The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> KHARUPETIA COLLEGE

1.2 Address Line 1

> P.O. KHARUPETIA

Address Line 2

> DIST-DARRANG

City/Town

> KHARUPETIA

State

> ASSAM

Pin Code

> 784115

Institution e-mail address

> kharupetiacollege@gmail.com

Contact Nos.

> 03713-255583

Name of the Head of the Institution:

> DR. BUDDHIN CH. HAZARIKA

Tel. No. with STD Code:

> 03713-255583

Mobile:

> 9435087533

Name of the IQAC Co-ordinator: ABDUL AWAL

Mobile: 9435385667

IQAC e-mail address: iqac.kc2014@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   ASCOGN12007

1.4 **NAAC Executive Committee No. & Date:**   EC/34/144 dated 04-11-2004
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.kharupetiacollege.org.

Web-link of the AQAR: www.kharupetiacollege.org/internal-quality-assurance-cell-iqac.html

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	C+	63.40	2004	Up to 4th Nov,2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   03-11-2009

1.8 AQAR for the year *(for example 2010-11)*   2009-2010

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

   i. AQAR _____N/A_____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

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 ✔ PEI (Phys Edu) ☐ Law ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

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   00

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and
       community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   02

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [01]

    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 [N/A]

2.13 Seminars and Conferences (only quality related)

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

    Total Nos. [0]   International [0]   National [0]   State [0]   Institution Level [0]

    (ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

- **The IQAC has been acting as a catalyst to improve the quality of academic and administrative performance of the institution. The IQAC holds periodic meetings with the Academic Committee to chalk out strategies for quality enhancement in teaching learning and other areas. The IQAC also motivates the teachers to pursue research in their concerned areas. Making arrangements for taking remedial coaching classes for the slow and backward learners have been part of the contributions made by IQAC.**

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.The IQAC proposes to apply to the UGC for Development and other grants from the XIth plan period. 2.The IQAC proposes to arrange for creation of more infrastructure in the coming year. 3. The IQAC proposes to procure some more ICT items for the academic quality enhancement of the college. 4. The IQAC proposes to organise through the Extension Education Cell a few community service programmes in this year. 5. The IQAC proposes to encourage the faculty members to participate in International/National seminar, symposium, workshop etc. for updating themselves. 6. IQAC proposes to introduce remedial courses for the benefit of the slow learners. 7. The IQAC proposes to organise departmental seminars for the students and teachers of the college. 8. To improve the library services of the college. 9. To introduce Spoken English Course	1.The college applied to the UGC for registration under UGC 2(f) & 12(B) and is finally granted registration vide Letter No 8-78/2010(CPP-I/C) dated 02-07-2010 2.Three new Class rooms are constructed with financial assistance from the central ministry of DONER. 3.Three extension education programmes are undertaken at the aegis of the Extension Education Cell of the College. 4.Remedial coaching classes were held for the benefit of the students who are found to be slow in their learning process. 5. A total of 12 nos of Departmental seminars were organised during the year. 6. Stock of books in the Central library increased.(Details shown in relevant Column) 7.The annual college magazine (Vol- 4) has been published. 8. Spoken English Course has been introduced.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [   ]   No [   ]

Management [   ] Syndicate [   ] Any other body [   ]

Provide the details of the action taken

> **In order to execute the action plan chalked out by the IQAC various cells and committees were formed. Accordingly the concerned cells undertook various programmes during the year as a part of the institutional quality enhancement process.**
>
> - **The college applied to the UGC for registration under UGC 2(f) & 12(B) and is finally granted registration 2Three new Class rooms are constructed with financial assistance from the central ministry of DONER.**
>
> - **.Three extension education programmes were undertaken at the aegis of the Extension Education Cell of the College.**
>
> - **Remedial coaching classes were held for the benefit of the students who are found to be slow in their learning process.**
>
> - **A total of 14 nos of Departmental seminars were organised during the year.**
>
> - **Stock of books in the Central library increased.**

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	00	00	00	00
PG	00	00	00	00
UG	02	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others				
Total		00	00	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Pattern	Number of programmes
Semester	02
Trimester	00
Annual	

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

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

No

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	**29**	**0**	0	0

2.2 No. of permanent faculty with Ph.D.   **02**

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
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   **0**   **0**   **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	13	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

> The college encourages the teachers to make increasing use of ICT in the class room. Moreover, teachers adopt participatory methods of teaching like Group Discussion method, question -answer method quiz, assignment, role play etc. to make the teaching and learning more effective.

