Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**KHARUPETIA COLLEGE**
Name of the head of the Institution	**Dr. Buddhin Chandra Hazarika**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03713255583**
Mobile no.	**9435087533**
Registered Email	**kharupetiacollege@gmail.com**
Alternate Email	**iqac.kc2014@gmail.com**
Address	**Village- Bologarah**
City/Town	**Kharupetia**
State/UT	**Assam**

Pincode	**784115**
2. Institutional Status	
Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**ABDUL AWAL**
Phone no/Alternate Phone no.	**03713255583**
Mobile no.	**9435385667**
Registered Email	**kharupetiacollege@gmail.com**
Alternate Email	**iqac.kc2014@gmail.com**
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	**https://kharupetiacollege.in/wp-content/uploads/2021/12/aqar_15-16__ed_5-06.pdf**
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://kharupetiacollege.in/wp-content/uploads/2021/12/Academic-Calendar-2016-17.pdf**
5. Accrediation Details	

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	63.40	2004	04-Nov-2004	03-Nov-2009
2	B	2.30	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	03-Nov-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Organised one workshop on the Use of Library Resources	28-Sep-2016 1	257
Organised one national seminar on the tpoic role of IQAC in sustenance and enhancement of quality in HEIs	08-Feb-2017 2	65
Work of setting up of a Language laboratory funded by RUSA has been started.	25-May-2017 1	60
Orientation Programme for newly admitted students to ensure effective teaching learning activities.	02-Aug-2016 1	226
Organised one Book Talk Programme	11-Mar-2017 1	270
Organised one On the Spot Essay Competition	03-Oct-2016 1	240
Organised one programme on AIDS Awareness	01-Dec-2016	150

	1	
Organised one Yoga Training & Workshop	05-Sep-2016 6	125

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Higher Education	Infrastructure Grants	RUSA	2016 1	4500000
Department of Higher Education	Equity Grants	RUSA	2017 1	1000000
Department of Higher Education	UGC Grants	UGC	2016 1	572000
Department of Higher Education	Fellowship Grant	ICSSR	2017 1	120000

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	**View File**
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	**View File**
11. Whether IQAC received funding from any of the funding	No

agency to support its activities during the year?

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Result analysis of the UG examinations.

IQAC organised a two-day National Seminar.

Organised one Parent-Teacher Meet.

Organised one career counselling programme for the outgoing batch of UG students.

Computerisation process of the central library has been initiated.

View File

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To apply for at least two national seminars.	One national seminar was sanctioned by UGC and organised by the IQAC on 8th and 9th February 2017.
To procure some more Text and Reference books for the central library.	Procured 144 numbers of Text/ Reference books.
To organise at least two Career Counselling Programmes.	Organised one career counselling programme for the outgoing batch of UG students.
To organise at least one Parent- Teacher meet.	Organised one ParentTeacher Meet.
To organise at least two extension Programmes through the NSS and Extension Education Cell.	Organised three programme on AIDS Awareness on 01/12/2016 and also organised one tree plantation programme.
To apply to the competent authority for requisite funds for construction of two big class rooms.	Applied to RUSA, Assam for infrastructure grants.

To complete the computerisation process of the library.	Computerisation work of library is in progress.

View File

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body, Kharupetia College	22-Nov-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	03-Apr-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS
1.1 – Curriculum Planning and Implementation
1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
There is an Academic Committee in the college comprising of all the Heads of the departments which looks after the academic aspects of the college. In order to ensure effective implementation of the curriculum, the IQAC prepares the Academic Calendar for every academic session. The teachers of various departments prepare schedule of work. The syllabus is proportionately divided among the teachers and accordingly, classes are allotted to individual teachers .The concerned teachers make

