

Annual Quality Assurance Report (AQAR) -2011-2012

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KHARUPETIA COLLEGE



Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE**

Submitted by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KHARUPETIA COLLEGE,

P.O. Kharupetia, Dist-Darrang(Assam), PIN-784115

E mail: *kharupetiacollege.gmail.com*



OFFICE OF THE PRINCIPAL
KHARUPETIA COLLEGE

P.O. KHARUPETIA, PIN-784115
DIST. DARRANG (ASSAM)
Website : www.kharupetiacollege.org.
Email : kharupetiacollege@gmail.com

Memo No. : KC/2012

Date :

From :

Dr. B.C. Hazarika, M.Sc., B.Ed., Ph.D.
Principal

To,

The Director

National Assessment and Accreditation Council

Post Box No. 1075, Nagarbhavi, Bangalore -560010

Dated Kharupetia the 25th October, 2014

Sub: - Submission of Annual Quality Assurance Report for the year 2011-12

Sir,

I have the honour to submit herewith the Annual Quality Assurance Report (AQAR) of Kharupetia College, prepared by the Internal Quality Assurance Cell (IQAC) for the academic year 2011-12 for your perusal. The report has been prepared as per the instruction of NAAC to reflect the goals and objectives of the IQAC. With regards,

Yours faithfully

Dr. Buddhin Ch Hazarika.
Principal
Kharupetia College

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. 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:

(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/34/144 dated 04-11-2004

1.5 Website address:

www.kharupetiacollege.org.

Web-link of
the AQAR:

www.kharupetiacollege.org/internal-quality-assurance-cell-
iqac.html

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

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

03-11-2009

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

2011-2012

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR 2009-2010 submitted on _____ (DD/MM/YYYY)
- iii. AQAR 2010-2011 submitted on 25-10-2014 _____ (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 No

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 (PhysEdu) 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

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 02

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

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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- **Like the previous year, this year also the IQAC held periodic meetings with the Academic Committee comprising of the Heads of the various departments of the college to chalk out strategies for quality enhancement in teaching learning and other areas. The IQAC also continued its effort to motivate the teachers to pursue research in their concerned areas. Arrangements were made by IQAC for taking remedial coaching classes for the slow and backward learners.**

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
<p>1.To execute the action plan that remained unfulfilled last year.</p> <p>2.To construct a few more class rooms to accommodate the growing number of students.</p> <p>3.To procure a public address system for the use of the college in meetings and seminars.</p> <p>4.To procure a few more computers to add to the existing stock of ICT equipment.</p> <p>5. To procure Reprographic facilities in the college.</p> <p>6.To organise at least two career counselling programmes.</p> <p>7. To organise at least two programmes on Entry into services..</p> <p>8.To undertake educational tours for the students of various departments of the college.</p> <p>9.To provide internet connection to every department of the college.</p> <p>10. The IQAC proposes to urge upon the college authority to procure some more ICT items for the academic quality enhancement of the college.</p> <p>11. IQAC proposes to introduce remedial</p>	<p>1. 8 nos of class rooms were constructed/renovated to cater to the immediate need of taking classes and holding examinations.</p> <p>3.150 pairs of desks-benches were made for accommodating the students in the examination halls.</p> <p>4.15 nos of computers sets were purchased in order to provide ICT facilities to various departments of the college .</p> <p>5.Three extension education programmes were undertaken at the aegis of the Extension Education Cell of the College.</p> <p>6.Remedial coaching classes are held for the benefit of the students who are found to be slow in their learning process.</p> <p>7. A total of 10nos of Departmental seminars were organised during the year.</p> <p>8. Stock of books in the Central library increased.(Details shown in relevant Column)</p> <p>9. One 10 K.V.A..power generator has been purchased with financial grants from the UGC.</p> <p>10.One Photostat machine has been purchased</p>