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

184

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

Nil

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

0	0	0

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A.	232	-	-	59	56	49.56

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

The IQAC acts like a nodal agency in the quality enhancement process of the college. The IQAC arranges for holding periodic meeting with the Academic Committee of the College which consists of the Departmental Heads. Various issues relating to teaching learning are discussed in those meetings. The IQAC also suggests in various ways for the upliftment of the quality education of various departments for the benefit of the students. It also seeks advice from various departments towards improvement of the academic environment of the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	12
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

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	00	00	00
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC motivates the teachers in undertaking research works in the college. The IQAC also persuades the college management to grant study leaves to the teachers for doing research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	0
Outlay in Rs. Lakhs	00	00	00	00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	00	00	
Non-Peer Review Journals	00	00	
e-Journals	00	00	
Conference proceedings	00	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	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects *(other than compulsory by the University)*	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

3.7 No. of books published   i) With ISBN No.   `00`   Chapters in Edited Books   `00`

ii) Without ISBN No.   `00`

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   `NIL`

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	12
Sponsoring agencies					college

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

3.13 No. of collaborations   International `0`   National `0`   Any other `0`

3.14 No. of linkages created during this year   `0`

3.15 Total budget for research for current year in lakhs :

From Funding agency `0`   From Management of University/College `0`

Total `0`

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides

0

and students registered under them

0

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

0

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 0   State level 0

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 0

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0

National level 0   International level 0

3.25 No. of Extension activities organized

University forum | - | College forum | 03 |

NCC | - | NSS | - | Any other | - |

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

- **One Awareness programme on AIDS and Two cleanliness programmes were organised in the neighbouring areas of the college under the aegis of the Extension Cell of the College.**

- **The Teachers' Unit of the college distributed 200 blankets to the victims of ethnic violence that broke out in Darrang and Udalguri district in the year 2009.**

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	15.4 Acre	-	-	13.4 Acre
Class rooms	14	3	Central Govt.	17
Laboratories	02	-	-	02
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Computerization of administration and library is yet to be done.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books	-	-	-	-	-	-
Journals						
e-Journals	-	-	-	-	-	--
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	--	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	05	-	-	-	-	05	-	-
Added	-	-	-	-	-	-	-	-
Total	05	-	-	-	-	-	-	-

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

> Teachers are trained up with basics of computer and internet use. A full-fledged computer laboratory for the use of the students is yet to be developed.

4.6 Amount spent on maintenance in lakhs :

i) ICT | Nil |

ii) Campus Infrastructure and facilities | Nil |

iii) Equipments | Nil |

iv) Others | Nil |

Total : | Nil |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC regularly monitors the students support services by helping and guiding the students in choosing their career options. It also coordinates with and monitors the activities of the concerning cells constituted for the purpose of Student Support and Progression.

5.2 Efforts made by the institution for tracking the progression : **The college is yet to develop an effective mechanism to keep track of the progression of the students. As of now the Alumni Association of the College keeps records of the students who pass out from the college every year by registering them as their member. The association also makes efforts to know from the outgoing students as to their immediate future plan.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
721	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
496	68.79

Women

No	%
225	31.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
628	03	10	09	02	652	671	02	40	08	0	721

Demand ratio   100%   Dropout 15%

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

No. of students beneficiaries

Nil

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 Nil

5.6 Details of student counselling and career guidance

There is a cell named Career Counselling Cell which conducts Counselling programmes from time to time. However, during the current year no formal Counselling programmes could be organised by the concerned Cell.

No. of students benefitted

Nil

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The International Women's Day was observed in the college on 8th March to create awareness among the students.

5.9 Students Activities

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

State/ University level Nil   National level Nil   International level Nil

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil

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

Sports : State/ University level | Nil | National level | Nil | International level | Nil

Cultural: State/ University level | Nil | National level | Nil | International level | Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	----	-----
Financial support from government	**297**	**734260/-**
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 | - | National level | - | International level | -

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

5.13 Major grievances of students (if any) redressed**:** **02**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-

To impart quality higher education to the learners of this socially and economically backward region.