every possible effort to complete the allotted syllabus within the stipulated time. The teachers prepare teaching plan at the beginning of every academic year for each class/ semester. Based on the teaching plan the academic activities i.e. classes, examinations, seminars etc. are carried out. At the end of every month, every teacher has to prepare a monthly report reviewing the progress of the teaching plan made by him/her and submit the same to the concerned Head of the Department (HoD). The HODs maintain daily class diary wherein details of classes taken by each teacher including topics taught are recorded daily. The HODs monitor the class diary which is checked and signed by him everyday. Internal examinations are conducted periodically to assess the level of academic achievements of the students. . The Academic Committee from time to time reviews the progress made regarding the completion of the syllabus in time. After declaration of University results the IQAC and the Academic Committee conduct result analysis of various departments. Suggestions are given for taking remedial measures for the poor performing departments in the near future. Teachers are encouraged to take part in professional development programme to update themselves with the latest development in their respective disciplines. Use of ICT tools by the teachers are also encouraged to make the teaching learning activities more fruitful.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nill	Nill

View File

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course

Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nill	Nill

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History (Major) Paper 6.6	5
BA	Education (Major) Paper 6.6	32
BA	Hindi (Major) Paper 6.6	12
BA	Arabic (Major) Paper 6.6	36
BA	Philosophy (Major) Paper 6.6	24
BCom	Major Group (project Work)	71
BA	Environmental Studies Field Project	779

View File

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has a practice of obtaining feedback from the various stakeholders like students, teachers, parents, alumni through offline mode. Feedback from students, teachers, alumni and parents are taken through printed questionnaires. Various parameters that are used in the questionnaire include communication skills of teachers, depth of knowledge on the topic taught, inter-personal skills, motivation skills, fairness of evaluation , clarity of concept, use of ICT tools, infrastructural facilities, etc. Different set of questionnaires are provided to different stakeholders to take their responses and these are analysed and interpreted through statistical tools. After collecting the data through the questionnaires, these are analysed by the IQAC. The same is discussed in the IQAC and is finally placed before the principal. The principal takes necessary steps for utilising the input so received.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	B .A Major in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit and B A General including Geography and Mathematics.	800	1045	818
BCom	B.Com (Management, Accounting, Finance) and B.Com General	300	61	55

View File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1867	Nill	28	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
28	15	27	1	Nill	2

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In compliance with the suggestion given by NAAC Peer Team ,Student mentoring system has been initiated in the college. Initially, only the students of Major/Honours Course have been included under the mentoring system.The HoDs along with the other faculty members have been entrusted with the responsibility of mentoring the students of UG Major Course. Under this student mentoring system the students have been given the opportunity of availing round-the-clock advices, suggestions about their problems related to academic matters. At the beginning of the academic session, the Heads of the Departments holds a meeting of the faculty members and introduces the mentor with the students. The students are briefed about the proceduresof availing the benefits of mentoring system. Each teacher mentor maintains a record book where individual records of the mentees are maintained. 1867

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1867	28	1:67

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	28	2	Nill	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Dr. Kalidas Sarma	Assistant Professor	ICSSR Post Doctoral Fellowship

View File

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6th/2016	10/06/2016	07/09/2016
BCom	UG	6th/2016	10/06/2016	07/09/2016

View File

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has a well established system of Continuous Internal Evaluation. Under internal evaluation system the course content of each programme is evaluated through internal/ sessional examinations. This evaluation is conducted through offline examinations for which questions are set by the teachers of respective departments. The answer-scripts of the internal examinations are evaluated by the teachers of the concerned departments. After evaluation, the answer-scripts are shown to the students for taking corrective measures. Besides sessional examinations, home assignments and project works are also given to the students to assess their knowledge and skills.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC of the college prepares its annual academic calendar at the beginning of the year. This calendar is prepared on the basis of the academic calendar of the affiliating university. The schedule of teaching- learning activities including teaching days, evaluation days, co-curricular activities and holidays are clearly mentioned in the academic calendar. The calendar is prepared and distributed among the students and teachers at the beginning of the year. It is also uploaded on the college website. Every effort is made by the college to adhere to the schedule mentioned in the calendar so far as the implementation of the various activities are concerned.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://kharupetiacollege.in/wp-content/uploads/2021/12/PROGRAMME-SPECIFIC-OUTCOME-2019-20-