<p>courses for the benefit of the slow learners</p> <p>12. The IQAC proposes to encourage the faculty members to participate in International/National seminar, symposium, workshop etc. for updating themselves.</p> <p>13. The IQAC proposes to organise, through the Extension Education Cell, a few community service programmes in this year.</p> <p>14. The IQAC proposes to organise departmental seminars for the students and teachers of the college.</p> <p>15. To improve the library services of the college.</p> <p>16. To arrange for providing computers to the various departments of the college</p> <p>17. To procure one high power generator for round the clock uninterrupted power supply to the college.</p> <p>18. Independent departmental accommodation for the teaching departments to promote healthy academic atmosphere.</p> <p>19. Introduction of Biometric Attendance system to record the attendance of the teachers.</p>	<p>with financial assistance from the UGC.</p> <p>11.Students educational tours were undertaken.</p> <p>12.Merit-cum-means Scholarships were disbursed among BPL students out of fund received from the UGC.</p> <p>13.Four career counselling programmes of students were organised.</p> <p>13. Three programmes on entry into services were organised .</p> <p>14.Three LCD projectors have been purchased for using in the class room as well as in the seminars and workshops to be organised in the college.</p> <p>15.Separate accommodation has been provided to six departments of the college.</p>
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** 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

- The college applied to the UGC for financial grants under XI plan. Accordingly, an amount of Rs. 21,29,000/- has been sanctioned to the college under Development grants and other heads.
- 8(Eight) nos of new Class rooms were 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 are held for the benefit of the students who are found to be slow in their learning process.
- A total of 13nos of Departmental seminars were organised during the year.
- Stock of books in the Central library increased.

Part – B
Criterion – I

I. 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	02	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

(On all aspects) Parents Employers Students

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.

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

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.

Asst. Professors	Associate Professors	Professors	Others	Total

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

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
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	55	0
Presented papers	-	20	0
Resource Persons	0	0	0

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

The college emphasizes on increased use of ICT in the Teaching Learning process. Besides, the college has also taken initiatives to encourage the teachers to adopt participatory methods of teaching like Group Discussion method, question -answer method quiz, etc. instead of following the traditional lecture method only to make the teaching and learning more effective .

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

185

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
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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.	208		06	84	103	92.78
B.COM	10			09	-	90%

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

:The IQAC has been performing its role as 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 along with the Academic Committee analyses the results of the college in general and those of the departments in particular after every examination. 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	14
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	04
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 has continued its efforts to sensitise the teachers of the college to undertake research works in the area of their interests. The IQAC also persuades the college management to grant study leaves to the teachers for undertaking research activities.

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 <i>(other than compulsory by the University)</i>	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 Chapters in Edited

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **NIL**

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/seminars 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 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	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
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:

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	University level	State level	
National level	International level	<input type="text" value="0"/>	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

	University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	International level	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

	University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	International level	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	International level	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="01"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="-"/>

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

- **One Health check-up camp was organised in the neighbouring areas of the college under the aegis of the Extension Cell 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	15.4 Acre	-	-	15.4 Acre
Class rooms	8	8	UGC	16
Laboratories	00	02	UGC	02
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		102	UGC	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2.189 Lakh	-	-
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	5080	462000/-	4485	233478/-	9565	6,95.478/-
Reference Books	1400	1,20,000/-	1114	3,82,097/-	2514	5,02,097/-
e-Books	-	-	-	-	-	-
Journals	08	4080/-	-	-	08	4080/-
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	-	-	03	-	-	05	10	-
Added	15	-	12	-	-		03	-
Total	15	-	15	-	-	05	13	-

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. Efforts are being made to develop a full-fledged computer laboratory for the use of the students. Efforts have been initiated to provide internet connectivity to the students and the teachers very shortly.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="2505216/-"/>
iii) Equipments	<input type="text" value="-"/>
iv) Others	<input type="text" value="Nil"/>

Total :

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. The IQAC takes up with the Management the issue of improving various students support services such as library services, information and career counselling services, entry into services,etc. At the initiative of the IQAC a cell named Information and Career Counselling Cell has been formed for helping and guiding the students in choosing their career options. The IQAC 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	<table border="1"><tr><th>No</th><th>%</th></tr><tr><td>647</td><td>56.7</td></tr></table>	No	%	647	56.7	Women	<table border="1"><tr><th>No</th><th>%</th></tr><tr><td>474</td><td>41.54</td></tr></table>	No	%	474	41.54
	No	%									
647	56.7										
No	%										
474	41.54										

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physical ly Challen ged	Total
981	02	09	04	05	1001	1124	-	08	04	05	1141

Demand ratio 100% Dropout 58.31%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

During the current year 4 nos of Counselling programmes were organised by the Career counselling cell of the College.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Like the previous year, this year also, International Women's Day was observed in the college on 8th March to create awareness among the students as a part of gender sensitization programmes.