Mission-

- **To develop human resources in such a way so that they can participate in the nation building process.**

- **To bring social change in a desired way by using education as a tool for change.**

- **To provide employability to the youths through vocational and employment oriented courses.**

- **To inculcate the sense of good citizenship among the youths.**

- **To promote leadership qualities among the youths.**

- **To bring this institution closer to the community by means of various extension educational activities.**

6.2 Does the Institution has a management Information System

> **This institution is yet to fully adopt a Management Information System (MIS). As of now, the financial ledgers and cash books etc. of the college are kept and maintained by using the tally software. However, efforts are on to computerise the entire administration system in the near future.**

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

    6.3.1 Curriculum Development

> **Being an affiliated institution this college has little scope for doing anything towards Curriculum Development. Curriculum is framed and developed by the Gauhati University to which this college is affiliated.**

    6.3.2 Teaching and Learning

> **In order to ensure effective teaching learning a combination of different methods of teaching are encouraged. For instance, Group discussion method, question answer method, quiz, home assignments, class seminars are regularly organised to supplement the text book information. Remedial classes are also taken for the benefit of the slow and backward learners.**

    6.3.3 Examination and Evaluation

In examination and evaluation this college follows the Gauhati University guidelines issued from time to time. Accordingly, one sessional examination is held in each semester. Appearance in this examination is compulsory for all the students. Marks secured in this examination are added to the marks secured in the end semester examination. A student who fails to appear in the sessional examination is not allowed to appear in the end semester examination. In each paper of the programme, 20% weightage is given in the internal evaluation and 80% weightage is given in the external evaluation.

6.3.4 Research and Development

The college authority makes efforts to create a research environment in the college. Accordingly, teachers are encouraged to pursue research in there are of interest. Teachers are granted study leave for pursuing research. They also keep contributing to different research journals. This year, 6nos of teachers got registered for the PhD Programmes.

S l No	Name	Subject
1	A.Karim	History
2	N. Islam	Political Science
3	A.H. Mazumdar	Education
4	M.Rahman	Economics
5	R.U. Ahmed	English
6	J.H. Choudhury	Philosophy

6.3.5 Library, ICT and physical infrastructure / instrumentation

Like the preceding years, this year also, a good number of books- both text book and reference books- have been procured for the central library. Similarly, proposal has been taken to expand the existing building of the library to accommodate more book shelves as well as to ensure more space for the reading room.

6.3.6   Human Resource Management

Efforts are made to ensure the optimal use of the available human resource of the college. Both the teaching and non- teaching staff of the college put in their best services in ensuring quality education to the learners. The college authority assesses the human power requirements and accordingly recruits them either permanently or temporarily, monitors their growth and appraises them periodically.

6.3.7   Faculty and Staff recruitment

No fresh faculty and staff members were recruited during this year.

6.3.8   Industry Interaction / Collaboration

NIL

6.3.9   Admission of Students

Students are admitted on the basis of their academic records. Based on the number of applications received and keeping in view the number of seats available in the various programmes merit lists are prepared and students are admitted in order of merit.

6.4 Welfare schemes for

Teaching	**G.P.F., Gratuity, pension etc.**
Non teaching	**G.P.F., Gratuity, pension etc.**
Students	**Scholarships, financial assistance from the Aid Fund of the college.**

6.5 Total corpus fund generated   : Rs.124055/-

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	No	N/A	No	N/A
Administrative	No	N/A	No	N/A

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?

This college being an affiliated institution has no scope for initiating any examination reform measures. However, in the internal examinations various reforms are tried to be introduced. As of now, we are following the sessional examination system which is held twice in each

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

N/A

6.11 Activities and support from the Alumni Association

The Alumni Association of the college has done some plantation in the college campus with financial support of their own.

6.12 Activities and support from the Parent – Teacher Association

The parent -Teacher Association of the college is yet to be formed.

