

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2012-2013

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 2012-13

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 2012-13 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

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:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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

03-11-2009

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

2012-2013

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

- i. AQAR _____ N/A _____ (DD/MM/YYYY)4
- ii. AQAR _____ 2009-2010 submitted on ____ 25-10-2014 ____
_____ (DD/MM/YYYY)
- iii. AQAR _____ 2010-2011 submitted on 25-10-2014 ____
_____ (DD/MM/YYYY)
- iv. AQAR _____ 2011-2012 submitted on ____ 25-10-2014 ____
_____ (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

N/A

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International
Level

National

State

Institution

(ii) Themes

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2.14 Significant Activities and contributions made by IQAC

- It has always been the effort of the IQAC to act as a catalyst in the process of quality improvement in academic and administrative activities of the institution. 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. Making arrangements for taking remedial coaching classes for the slow and backward learners have been part of the contributions made by IQAC. The IQAC also arranged for obtaining feedback on teachers to ensure quality enhancement of teachers.**

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..To execute the action plan that remained unfulfilled last year.	1. 3 nos of class rooms were constructed/renovated to cater to the immediate need of taking classes and holding examinations.
2.To construct a few more class rooms to accommodate the growing number of students.	2. Construction work of the Indoor Sports complex-cum- auditorium has been started.
3. To arrange for construction of an Indoor Sports complex-cum- auditorium with assistance from the UGC.	3.15(Fifteen)nos of Laptops were purchased and provided to the HoDs of all the Departments of the college.
4.To procure a few more computers to add to the existing stock of ICT equipment.	
5. To procure Reprographic facilities in the college.	
6.To organise at least two career counselling	

<p>programmes.</p> <p>7.To undertake educational tours for the students of various departments of the college.</p> <p>8.To provide internet connection to every department of the college.</p> <p>9. 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>10. IQAC proposes to introduce remedial courses for the benefit of the slow learners</p> <p>11. The IQAC proposes to encourage the faculty members to participate in International/National seminar, symposium, workshop etc. for updating themselves.</p> <p>12. The IQAC proposes to organise through the Extension Education Cell a few community service programmes in this year.</p> <p>13. The IQAC proposes to organise departmental seminars for the students and teachers of the college.</p> <p>14. To improve the library services of the college.</p> <p>15. To arrange for providing computers to the various departments of the college</p> <p>16. To arrange for providing drinking water facilities to the students.</p> <p>17. Independent departmental accommodation for the remaining teaching departments to promote healthy academic atmosphere.</p> <p>18. Introduction of Biometric Attendance system to record the attendance of the teachers.</p> <p>19. To construct a new Administrative building to house the office of the principal.</p> <p>20.To adopt a village as per the suggestion of NAAC Peer Team in Cycle 1.</p> <p>21. To organise a district level inter college Debate competition.</p>	<p>4.Two extension education programmes are undertaken at the aegis of the Extension Education Cell of the College.</p> <p>5.Remedial coaching classes are held for the benefit of the students who are found to be slow in their learning process.</p> <p>6. A total of 10nos of Departmental seminars were organised during the year.</p> <p>7. Stock of books in the Central library increased.(Details shown in relevant Column)</p> <p>8.. A new Administrative building has been constructed.</p> <p>9.One Photostat machine has been purchased with financial assistance from the UGC.</p> <p>10.Students educational tour programmes were undertaken.</p> <p>11.Separate accommodation provided to six more departments of the college.</p> <p>12.Biometric Device for attendance of teachers and staff installed.</p> <p>13.Drinking water facilities for the students have been provided.</p> <p>14.Nadirmukh, a village situated in the immediate neighbourhood of the college has been adopted with effect from this year.</p> <p>15. A district level inter college Debate competition was organised on 6th October,2012</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 various cells undertook various programmes during the year as a part of the institutional quality enhancement process.

- **The college applied to the UGC for financial grants under XI plan. Accordingly, an amount of Rs 32,52927/- has been sanctioned to the college under Development grants and other heads**
- **3 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 were held for the benefit of the students who are found to be slow in their learning process.**
- **A total of 13 nos of Departmental seminars were organised during the year.**
- **Stock of books in the Central library has been 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	01			
Total	03	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	01

1.3 Feedback from stakeholders*Alumni

(On all aspects)

Mode of feedback :Online

Parents

Employers

Students

Manual

schools (for PEI)

Co-operating

**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/		46	0
Presented papers		17	0
Resource Persons	0	0	0

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

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

2.7 Total No. of actual teaching days during this academic year 186

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 0 0 0

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

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.	327		09	122	63	59.32
B.Com	17			11	05	94.73