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

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	236	50000/-
Financial support from government	12	38685/-
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

Annual Quality

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

This college follows the Gauhati University guidelines in examination and evaluation matters. 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. The evaluated answer scripts of the internal examinations are shown to the students to make them aware of their shortcomings.

6.3.4 Research and Development

The college authority makes efforts to create a research environment in the college. Teachers are always encouraged to pursue research in their area of interest. Teachers are granted study leave for pursuing research. Necessary adjustment in teaching schedule is made to facilitate those who want to avail study leave.

As a large number of books were burnt into ashes in the devastating fire that broke out last year the college authority had to spend the entire resources to recreate the library facilities anew. Accordingly, as many as 5599 books were procured for the central library. Similarly, adequate book shelves have been purchased for stacking of those books. It has been proposed to procure ICT items for the library very shortly.

6.3.6 Human Resource Management

Annual Quality

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.

6.3.7 Faculty and Staff recruitment

No fresh faculty and staff members were recruited during this year. However, a few contractual part time teachers were engaged for a few months to take classes in the Ist semester classes at UG level.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

The admission process of the college is very transparent. 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. Necessary statutory reservation of seats are made at the rates fixed by the govt.

6.4 Welfare schemes	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 :Nil

6.6 Whether annual financial audit has been done

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?

Being an affiliated institution, this college 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 semester.

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

No major activity was done by the Alumni Association of the college during this year

6.12 Activities and support from the Parent – Teacher Association

The parent -Teacher Association of the college has not been formed.

6.13 Development programmes for support staff

One orientation programmes was organised by the college for the professional development of the support staff during the last year.

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. This year 30 saplings were planted to add to the existing greenery of 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 continued its effort to ensure the use of participatory methods of teaching, i.e. group discussion, seminars, quiz etc. instead of sticking to the traditional lecture method. Accordingly several meetings with the Heads of various academic Departments of the college were held to sort out ways as to how to effectively apply these innovative methods.**
- 2. IQAC urged upon the college authority to procure some more ICT items to make the teaching- learning process more effective for the students.**

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

The college had to devote the current year also in recreating the infrastructure of the college that was ravaged in the devastating fire that broke out in the college on 20th Nov,2010 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

BEST PRACTICE- I

Name of the Practice: Book Exhibition

The Goal:

The goal is to make awareness among the students on the latest books available in their subjects.

The context:

Selection of proper books and purchasing the same is very important both for the teachers and the students. But due to non-availability of good book-sellers and publishers in our locality the teachers and students are faced with great problems in selecting and buying books. The college library committee also finds it inconvenient to select and purchase books for the library in the absence of reputed local book sellers. Hence the necessity has been felt to organise book exhibition in the college premises itself in order to encourage the students and the teachers to buy books of their choice in the college itself.

The Practice:

A set of reputed book publishers and distributors are invited to display the recent books in the exhibition. Necessary notification about the proposed book exhibition is issued by the librarian so that the teachers and the students can avail the facility of choosing books and purchase the same for their use.

Evidence of Success:

The holding of such exhibitions has proved to be effective for the students and the teachers. It has made the process of book selection easy and convenient for the faculty members and the students who are interested to buy books according to their needs.

Problems encountered and resources Required:

Sufficient space needs to be provided to the booksellers to exhibit their collections. But in view of the limited space available in the college building it is inconvenient to arrange exhibition. Moreover, the normal class schedule is disturbed during the exhibition hours.

Contact Details:

Name of the Principal :Dr.Buddhin Ch. Hazarika

Name of the Institution : Kharupetia College

P.O. Kharupetia Dist. Darrang

State : Assam Pin – 784115

Accredited Status : C+

Website : www.kharupetiacollege.org

Mobile :9435087533

E-mail : kharupetiacollege@gmail.com

BEST PRACTICE- II

Name of the Practice: Library Users' Education

Goal of the Practice:

- To orient the newly enrolled library user to the facilities and services provided by the library.
- To raise awareness about the services.
- To optimize usage of the library.
- To provide guidance on accessing electronic databases (infonet) to

faculty and scholars.