KHARUPETIA-COLLEGE-3.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	BA Major in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit	143	132	92.3
UG	BA	BA General	363	248	68.31
UG	BCom	Major in Management, Accountancy, Finance and B.Com General	86	81	94

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1	ICSSR	712000	120000

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIl	NIl	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIl	NIL	NIl	Nill	NIl

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NIl	NIL	Nil	Nil	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	0	Nill	0
International	0	Nill	0

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Philosophy	1
English	1
Commerce	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	NIl	Nill	0	Nil	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	Nill	Nill	Nil

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	18	Nill	Nill
Presented papers	1	12	Nill	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS Extension Education Cell	2	160
Tree Plantation Programme	NSS, Kharupetia College	3	75

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
College Programmes	IQAC Health Care Cell	AIDS Awareness	6	235
College Programme	Divine Trust (NGO), Kharupetia	Awareness Programme on Girls Education	5	145

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0

View File

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nill	Nill	0

View File

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1400000	1355891

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Class rooms	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10599	677928	60	9476	10659	687404
Reference Books	7066	451952	84	24722	7150	476674
Journals	13	11969	2	1231	15	13200
Library Automation	1	Nill	Nill	Nill	1	Nill

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	35	1	30	2	1	5	25	10	0
Added	0	1	0	0	0	0	0	0	0
Total	35	2	30	2	1	5	25	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	445876	300000	289819

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Processes and procedures for use of different facilities of Kharupetia College The college makes every possible efforts to make available necessary facilities and resources for the use of the users. Facilities are created out of the college's own resources or out of funds received from different funding agencies. Maintenance and upkeep of different facilities is done the support staff/ the concerned committees formed by the college authority. The college maintains aa Assets Register to keep record of the procurement and use of the different items/facilities. Laboratory: The College has two Laboratories i.e., the Geography Laboratory and the Psychological Laboratory. Respective Departmental Heads are entrusted with the duty of maintaining the laboratories. Library:There is a Library Advisory Committee to look after the facilities of the Library.The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library committee and forwarded to the Principal for final approval. Students are issued Library cards on the basis of which Library books are lent for a certain period as may be decided from time to time. Sports: There is a UGC-funded indoor Sports Complex in the college where various sports activities are organised. The college authority entrusts a Teacher as sports in-charges who is responsible for monitoring sports equipments and activities. One Secretary of the Students' union Body places the requirements of equipments before their Teacher in- Charge who issues the items as per their requirements. Computer and Internet facilities: The Computers and other ICT items like LCD Projectors. Digital Boards etc are procured by the college as per requirement and subject to availability of fund. The computers are fitted with LAN facility. All the HoDs have been provided with One Desktop and a Laptop each to be used for teaching learning purposes. The Computer Laboratory is for the use of the students for doing practical classes of Skill Development Courses. One Computer Teacher has been given the responsibility to take care of and upkeep of the Computer Laboratory.

https://kharupetiacollege.in/index.php/facilities/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	230	86400
Financial Support from Other Sources			
a) National	Ishan Uday UGC Scholarship	29	4698000
b)International	Nil	Nill	0

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	07/09/2016	147	All Departments, Career Counselling Cell
Workshop on Stress Management	20/11/2016	165	IQAC
Remedial Classes	06/08/2016	450	All Departments

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	Career Counselling Programme	Nill	180	Nill	Nill
2016	Career Counselling Programme with ICSI, NE Chapter, Guwahati	Nill	165	Nill	Nill

| | **View File** | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

| | **View File** | |

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	27	B.A, B.Com	All Departments	Gauhati University, NEHU, NERIM, USTM Dibrugarh University, B.H College, Kaliabor College, Nalbari commerce College	M.A, M.Com, MBA, Mass Communication, MSW, LLB

| | **View File** | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5

View File		

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Saraswati Puja	College level	460
Freshmen Social	College level	550
Milad-un Nabi	College level	550
Annual Sports	College level	370