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

:The IQAC has continued its untiring efforts to monitor the quality enhancement measures in the teaching learning process of the college. The IQAC works in close coordination with the Academic and Examination Committee of the college and reviews the Teaching & Learning activities from time to time and takes up quality enhancement measures. It also seeks advice from various departments towards improvement of the academic environment of the college. Like the previous year, this year also the IQAC obtained feedback from the students on the quality of teaching imparted by the teachers. The feedback so obtained are analysed and the concerned teachers are informed of their shortcomings and drawbacks, if any. Remedial coaching classes were arranged for the slow and disadvantaged learners.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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
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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 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	01	00	
Non-Peer Review Journals	00	00	
e-Journals	00	00	
Conference proceedings	00	02	

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 Books

ii) Without ISBN No.

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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/fund

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 /seminars organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	13
Sponsoring agencies					college

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

0

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 and students registered under them

0

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 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:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- **One cleanliness programme was organised by 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	16	03	UGC	19
Laboratories	02			02
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	15	UGC	15
Value of the equipment purchased during the year (Rs. in Lakhs)	-	290924/-	-	290924/-
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	9565	6,95.478/-	825	1,31,478/-	10390	8,26,956/-
Reference Books	2514	5,02,097/-	826	3,77,780/-	3340	8,79,877/-
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	15	-	15	-	-			-
Added	-	-		-	-	05	13	-
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. 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

ii) Campus Infrastructure and facilities

2699364/-

iii) Equipments

4050/-

iv) Others

Nil

Total :

2703414/-

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 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 :**There is no 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. Recently, the Departments concerned have been entrusted with the task of keeping a record of students' progression.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
892	61.94

Men

No	%
548	38.05

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1124		8	4	5	1141	1423	08	04	-	05	1440

Demand ratio 100%

Dropout % 24.64%

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	SLET	Nil	Nil	Nil		
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Other	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 one formal Counselling programmes was organised by this Cell.

No. of students benefitted

125

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 National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	201	67320/-
Financial support from government	24	78815/-
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

Exhibition: State/ University level National level International

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

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.

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 their area of interest. Teachers are granted study leave for pursuing research. They also keep contributing to different research journals.

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 in the library building.

6.3.6 Human Resource Management

The college authority has continued its efforts to ensure the optimal use of the available human resources of the college. To cater to the growing number of students the college authority engaged some contractual teachers and employees. Steps are taken for training of the staff from time to time to enhance their competency.

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

There is an admission committee in the college. 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, financial assistance from the Mutual Benefit Fund etc.
Non teaching	G.P.F., Gratuity, pension financial assistance from the Mutual Benefit etc.
Students	Scholarships, financial assistance from the Aid Fund of the college.

6.5 Total corpus fund generated : Rs.850000/-

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?

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 for the semester Courses.

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

NIL

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

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 non-bio-degradable items in the college campus. This year,20(Twenty) nos of tree 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.

Like the preceding years, this year also the IQAC encouraged the teachers to apply participatory methods of teaching, i.e. group discussion, seminars, quiz etc. instead of sticking to the traditional lecture method. The Heads of various Departments of the college especially monitored the use of these innovative methods in the teaching learning process. The IQAC also emphasised the increasing use of ICT in the class room to give a broader perspective to the learners.

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

The IQAC with the support and cooperation of the Governing Body of the college took necessary steps in order to execute the various plan of action decided upon at the beginning of the year. The concerned cells undertook various programmes to implement the action plan. Accordingly, the action plan was implemented.

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

BEST PRACTICE 1

Name of the Practice: Book Exhibition

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

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Best Practice 2

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 avail 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 XII plan.**
- ii) **To procure some more ICT equipment as a part of the quality enhancement initiative in the teaching learning areas.**

- iii) **To create a few more class rooms to cope with the growing number of students in the various programmes.**
- iv) **To procure at least 1000 books to the central library.**
- v) **To organise at least four nos of extension programmes through the concerned cell.**
- vi) **To initiate innovative methods of teaching.**
- vii) **To motivate the faculty members to undertake more research works and to continue to participate in various faculty development programmes.**

