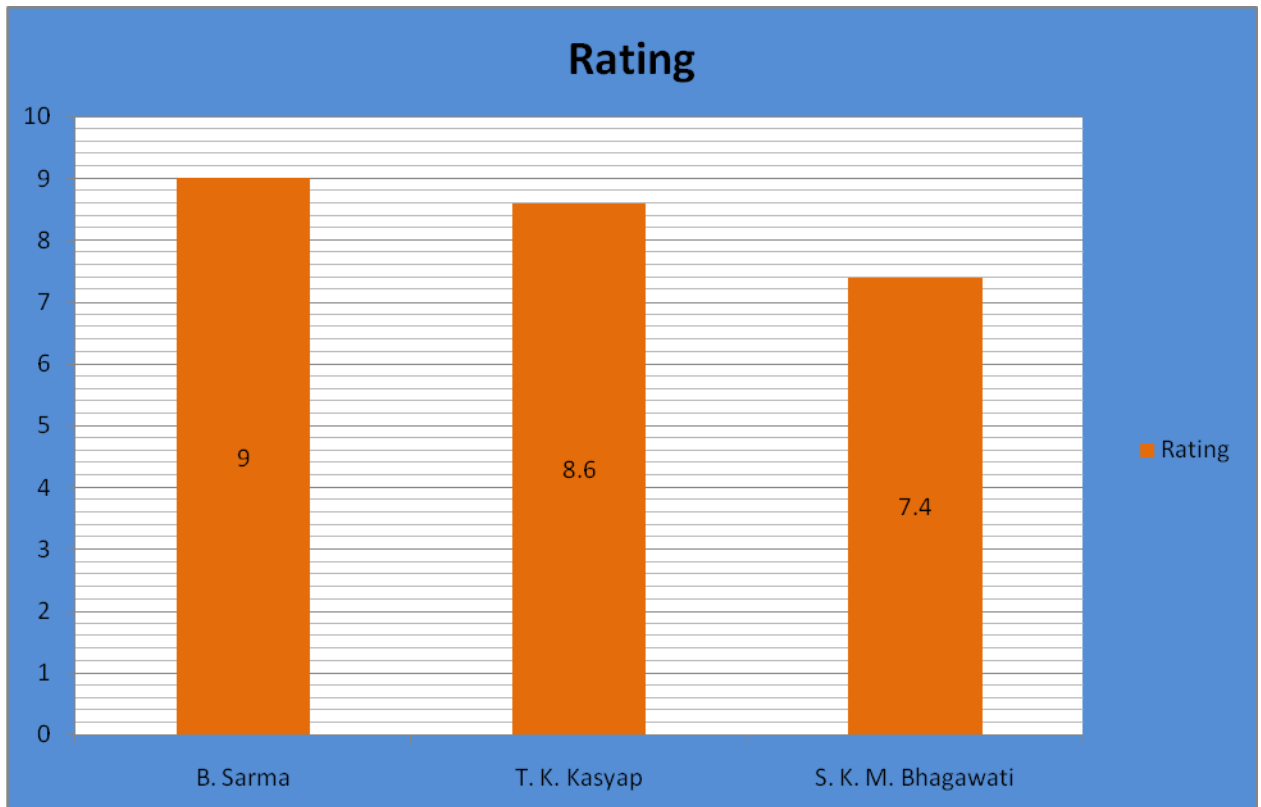
10. Dept. of Mathematics (2017-18)

Teachers Name	Rating
Dr. DharmeswarDeka	8.8

Rating
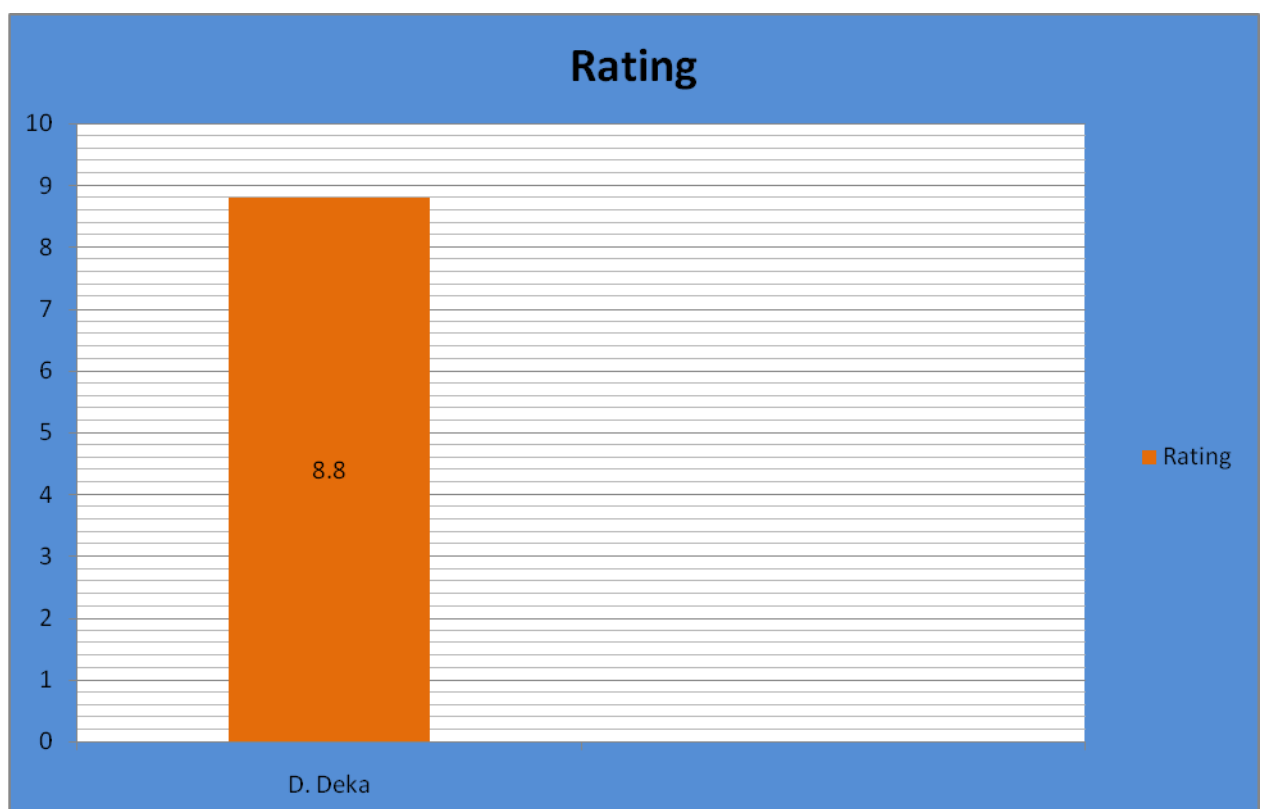
Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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