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nil	Nil

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a Students Union (Council) which is formed by means of direct election held among the regular students of the college. The Students Council is headed by a President. Other portfolios of the Council are General Secretary, Assistant General Secretary, Games Secretary, Social Service Secretary, Debate Secretary, Magazine Secretary and Common room secretary. Each Secretary deals with the matters related to his or her respective section. The Students Union conduct various co-curricular activities in the college. the annual sports and cultural completions are also held on the initiative of the Students Union. There is one teacher in-charge to advise and guide each member of the Students Council. There is representation of the students in various committees and cells formed by the Collège from time to time to carry out different academic and co-curricular activities of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

There is a registered Alumni Association in the college. It is named Kharupetia College Alumni Association. During 2016-17 the committee functioned under the Presidentship of Dr. Amzad Hussain Mazumdar. The Association takes active part in all round development of the college. The association holds meeting from time to time and organises activities like awareness programmes on various issues.

5.4.2 – No. of enrolled Alumni:

315

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

i) One meeting of the Alumni Association was held during the year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice I: As a part of decentralized governance and participative management different committees were formed in the institution and they were given full autonomy to look after different teaching learning and other activities of the college. There is an admission committee to look after the matters related to admission of students of the college. Similarly there is an examination committee comprising heads of the departments which looks after the examination related activities of the college. Different co-curricular and extension activities are carried out with the help of teachers who are actively involved in implementing different plans and schemes. Practice II : There is representation of teachers, librarian and other non-teaching staff in the Governing Body of the college. The views and suggestions given by the teachers, non-teaching staff and students are always encouraged and welcome by the management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	i) The college is planning to introduce online admission from the next academic year. ii) Admission is done on the basis of merit for which a cut of mark is fixed.
Industry Interaction / Collaboration	i) The department of commerce visits some industries for their 6th sem Project work of students for practical exposure. ii) Some departments of the college organise programme of Special Talk from Industry personnel.
Human Resource Management	The college has an effective system of human resource management. i) Teachers and employees are recruited as per government rules and regulations. ii) Part time teachers are appointed on contractual basis to meet up the shortage of teachers in some departments. iii) The colleges follows participative system of management where both teaching and non-teaching staffs are involved in the decision making process. iv) Electronic mode of recording attendance of teachers and employees has been introduced in the college. v) The college organises time to time training or orientation programme for the employees as well for students. vi) Management motivates the faculty members of the college in all the spheres of their career and helps to develop their career path.
Library, ICT and Physical Infrastructure / Instrumentation	The college has an well equipped library. i) The library automation has been done with the SOUL software. ii) The digitalisation process of the library is partially done. iii) Adequate books are procured for the library which are issued to the students for reading. iv) ICT tools are also used by the teachers to make teaching learning more effective. v) Steps are taken from time to time to augment the infrastructure of the college as per requirement.
Research and Development	i) There exists a Research Committee in the college. ii) Teachers are motivated to take the various research projects. iii) Teachers are motivated to write up in national and international journals and publish some quality papers. iii) Every year teachers participate in various research and development activities such as FDP, STC, national and international seminars etc.
Examination and Evaluation	i) Regular sessional examinations are held in the college as a part of CIE to evaluate the students performances. ii) Weekly class tests are held in some departments. iii) Results analysis of the students are done and based on that advises and suggestions given.
Teaching and	i) Teaching plans are prepared by the teachers regularly. ii) Monthly progress