Name :Abdul Awal

Name:Dr.Buddhin Ch. Hazarika

Signature of the Coordinator, IQAC

*Signature of the
Chairperson, IQAC*



Annexure - A

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

ACADEMIC CALENDAR – 2012-13

Month & Year	Class days	Total No. of Class days	Academic & Other activities	Sundays	Holidays
Aug/2012	1-4, 6-11, 13-14, 16-18, 22-25, 27-31.	23 days		5, 12, 19, 26	15-Independence Day, 19- Tithi of Srimanta Sankar Dev
Sept/2012	1, 3-4, 6-7, 10-15, 24, 26-29.	16 days	1 st Sessional Examination of TDC Semester and 1 st Unit Test of H.S. Classes will be held in the 3 rd & 4 th week Sept./12 (17 th to 22 nd Sept./2012)	2, 9, 16, 23, 30	5- Tithi of Sri Sri Madhab Dev, 8-Janmastomi. 25- Janmushov of Srimanta Sankar Dev
Oct./2012	1, 3-6, 8-13, 15-16, 18-20, 30-31	16 days	Students Union Election will be held in 2 nd /3 rd week of Oct/2012	7, 14, 21, 28	2- Birthday of Mahatma Gandhi, 17-Kati Bihu 21-29 Durga Puja, Vijaya Dashami, Id-Ud-Zoha, Laxmi Puja
Nov./2012	1-3, 5-10, 12, 14-17, 19-24, 26-27, 29-30.	24 days		4, 11, 18, 25	13- Kali Puja, Dewali, 28- Guru Nanak's Birth Day
Dec./ 2012	1, 3-6, 7-8, 10-13	11 days	End Semester Examination will be held by 10 th Dec/2012 (10-20), 21-31 Evaluation Period.	2, 9, 16, 23, 30	25-Christmas Day
Jan./2013	1-5, 7-12, 18-19, 21-24.	17 days	Commencement of 2 nd & 4 th Semester classes from 1 st Jan/13. Annual College week will be held in the last week of Jan/2013	6, 13, 20, 27	14-17 Magh Bihu, Silpi Divas, 26- Republic Day
Feb./2013	1-2, 4-9, 11-14, 16, 18-23, 25-28.	23 days	Commencement of H.S. Final Exam. 2 nd half of February	3, 10, 17, 24	15-Saraswati Puja
Mar./ 2013	1-2, 4-9, 11-16.	14 days	Commencement of T.D.C. Part III Examination from 3 rd week of March (18-30), H.S. First Yr. Examination/13	3, 10, 17, 24, 31	27- Dol Jatra
April/2013	1-6, 8-13, 17-20, 23-24.	18 days	Sessional Examination of Even Semester will be held from April 25 th to 30 th /2013	7, 14, 21, 28	14-16 Bohag Bihu
May/2013	2-4, 6-11, 13-16, 18, 20-25, 27-31.	25 days		5, 12, 19, 26	1 May Day, 17- Budha Purnima
June/2013			End Semester Examination will be held by 15 th June 2013 and to be followed by next 15 days for evaluation.	2, 9, 16, 23, 30	
July./13					
	Total nos. of Teaching days = 186 days				
	Total nos. of Working days = 283 days				