6.13 Development programmes for support staff

> **Occasional orientation programmes are organised by the college for the professional development of the support staff. During the last year, one such programme was organised.**

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

> **The college authority takes necessary steps for making the campus eco-friendly. Periodic plantation programmes are undertaken within the college premises to keep the campus green. There is also the system of waste management in the college. Awareness is created among the students to avoid the use of plastic and other bio-degradable items in the college campus.**

Criterion – VII

7. Innovations and Best Practices

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

> **1. The IQAC has been insisting on increasing use of audio visual aids to make the teaching- learning process more effective for the students**
>
> **2.. Like the previous year, this year also emphasis was laid by the IQAC to apply participatory methods of teaching, i.e. group discussion, seminars, quiz etc. instead of sticking to the traditional lecture method.**
>
> **3.Eight more class rooms were created to cope with the growing number of the students in the various programmes.**

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

> **In order to execute the various plan of action decided upon at the beginning of the year, several committees and cells were constituted at the instance of the IQAC. Accordingly, the concerned cells undertook various programmes to implement the action plan. The Governing Body of the college extended its best possible cooperation and guidance in the process of execute the various plan of action chalked out by the IQAC.**

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

BEST PRACTICE- I

Name of the Practice: **Students' Aid Fund**

1. Goals:

i)To extend financial support to the students belonging to the economically weaker section .
ii) To inculcate a sense of fellow- feelings among the students and to have an understanding about the underprivileged section of the society.

2.The Context:

Kharupetia College is the only institution of higher studies in the minority dominated areas of Darrang District of Assam. Most of the students of the college hail from families belonging to low income group. These students coming from the marginalized families cannot afford higher education and these students are vulnerable to college dropouts. In order to discharge its social commitment, the College authority has made provision to extend a helping hand to these poor students in pursuing higher studies. It is hoped that this practice will go a long way in fostering philanthropic feelings amongst the students besides serving as a motivational factor to make the students responsible citizens in future.

3.The Practice:

        The Students 'Aid Fund of the college was created way back in the year 2002-2003. The fund is generated by collecting a compulsory subscription from each and every student of the college. Initially an amount of Rs.10/-(Rupees ten) only was collected from each student, but subsequently, this subscription has been raised to Rs.30 per student. The fund so generated is deposited in the concerned Bank Account. After collecting the amount a committee is formed which invites applications from the poor and needy students for disbursement of the aid. Normally, students belonging to the BPL families are given the opportunity to apply for financial assistance from this fund. The committee formed for this purpose scrutinises the applications and makes a selection list of the beneficiaries among whom the entire amount collected during the year is distributed. It is pertinent to mention here that this financial aid is a onetime aid only which is extended only once in a year. However, a student beneficiary of a particular year may apply again the next year for the aid.

4.Evidence of Success

The practice mentioned above has proved to be very successful. Every year a large number of students belonging to the poor families apply for financial assistance under this scheme. The amount of assistance provided from this fund is utilised by the poor students for paying college dues or for purchasing books etc.

5.Problems Encountered and Resources required:

In view of the poor economic condition of majority of the people of this region every year a large number of applications seeking financial aid are received. This poses a big problem in processing the applications. Since the amount of fund is very small, the management committee finds it difficult to deal with the matter. As a result, the amount of aid given to each beneficiary is very meagre. Of course, there is a proposal to enhance the amount of subscription to be collected from the students so that a bigger amount can be provided to the needy students in future.

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BEST PRACTICE- II

Name of the Practice:DEPARTMENTAL CLASS DIARY OF TEACHERS

1.Goals:

- **To keep records of daily activities of individual teachers.**

- **To make   faculty members accountable in the teaching learning activities.**

- **To ensure teachers' involvement in various curricular and co-curricular activities.**

2. The Context :

Teaching learning activity is the most crucial of the activities to be performed by the teachers in an institution of higher education. In addition to teaching learning, teachers have to remain involved in various co-curricular activities. In order to ensure accountability of the teachers in discharging such pivotal responsibilities there has to be a mechanism in the institution. With this end in view, the IQAC suggested this practice of maintain the Departmental Class Diary of the Teachers. By this mechanism, it is possible to put on record all the activities of a teacher –both curricular and co-curricular during his stay in the college and thereby ensure his accountability.

