



Yearly Status Report - 2018-2019

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/
4. Whether Academic Calendar prepared during the year	
if yes,whether it is uploaded in the institutional website: Weblink :	https://kharupetiacollege.in/wp-content/uploads/2021/12/Academic-Calendar-2018-19.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
Conducted Internal Academic Audit.	26-Dec-2018 1	5
Organised one Parent-Teacher Meet.	12-Mar-2019 1	80
Students feedbacks were collected and analysed.	05-Nov-2018 1	125
Digitalisation of Library partially done.	26-Apr-2019 1	350
Organised Career Counselling Programme.	03-Aug-2018 1	180
Observed International Womens Day	08-Mar-2019 1	230
Result analysis of the UG examinations.	13-Nov-2018 1	7

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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	Indoor Sports Facility Grant	UGC	2018 1	700000
Department of Higher Education	Sports Equipment Grant	UGC	2018 1	50000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

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

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Conducted Internal Academic Audit.

Initiative taken for digitalisation of the Central Library of the College, creation of digital classroom and completion of Language Laboratory.

Organised one Parent-Teacher Meet.

Organised Career Counselling Programme

Organised one symposia for the introduction of CBCS course from the academic year 2019-20.

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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 organise Parent Teacher Meet.	One Parent teacher Meet organised.
To organise two Career Counseeling Programmes.	Organised two career counselling programme- One among the the 1st year and 1st semester students and another with the recently passed 6th sem Students.
To organise at least three extension Programmes.	Organised 4 extension Programmes.
To introduce the CBCS curriculum from the year 2019-20.	One symposia conducted on the introduction of CBCS from the academic year 2019-20.
To enhance the sports infrastructure of the institution.	Various sports equipments purchased and thus enhanced the sports infrastructure of the instituion.
To complete the digitalisation of Central Library	Digitalisation of Central Library partially done.
To complete the setting up of the Language Laboratory of the College.	The work of setting up of Language Laboratory of the college is going on and in Progress.
To create one more Digital Classroom	The work of creation of digital classroom is in progress.

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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	2019
Date of Submission	09-Feb-2019
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

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 routine committee of the college prepares daily class routine for each academic year and classes and tutorial classes are taken accordingly. 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 conducts 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
8 Months Certificate Course in Sanskrit	8 Months Diploma Course in Sanskrit	06/09/2018	1	Employability	Skill in Sanskrit Language

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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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
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	33	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
3 Months Computer Literacy Course	01/08/2014	335
Spoken English Course	01/08/2014	335

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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	12
BA	Education (Major) Paper 6.6	28
BA	Hindi (Major) Paper 6.6	13
BA	Arabic (Major) Paper 6.6	16
BA	Philosophy (Major) Paper 6.6	35
BCom	Major Group (project Work)	66
BA	Environmental Studies Field Project	835

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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 & BA general including Geography and mathematics	800	1080	794
BCom	B. Com Major and General	300	175	138

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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
2018	2852	Nil	27	Nil	Nil

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	Number of smart classrooms	E-resources and techniques used
27	16	107	1	2	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)

No

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nil	Nil	Nil

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	27	3	Nil	9

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
Nil	Nil	Nil	Nil

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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	6/2018	18/05/2018	05/07/2018
BCom	UG	6/2018	18/05/2018	05/07/2018

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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 of 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/>

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	BCom	B.Com (Major and General)	30	28	93
UG	BA	BA Major in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit & BA General including Geography and Mathematics.	633	518	81.83

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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
Nil	0	Nil	0	0

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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	Nil	Nil

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

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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
Nil	Nil

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	Geography	1	0
International	Economics	2	5.75
National	English	1	3.11

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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
Nil	Nil

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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	Nil	0	Nil	Nil

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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	Nil	Nil	Nil	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	Nil	Nil
Presented papers	1	Nil	Nil	Nil

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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
Tree plantation Programme	NSS	6	60
Awareness Programme on Girls Education	IQAC, Extension Cell	8	135
Awareness on Population Control	IQAC	15	125
Swacchata Programme	IQAC, Human Development Mission, Darrang, Extension Education Cell	8	80

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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	Nil

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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 activities	Number of students participated in such activities
Tree plantation Programme	NSS	Tree plantation Programme	6	60
Awareness Programme on Girls Education	IQAC, Extension Cell	Awareness Programme on Girls Education	8	135

Awareness on Population Control	IQAC	Awareness on Population Control	15	125
Swacchata Programme	IQAC, Human Development Mission, Darrang, Extension Education Cell	Swacchata Aviyan	8	80

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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
Students Exchange Programme (Dept. Education)	45	Own Source	1
Student Exchange Programme (Dept. Hindi)	20	Own Source	1
Student Exchange Programme (Dept. Arabic)	20	Own Source	1
Student Exchange Programme (Dept. Geography)	15	Own Source	1
Student Exchange Programme (Dept. Assamese)	50	Own Source	1
Student Exchange Programme (Dept. Commerce)	30	Own Source	1