Learning	report on completion of courses is submitted to the IQAC. iii) Result analysis is done periodically. iv) Teachers maintain daily class diary showing records of classes taken each day.
Curriculum Development	The college is following the semester system in the UG curriculum which is designed and planned by the affiliating university. Being an undergraduate college this institution has no freedom for planning and development of curriculum.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Planning and development activities are carried out with the help of ICT tools. All the persons involved in the process of planning and development including IQAC maintain different records of such activities through electronic mode so that it can be useful for the purpose of future reference. All HODs have provided with Laptop for their academic and other administrative activities.
Administration	The administrative works of the college has been partially computerised. The Principal keeps different administrative records in the elctronic form. The college has a well designed websites through which various informations are communicated to the various stakeholders. There is also a provision for CC TV surveillance for monitoring different administrative and other activities inside the campus.
Finance and Accounts	Finance and accounts of the college are maintained through electronic mode. Records of various receipts and payments including preparation of Cash Book and Ledgers are done through Tally software.
Student Admission and Support	Applications for admission are invited through the college portal for which a separate admission window is opened. The admission merit list is also published on the college website. Any other important information related to students support is uploaded on the college websites.
Examination	The examination form fill up is done through online mode. The results are also declared through online mode.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Nill	Nil	Nil	Nil	Nill

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Orientation Programme for teachers on the Use of E-Resources	Nill	21/01/2017	21/01/2017	22	Nill
2016	Nill	Orientation Programme for non-teaching staff	17/08/2016	17/08/2016	Nill	10

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course (STC)	1	24/10/2016	30/10/2016	7
Short Term Course (STC)	1	16/02/2017	22/02/2017	7
Short Term Course (STC)	1	16/02/2017	22/02/2017	7
Short Term Course (STC)	1	16/02/2017	22/02/2017	7
Short Term Course (STC)	1	23/06/2016	29/06/2016	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Mutual Benefits Fund	Mutual Benefits Fund	Students Aid Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Kharupetia College gets its financial accounts audited every year by CA as mandated by financial rules. For this purpose all records of financial transactions of the college are placed before the CA who carries out necessary checks and verifies it as per rules. Necessary supporting documents are -provided by the college for this purpose. The external financial audit of the college is conducted by the Directorate of Local Audits. At the end of every financial year the financial records of the college such as receipts and payments are checked and verified by the officials of the Local Audit Department. The findings of the Audit Report are placed before the Governing Body of the college and also sent to the Directorate of Higher Education for necessary action.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

50000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC, Kharupetia College

Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

i) As a healthy practice of the institution this college has a Parent-Teacher Association which regularly involved in sharing their views with each others. This helps in maintaining a healthy academic environment in the institution. ii) Feedback from parents are taken on various aspects of teaching learning activities and further their feedbacks are analysed and used for improving quality of teaching learning activities. iii) Some departments organize meetings with parents of the students having Major in the concerned subject.

6.5.3 – Development programmes for support staff (at least three)

i) Training Programmes are organised for the support staff from time to time. ii) Support staffs are provided all kinds of facilities to ensure a healthy working environment. iii) Effort is also being made to keep them updated with the use of technology.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

i) Library facilities improved. ii) Computer facilities enhanced. iii) One national seminar organised. iv) Teachers have been motivated towards research activities. Many of the teachers have been participating in seminars/ workshops regularly. v) One faculty member namely Dr. Kalidas Sarma has been granted ICSSR Post Doctoral Fellowship. vi) One faculty member namely Deepak Kalita has been doing research under UGC funded FDP.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Organised one workshop on the Use of Library Resources	28/09/2016	28/09/2016	28/09/2016	257
2017	Organised one national seminar on the tpoic role of	09/02/2017	09/02/2017	09/02/2017	65

	IQAC in sustenance and enhancement of quality in HEIs				
2017	Work of setting up of a Language laboratory funded by RUSA has been started.	25/05/2017	25/05/2017	25/05/2017	60
2016	Orientation Programme for newly admitted students to ensure effective teaching learning activities.	02/08/2016	02/08/2016	02/08/2016	226
2017	Organised one Book Talk Programme	11/03/2017	11/03/2017	11/03/2017	270
2016	Organised one On the Spot Essay Competition	03/10/2016	03/10/2016	03/10/2016	240
2016	Organised one programme on AIDS Awareness	01/12/2016	01/12/2016	01/12/2016	150
2016	Organised one Yoga Training Workshop	05/09/2016	05/09/2016	05/09/2016	125
2016	Organised one Parent-Teacher Meet.	10/09/2016	10/09/2016	10/09/2016	80
2016	Organised one career counselling programme for the outgoing batch of UG students.	02/09/2016	02/09/2016	02/09/2016	140