The Context:

Over the years, it has been seen that the newly enrolled users of the library face various problems in availing of the library services of the college. Owing to their lack of awareness about the available services, many users are not able to optimize usage of the library. It is in this context that the IQAC of the college mooted the idea of initiating steps to provide users' education to the newly enrolled students of the college so that they can derive the optimum benefit from the library services.

The Practice:

In the beginning of the academic session, an orientation programme is arranged by the librarian of the college who is assisted by his subordinate staff as well as the senior experienced teachers. In the said programme, the new students are explained about the library rules and the procedure of using the library services. They are also oriented about easy and convenient ways of tracing text and reference books from the stacks without the assistance of the library staff. Moreover, library staff meets the users who walk into the library and gather details of information needs and take them to the process of retrieving information from the library.

Evidence of success:

The practice has resulted in considerable improvement in the quality of library users of the college. Following the orientation given in the beginning of the session, students in general and the new users in particular, find it easy to utilise the library services. The practice also ensures optimal use of the various facilities available in the college library.

Problems encountered and resources required:

The practice is not free from problems. Arranging orientation programme involves cancellation of classes. Moreover, those students who remain absent from the orientation session are deprived of the training. It is not possible to arrange separate orientation session for them. The practice requires resources

like skilled manpower as well as time.

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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, plantations 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.**

OPPORTUNITIES:

- **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 create a few more class rooms to cope with the growing number of students in the various programmes.**
- iii) **To construct a new administrative building.**
- iv) **To construct a Seminar Hall.**
- v) **To procure some more ICT equipment as a part of the quality enhancement initiative in the teaching learning areas.**
- vi) **To add at least 1000books to the central library.**
- vii) **To organise at least three nos of extension programmes through the concerned cell.**
- viii) **To organise at least two departmental seminars in every department.**
- ix) **To motivate the faculty members to undertake more research works in the field of their choice.**

Name : *Abdul Awal*

Name : *Dr.Buddhin Ch. Hazarika*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____



KHARUPETIA COLLEGE
P.O. KHARUPETIA, DARRANG (ASSAM)
ESTD : 1981

Annexure - A

ACADEMIC CALENDAR – 2011-12

Month & Year	Class days	Total No. of Class days	Academic & Other activities	Sundays	Holidays
Aug./ 2011	1-6, 8-13, 16-17, 19-20, 23-27, 29.	22 days	Celebration of Independence Day on 15th August.	7, 14, 21, 28	15- Independence Day 18- Tithi of Sri Sri Madhab Dev. 22- Janmastomi 30-Tithi of Srimanta Sankardev 31- Id-Ul-Fitre
Sept./2011	9-10, 12-16, 19-24, 26-30.	18 days	Sessional Examinations for TDC 1st Semester to be completed by 1st half of September, 2011 (2-8 sept). 1st Unit Test will be held in the 2nd half of September, 2011. Observation of Teachers' Day on 5th September. Student Union Election of the College be held within 15th Sept.,2011	4, 11, 18, 25	1-Id-Ul-Fitre 17- Biswa Karma Puja.
Oct./2011	1-2, 12-15, 17, 19-22, 24-25, 27-29, 31.	17 days		2, 6, 23, 30	2-11 Birth day of Mahatma Gandhi, Durga Puja, Janmutsav of Srimanta Sankardev.
Nov./ 2011	1-5, 8-9, 11-12, 14-19, 21-26, 28-30.	24 days	The Educational field trip be done in the 1st week of November	6, 13, 20, 27	7- Id-Ud-Zoha 10- Guru Nanak's Birth Day
Dec./2011	1-3, 5, 7-10.	8 days	End semester (TDC 1st Semester) examination be completed by 20th December. 21st December – 31st December : Evaluation period for end semester examination. Filling up of the examination forms be completed by 31st Dec./2011 Students/ Teachers exchange programme may be done in the first half of Dec/2011. Observation of Human Right day on 10th Dec.	4, 11, 18, 25	6- Maharram
Jan/2012	2-7, 9-13.	11 days	Commencement of 2nd Semester classes from 2nd Jan. 2nd Unit Test will be held in 1st half of Jan. 2012. (18-23) 5 days, Annual College Week be held in the last week of Jan.,/2012 (24-31) -5 days	1, 8, 22, 29	14-16 Magh Bihu 17- Silpi Divas 26- Republic Day 28-Saraswati Puja.
Feb./2012	1-4, 6-11, 13-18, 21-25, 27-29.	22 days	Semester in the 1st week of February. Commencement of the TDC Part-II Exam. From 3rd week of Feb, 2012. Observation of Women's Day on 22nd February	5, 12, 19, 26	20- Sivaratri