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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	Nil	Nil	0

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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	Nil	Nil	Nil

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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
12000000	11853801

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Others	Existing

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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 partially)	Version	Year of automation
SOUL	Partially	2.0	2013

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13686	1065773	Nil	Nil	13686	1065773
Reference Books	8506	1740171	29	12111	8535	1752282
Journals	15	13200	3	1300	18	14500
Library Automation	1	Nil	Nil	Nil	1	Nil

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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	Nil

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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	76	2	30	2	2	6	25	10	7
Added	25	0	0	0	0	0	0	0	0
Total	101	2	30	2	2	6	25	10	7

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	Nil

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 incurred on maintenance of physical facilities
500000	457795	450000	430467

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 different stakeholders. 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 by the support staff/ the concerned committees formed by the college authority. The college maintains an 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 responsibility 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 by the Library Committee 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-Charge who is responsible for monitoring sports equipments and activities. One Secretary of the Students' Union 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 for 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	Student Aid Fund	356	142600
Financial Support from Other Sources			

a) National	Ishan Uday, UGC Scholarship	31	5022000
b) International	Nil	Nil	0

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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
Awareness Programme on Benefits of Yoga	21/06/2018	155	IQAC
Workshop on Stress Management	19/12/2018	147	IQAC
Remedial Classes	01/08/2018	240	All Departments

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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 passed in the comp. exam	Number of students placed
2018	Career Counselling Programme	Nil	110	Nil	Nil

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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
3	3	1

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	23	B.A, B.Com	All Departments	Gauhati University, Tezpur University, NEHU, NERIM, Dibrugarh University, B.H College, Kaliabor College, Nalbari commerce College, Mangaldoi Law College, USTM	M.A, M.Com, MBA, Mass Communication, MSW, LLB

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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	6

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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	260
Milad-un Nabi	College level	400
Freshmen Social	College Level	350
Annual Sports	College Level	320

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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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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 an active Alumni Association in the college functioning actively. It is named Kharupetia College Alumni Association. During 2018-2019 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 hold meeting time to time and organises activities like awareness programme on various issues.

5.4.2 - No. of enrolled Alumni:

580

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

10000

5.4.4 - Meetings/activities organized by Alumni Association :

i) Two meetings of the Alumni Association was held during the year. ii) awareness Programme on Child Marriage organised by Alumni association.

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
Curriculum Development	The college has opted for the new Choice Based Curriculum System. Being an affiliated college this institution has no freedom to frame or develop the curriculum of the UG courses.
Teaching and Learning	i) Teaching plans are prepared by the teachers regularly. ii) Monthly progress 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.
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. iv) Evaluated answer scripts are shown to the students for corrective measures. v) It has been made mandatory for all students to appear in sessional examination.
Research and Development	i) There exists a Research Committee in the college whic motivates the teachers to take up various research projects. ii) 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.
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.
Human Resource Management	i) The college maintains handbook for employees as well as for students to maintain code of conduct. ii) The college organises time to time training or orientation programme for the employees as well for students. iii) Management motivates the faculty members of the

	college in all the spheres of their career and helps to develop their career path.
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.
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.

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

E-governance 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 electronic 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	Admission software is going to be procured to make the admission process online from the next academic year. 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. Some of the information related to examination is shared through the whatsapp group.

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
Nil	Nil	Nil	Nil	Nil

[View File](#)

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)
2019	Orientation Programme on proposed CBCS curriculum	Nil	22/01/2019	22/01/2019	27	Nil
2018	Nil	Training Programme for non-teaching staff on Online Form- Fill up.	18/08/2018	18/08/2018	Nil	8

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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	12/11/2018	18/11/2018	7
Short Term Course (STC)	1	12/11/2018	18/11/2018	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
Nil	Nil	Nil	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Mutual Benefits Fund	Mutual Benefits Fund	Students Welfare 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 send 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

563885

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	Nil	Yes	IQAC, Kharupetia College
Administrative	No	Nil	No	Nil

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) Automation/ digitalisation of the Central Library completed. ii) Strengthen the Sports Infrastructure. iii) Setting up of Language Laboratory is in progress. iv) The work of digital classroom is in progress. v) Computer/ ICT facilities enhanced. vi) Extension and outreach programmes have been increased.

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
2018	Conducted Internal Academic Audit.	26/12/2018	26/12/2018	26/12/2018	5

2018	Result analysis of the UG examinations.	13/11/2018	13/11/2018	13/11/2018	7
2018	Organised one career counselling programme among the students of 6th sem Students.	03/08/2018	03/08/2018	03/08/2018	180
2019	Digitalisation of the Central Library partially done	26/04/2019	26/04/2019	26/04/2019	350
2019	Organised one symposia for the introduction of CBCS course from the academic year 2019-20.	22/02/2019	22/02/2019	22/02/2019	25
2019	Organised one Parent-Teacher Meet.	12/03/2019	12/03/2019	12/03/2019	80
2018	Purchased one podium cum Microphone.	12/09/2018	12/09/2018	12/09/2018	550
2019	Take necessary steps to renovate IQAC office and Computer Laboratory.	07/02/2019	07/02/2019	07/02/2019	350
2018	Various sports equipments purchased	13/09/2018	13/09/2018	13/09/2018	550
2018	Organised one career counselling programme among the the 1st year and 1st semester students.	03/08/2018	03/08/2018	03/08/2018	250