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Mental Health of Adolescent Girls	15/09/2016	15/09/2016	145	38
Awareness Programme on Girls Education	23/11/2016	23/11/2016	160	55
Awareness Programme on Domestic Violence	11/02/2017	11/02/2017	160	45

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Kharupetia College being located in a rural place with sylvan surrounding, there is minimum scope of environmental pollution in the college campus. Nevertheless, the college makes concerted efforts for keeping the campus eco-friendly. Periodic plantation programmes are undertaken within the college premises as part of the green initiative. 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. The college authority is very much aware of the need and importance of energy conservation and does everything possible towards energy conservation. Awareness is created among the students about the importance of energy conservation. Strict vigil is maintained in the college campus to ensure that electricity energy is not wasted in any way. Students are instructed to switch off the lights and fans in the classrooms when the rooms are not in use. Classrooms are provided with sufficient cross ventilation and light so that the use of electricity can be minimized.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	28/10/2016	1	Cleanliness Drive	Environment	75
2016	1	1	10/09/2016	1	Plantation Programme	Environment	60
2017	1	1	04/02/2017	1	Awareness Programme on Population Control	Socio-Economic	145

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Integration Day	19/11/2016	19/11/2016	125
Celebration of Independence Day	15/08/2016	15/08/2016	307
Observance of Gandhi Jayanti	02/10/2016	02/10/2016	178
Celebration of Republic Day	26/01/2017	26/01/2017	287

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

i) Cleanliness drive is undertaken in the college campus periodically. ii) Use of plastic and tobacco is banned inside the campus. iii) Separate dustbins have been put up for keeping biodegradable and non- biodegradable wastes. iv) Adequate number of trees have been planted. v) Periodic awareness programmes are organised to create environmental consciousness.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

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: In keeping with the institution's practice of providing financial support to the students of this socio- economically backward region, Kharupetia College has introduced a welfare fund for the students which has been named as "Students' Aid Fund". 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. Best Practice 2: Name of the Practice: Library Users' Education Goal of the Practice: i) To orient the newly enrolled library users to the facilities and services provided by the library. ii) To generate awareness about the Library services. iii) To optimize the usage of the library. iv) To provide guidance on accessing electronic databases (info net) 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 the 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 support staff as well as the senior experienced teachers. In the said programme, the new students are explained about the rules and procedures 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. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://kharupetiacollege.in/wp-content/uploads/2021/12/Best_Practices-2016-17.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Kharupetia college is situated in a minority dominated area with a poor socio economic set up.

Moreover, the college also belongs to a district which has been identified as one of the aspirational district of the country. As a part of our efforts to translate into reality the stated vision and mission of the college and to help in producing capable and responsible citizens the college makes every effort to provide quality higher education to the learners of this socially and economically backward region. For this purpose the college has a strong team of dedicated teachers who spare no pains to give their best in terms of curricular and co-curricular activities. The Faculty Members of College are very active socially and intellectually. Academic excellence has always been the first priority of this college and the Faculty Members are encouraged to achieve greater heights in academic as well as extracurricular areas. The college authority provides all types of logistic support for this purpose. The teachers apart from discharging their professional responsibilities, also involve themselves in various c0mmunity welfare activities and outreach programmes. In view of the growing demand of the backward region for more seats, the intake capacity of various courses and programmes of the college has been increased from time to time. Financial incentives and support are also provided to the poor and meritorious students of the locality within the limited resources of the college.

Provide the weblink of the institution

https://kharupetiacollege.in/index.php/about-the-institution/

8.Future Plans of Actions for Next Academic Year

No data enetered!!!