Annexure - A

Mar./2012	1-3, 5-7, 9-10, 12-17, 19-24, 26-31.	20 days	Commencement of TDC Part III examination from 3rd week of March, 2012. Declaration of end semester (for first semester) examination result given by 15th March, 2012. Sessional Examination for 2nd semester be completed by first half of March.	4, 11, 18, 25	8- Dol Jatra
Apr./2012	2-6, 9-14, 16-21, 23-28, 30	11 days		1, 8, 15, 22, 29	13-17 Magh Bihu
May./2012	2-5, 7-12, 14-19, 21-26, 28-31	25 days		6, 13, 20, 27	May day
June./2012	1-2, 4-9, 11-16, 18-23, 25-30	3 days		3, 10, 17, 24	
July./2012	2-6, 8-14, 16-21, 23-28, 30-31	18 days		7, 15, 22, 29	
	Total nos. of Teaching days	185 days			
	Total nos. of Working days	283 days			

Sd/
Dr. B.C. Hazarika
Principal
Kharupetia College

Analysis - B

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KHARUPETIA COLLEGE, DARRANG, (ASSAM)
ANALYSIS OF STUDENTS' FEEDBACK ON TEACHERS
SESSION 2011-2012
Rating Scale: 1-10

Deptt.	Name of teacher	Communication skill	Interest generated by the teacher	Knowledge base	Ability to motivate	Accessibility	Broader perspective	Ability to design quizzes/ assignments	Use of Teaching aids	Sincerity	Overall rating	Average of 10 attributes
English	A.Rahim	7.69	7.35	7.69	8.19	6.14	8.56	8.12	7.69	8.59	8.66	7.86
	A.Awal	8.95	9.14	8.96	8.86	8.5	8.89	8.96	8.87	8.75	8.7	8.85
	M.Chakravorty	6.45	7.12	7.5	5.69	6.50	7.54	6.04	7.11	6.53	6.21	6.69
	R.U. Ahmed	7.56	6.69	6.15	5.69	6.64	7.05	6.56	6.69	7.10	6.36	6.64
	H.Rahman	6.69	7.58	6.12	6.56	7.14	6.12	6.87	7.23	6.23	6.23	6.67
Assamese	K. Saikia	8.45	7.56	8.1	7.69	8.23	8.23	7.89	6.36	7.56	6.69	7.67
	Dr. A.Begum	6.69	7.56	7.56	6.58	6.99	7.13	6.12	6.67	6.69	6.56	6.85
	N.H. Sarker	7.01	7.36	7.26	6.69	7.56	7.13	6.53	7.36	6.23	6.12	6.92
	M.Parbin	7.5	7.23	7.15	7.42	7.53	6.36	5.83	7.29	6.53	7.28	7.01
	D. Sarma	6.45	7.21	7.45	6.56	7.25	7.26	7.56	6.53	6.74	6.18	6.91
Hindi	S.A. Islam	7.58	8.69	7.89	8.15	8.15	7.63	7.56	8.23	8.68	8.65	8.12
	A.Matin	6.66	7.45	7.4	6.1	6.1	7.23	5.61	5.6	6.69	6.59	6.54
	M.N.Jaman	6.69	6.25	6.56	6.53	6.5	6.65	5.23	5.66	7.15	7.43	6.44