3. The Practice :

In order to implement this healthy practice, every Academic Department of the college is provided with a Departmental Class Diary in every academic session. This Class Diary is used to record the daily activities of the teachers of the concerned Department. Among other information it records the time of arrival and departure of teachers, classes allotted to him/her for the day, topic taught in the different classes, reasons of cancellation of classes, if any, tutorial classes taken, other co-curricular activities where the teacher is involved, time given by the teacher in any committee and so on. Every teacher has to sign this Diary in the appropriate column voth on arrival as well as at the time of his/her departure. The Head of the Department signs this Diary every day in token of having carried out the required check.

4.Evidence of Success:

The Best Practice described above has proved to be successful to a great extent. Introduction of the Departmental Diary has made the teachers more sincere and accountable. Every teacher has made it a point to record the time of their arrival in and departure from the college. As the classes to be taken and the topic taught are to be invariably recorded in the Diary, a teacher has little scope to neglect his/her assigned curricular or co-curricular duties. The compulsory signing of the Diary by the concerned Head of the department serves as a check on the timely discharge of assigned duties of the teachers. This practice has also increased the involvement of the teachers in co-curricular activities besides ensuring timely completion of course.

5.Problems Encountered and Resources Required:

This practice has its own problems and limitations. There are some teachers who occasionally forget to record their daily activities owing to their engagement in extramural activities. Sometimes, not even a single student is found present in the class particularly in the late hour classes although the concerned teacher remains present. This poses a problem for the teacher who finds himself/herself in a dilemma whether to record the particular class as being held or cancelled. Frequent unexpected 'bandhs' calls given by different organizations cause disruption in holding scheduled classes thereby making it difficult to keep records in the Diary.

The practice does not require much of financial resources for implementation. What requires most in implementing this practice is the will and sincerity of the teachers. The necessary printed

format for the Departmental Class Diary is supplied by the college authority as and when required.

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7.4 Contribution to environmental awareness / protection

> **The college has been making constant efforts towards creating environmental awareness / protection in the college premises. The students are regularly reminded of the need to protect the environment. Awareness programmes are also organised every year to synchronise with the World Environment Day. Moreover, plantation of trees are also done in the college campus to add to the already existing greeneries of the college campus.**

7.5 Whether environmental audit was conducted?   Yes [ ] No [✓]

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

STRENGTHS

➢ **Dedicated teaching and non-teaching staff.**

➢ **The unstinted support from the management.**

➢ .**Faculty members undergo orientation and refresher courses to keep themselves updated on the latest trends in education.**
➢ **Provision of extending financial support to the poor students.**
➢ **Spacious college campus with sylvan surrounding.**

➢

WEAKNESS:

➢ **Poor economic background of the students.**

➢ **Inadequate infrastructure**

➢ **Insufficient books and journals in the central library**

➢ **Lack of digital class rooms.**

➢ **Inadequate ICT facilities.**

➢ **Research activities of the teachers are not up to the mark.**

➢ **Inactive Alumni Association.**

OPPORTUNITEIS:

➢ **Two big ponds of the college can be developed in future into swimming pools. The same may also be used for the purpose of pisciculture as well.**

➢ **The college has some unused land which may be used for medicinal plant.**

➢ **There are ample scope to undertake various programmes under Institutional Social Responsibility.**

➢ **Provision for strengthening the book bank in the central library.**

➢ **Provision of free admission to outstanding sportspersons and students with brilliant co-curricular performance.**

➢ Provision for giving awards/incentives to the toppers of each department.

➢

CHALLENGES:

• **High dropout rate**

• **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.**

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

> IQAC proposes
>
> i) To apply to the UGC for some development grants under XI plan.
>
> ii) To recreate the infrastructure of the college which has beengutted in the devastating fire last year.
>
> iii) To procure some more ICT equipment as a part of the quality enhancement initiative in the teaching learning areas.
>
> iv) To create a few more class rooms to cope with the growing number of students in the various programmes.
>
> v) To add at least 1000books to the central library.
>
> vi) To organise at least four nos of extension programmes through the concerned cell.
>
> vii) To organise departmental seminars every month.
>
> viii) To motivate the faculty members to undertake more research works in the field of their choice.

Name: Dr.Parimal Kr Datta   *Name: Nurul Islam*

_____   _____

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