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

KHARUPETIA COLLEGE, DARRANG, (ASSAM)
ANALYSIS OF STUDENTS' FEEDBACK ON TEACHERS
SESSION 2012-2013

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	7.6	7.3	6.99	7.4	6.85	7.86	7.69	7.18	8.03	7.3	7.42
	A.Awal	9.	9.23	9.21	8.04	8.56	9.31	9.29	8.86	8.69	8.9	8.9
Assamese	M.Chakravorty	6.66	7.05	6.45	7.01	6.65	6.45	6.02	7.56	6.75	6.45	6.70
	R.U. Ahmed	6.34	6.85	6.33	7.53	6.56	7.35	6.03	6.12	6.58	6.21	6.59
	H.Rahman	7.12	7.03	6.78	7.3	6.85	6.23	6.69	6.53	6.1	6.23	6.68
	K. Saikia	8.56	8.69	8.86	8.53	8	7.56	7.56	7.84	8.3	8.5	8.33
	Dr.A.Begum	7.25	6.85	8.5	6.8	6.4	6.86	6.86	6.7	8.2	7.59	7.63
	N.H. Sarker	7.5	8.98	6.8	6.9	7.4	8.63	8.63	6.09	7.75	6.9	7.3
Hindi	M.Parbin	7.6	7.56	6.58	8.9	7.8	8.3	6.75	6.6	7.5	8.03	7.56
	D. Sarma	7.3	7.14	7.6	7.2	7.1	8.2	6.9	7.5	6.5	6.6	7.20
	S.A. Islam	8.4	9.3	7.5	9.23	8.9	8.7	7.9	8.2	8.5	8.8	8.54
	A.Matin	6.9	7.69	6.8	6.6	6.2	6.23	6.1	5.9	7.07	7.1	6.65
Sanskrit	M.N.Jaman	6.45	6.03	7.2	6.33	6.23	6.53	5.6	6.2	7.53	7.12	6.52
	Dr. P.K. Datta	9	9.2	9.4	9.5	9.03	9.56	7.9	8.8	8.29	9.3	8.99
	A.Devi	7.8	7.5	7.4	7.64	8.53	9.23	6.54	6.6	7.23	7.15	7.56
Arabic	N.Jaman	9.3	8.9	9.2	9.1	8.5	8.9	9.2	9.13	9.05	9.3	9.05
	Z.H. Ahmed	8.6	8.85	8.9	8.3	9.56	9.4	9.2	8.55	8.4	8.53	8.82
	I.Ali	8.5	9.03	9.5	7.3	8.2	9.02	9.14	8.5	8.6	8.85	8.66
	J. Ahmed	8.45	9.1	8.23	9.2	8.4	7.56	7.56	7.3	8.23	8.1	8.23
Pol. Sc	N.Islam	6.9	7.86	8.5	8.05	7.53	8.6	8.3	7.66	6.7	8.18	7.82
	H.Rahman	7.5	6.36	7.3	6.45	7.2	7.47	7.1	7.3	6.8	6.6	7.00
	A.WAhid	7.5	7.8	7.16	7.46	7.47	6.65	7.56	6.42	6.8	6.5	7.13
Economics	D.Kalita	7.1	6.56	7.26	7.5	6.14	7.36	6.8	6.65	6.86	7.53	7.53
	M.S. Kalita	7.2	8.57	8.51	7.4	7.53	6.9	8.4	6.23	7.96	8.8	7.75
	M.RAhman	7.56	7.66	8.5	7.28	6.35	8.89	7.94	7.8	8.2	7.66	7.78
Education	A.B. Ahmed	7.45	8.5	7.42	7.3	7.42	6.9	7.58	7.99	8.17	7.1	7.58
	J. Sultana	7.9	6.42	7.7	6.55	7.20	7.74	7.7	6.56	7.2	6.8	7.17
	A.H. MAzumdar	8.8	7.96	7.03	7.4	8.3	7.2	8.15	7.5	8.6	7.8	7.87
Philosophy	L.Rahman	7.3	7.3	7.2	7.01	6.28	7.42	7.5	6.68	6.6	6.4	6.96
	J.Saharia	7.5	7.3	8.8	9.	9.37	8.2	8.3	8.4	7.9	8.6	8.33
	P. Dutta	7.39	7.4	6.79	7.9	8.5	7.3	6.51	6.8	8.5	8.9	7.59
	J.H. Choudhury	7.32	6.56	7.36	7.69	8.23	7.66	8.6	7.66	7.59	7.89	8.65

Annexure - B 2

History	A.Karim	7.7	8.21	7.28	7.51	6.96	8.41	6.9	8.13	8.23	8.1	7.74
	J.U. Ahmed	8.3	8.4	6.44	7.14	6.76	6.39	6.98	7.6	7.89	7.9	7.38
	A.Hannan	7.9	6.87	7.19	7.66	7.35	7.68	7.35	7.55	6.5	6.23	7.22
Geography	B.N. Bora	7.5	9.2	8.9	9.6	8.56	8.69	9.8	9.5	8.8	8.99	8.95
	Dr. K.D. Sarma	8.7	8.59	9.24	7.8	9.3	8.7	7.14	8.56	8.8	8.76	8.55
Mathematics	A.RAhman	8	9.2	9.1	8.5	9	9.5	8.5	8	8.5	9.6	8.79
Commerce	A.Aziz	8.5	8.87	9.3	8.39	8.69	8.69	8.9	8.7	9.5	8.7	8.82
	A.B. Siddique	6.78	7.86	7.9	7.2	7.56	8.3	7.23	8.5	7.8	7.6	7.67
	F.M.Ahmed	8.9	9.2	8.8	8.65	8.5	7.63	7.42	9.4	8.30	8.66	8.54
	N.Hoque	6.8	6.57	6.65	7.6	7.23	7.2	6.1	6.2	6.5	5.9	6.67
	H.Saha	6.1	6.8	6.4	7.6	7.2	8	6.32	7.4	7.2	6.8	6.98
	A.U. Ahemd	7.4	6.5	7.58	7.3	6.76	7.5	6.36	7.5	5.69	6.2	6.87