	Dr. P.K. Datta	8.25	9.12	9.25	8.55	9.46	9.3	8.56	8.23	8.3	9.4	8.79
	A.Devi	7.56	7.15	7.36	8.1	7.23	8.21	6.66	6.56	7.40	6.59	7.28
Arabic	N.Jaman	8.69	9.53	9.56	8.98	9.03	9.56	9.56	8.96	9.23	8.89	9.19
	Z.H. Ahmed	9.2	8.69	9.1	7.69	8.65	9.23	9.86	8.54	8.23	8.45	8.76
	I.Ali	9.25	9.25	9.23	7.58	8.33	8.56	8.66	8.35	9.2	7.59	8.67
	J. Ahmed	8.9	8.99	9.1	8.65	8.56	7.69	8.86	7.58	8.56	8.51	8.54
	N.Islam	7.2	8.35	7.15	8.12	8.12	9.49	8.69	7.86	7.89	6.86	7.97
Pol. Sc	H.Rahman	6.23	6.56	6.59	6.45	7.69	7.58	7.3	7.30	7.21	6.52	6.94
	A.WAhid	7.56	7.59	6.86	7.49	7.26	7.21	6.33	6.56	6.36	6.58	6.98
	D.KAlita	7.56	7.58	7.53	7.46	6.89	7.36	8.26	6.58	6.79	8.21	7.42
	M.S. KAlita	7.45	8.36	8.25	7.15	7.23	6.32	8.1	6.25	7.65	8.75	7.55
	M.RAhman	7.58	6.76	8.96	7.86	6.91	7.6	6.24	7.1	8.33	8.63	7.59
Education	A.B. Ahmed	7.65	8.23	7.53	7.36	7.01	6.56	6.28	7.09	7.15	6.36	7.12
	J. Sultana	6.54	7.67	6.57	6.56	7.12	7.05	6.98	6.13	7.50	7.86	6.99
	A.H. MAzumdar	7.56	7.36	6.86	6.58	8.53	7.53	7.56	6.99	8.25	7.96	7.51
	L.Rahman	7.12	6.69	7.54	7.86	7.28	6.96	6.45	6.57	6.38	6.56	6.94
	J.SAharia	8.21	6.97	7.5	8.29	8.65	7.58	7.56	8.89	8.69	9.12	8.14
Philosophy	P. Dutta	7.25	7.86	7.7	7.69	7.23	7.77	7.5	7.89	8.96	8.89	7.87

Annexure - B
2

	J.H. Choudhury	7.45	7.69	8.10	7.65	7.86	7.66	8.89	8.58	7.59	8.59	8.01
History	A.Karim	7.12	7.45	7.86	7.69	7.56	8.45	7.30	7.58	8.69	8.36	7.80
	J.U. Ahmed	7.59	8.69	7.98	7.56	6.66	6.59	6.9	6.96	7.01	7.56	7.35
Geography	A.HAnnan	6.89	6.33	7.35	6.63	7.23	7.23	6.25	6.25	6.52	6.12	6.68
	B.N. Bora	8.56	8.23	8.45	9.12	7.52	8.41	9.1	9.41	8.56	8.69	8.58
	Dr. K.D. Sarma	8.14	8.52	8.92	8.23	9.19	8.65	8.2	9.2	8.56	8.96	8.65
Mathematics	A.RAhman	9.5	10	8	8.5	7	8	8	8	9	8	8.4
commerce	A.Aziz	7.56	7.65	8.13	7.20	7.86	8.86	7.23	7.42	8.86	6.89	7.76
	A.B. Siddique	6.48	7.69	7.98	7.23	7.56	7.23	7.56	8.48	8.23	7.97	7.64
	F.M.Ahmed	8.56	9.18	8.96	7.01	6.26	7.23	8.58	7.19	7.86	8.94	7.97
	N.Hoque	6.23	6.15	6.01	7.63	7.89	6.93	6.65	5.01	6.54	6.65	6.56
	H.Saha	6.26	6.56	6.36	7.25	7.99	8.25	6.86	6.5	7.45	6.69	7.17
	A.U. Ahemd	6.89	6.65	7.13	7.50	6.86	6.56	6.69	7.15	6.29	6.69	6.84