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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
Observance of International Womens Day	08/03/2019	08/03/2019	145	35
Awareness Programme on Child Marriage organised in the adopted village	03/12/2018	03/12/2018	107	44
Antisexual harrasment cell has been formed in the college	28/03/2019	28/03/2019	180	78

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. Awareness programmes on energy conservation and Environmental Consciousness is organized by the college. Strict measures are taken to ensure that energy is conserved. Power is switched on only when required otherwise kept off when not in use. Electricity is used wherever natural light is insufficient. Tube lights and LED bulbs are used instead of incandescent bulbs. Almost all the computer monitors in use are LED or LCD to ensure minimum usage of electricity. The college has adopted eco-friendly initiative through solar energy mode which reduces the global pollution level. Renewable energy sources, Solar panels are used in the campus. The college has installed roof top solar panels of 40 KVA. The required amount of power that is consumed by the college comes from two sources: Electricity and Solar power. Nearly 50 of the power consumed in the college campus comes from solar energy.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	10

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
2018	1	1	08/03/2019	1	Observance of International Womens Day	Women Empowerment	235

2018	1	1	21/09/2018	1	Plantation Programme	Environment	60
2019	1	1	31/05/2019	1	Awareness Programme on the Impact of Tobacco on health	Health	155

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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)
Code of Conduct for Teachers	01/08/2018	Teachers strictly follow the code of conduct prescribed by the college authority. This has positive impact on the overall environment of the institutions. It has also helped to improve the teachers students relationship and the relationship of teachers with the college authority and other stakeholders.
Code of Conduct for Students	01/07/2018	The college publishes its annual prospectus wherein the code of conducts to be followed by the students are clearly mentioned. This helps in maintaining discipline in the college besides improving the relationship between teachers and students.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	340
Observance of Gandhi Jayanti	02/10/2018	02/10/2018	265
Celebration of Republic Day	26/01/2019	26/01/2019	315

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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) Using solar energy plant as a source of alternative energy.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice 1-Best Graduate Award
The Goal: The goal of the best Practice is to motivate and to create a sense of healthy competition the students for attaining the heights of academic excellence as a part of translating the college's stated vision of producing responsible, confident and secure citizens by imparting quality higher education. The Context: Kharupetia College is situated in a rural area of Darrang district which has been identified as one of the 'Aspirational Districts' of the country. This district has been lagging behind in many respects including educational, health and other areas. Such a district needs special attention particularly in the area of higher education which is considered as an indispensable tool for social and economic change and development. In view of the changed global scenario it has been imperative to groom our youths with necessary life skills by providing quality higher education. Kharupetia College has been making consistent and sincere efforts to fulfill its vision and mission of imparting quality higher education. As a part of such efforts and to create an environment of competitiveness among the learners Kharupeta College has introduced the 'Best Graduate Award' for the best performing student of Undergraduate Major/Honours Programme. The Practice:As a part of our strategy for striving to ensure academic excellence Kharupeta College has introduced the 'Best Graduate Award' for the best performing student of Undergraduate Major/Honours Programme.The award comprises a cash award of Rs.1000/- which is given formally by the Principal in an annual meeting. According to the decision of the Internal quality Assurance Cell and the Academic Committee, this Award is given annually to the student who performs the best result among all the students of the U.G.Major/Honours programmes offered by the college. The information about this award is clearly stated in the Prospectus of the college. The teachers explain the rules and procedures of selecting the awardee of this award in the beginning of the academic session in order to motivate the students. After declaration of the results of the final semester examinations, the Academic Committee of the college and the IQAC analyse the results of all the subjects in order to find out the best performer. Accordingly the awardee is informed and the award is ceremonially given to him/her in a function organized in the college. Evidence of Success: The Practice of 'Best Graduate Award" introduced by the college has been found to be very effective so far as the quality enhancement strategy in teaching learning process is concerned. The award has worked as a motivating force for the

students to strive for academic excellence. The students feel inspired and encouraged in their academic pursuits. It has also been able to instill a sense of confidence among the students besides creating an environment of healthy competitiveness among them. Over the last few years, the results of the college in the UG Major/Honours programme has witnessed much improvement. Many students of the Major/Honours programmes in different subjects have shown impressive results and many of them have been able to get entry into different universities for higher studies.

Best Practice II - Performance Appraisal Reports of Teachers

The Goal: To monitor the career and professional development of teachers as a part of quality enhancement strategy in teaching-learning and research activities.

The Context: Teachers play the most vital role in the process of teaching learning in any institution. Teachers are also regarded as the torch bearer of knowledge. In this 21st century which has witnessed knowledge revolution, the need of the hour has been to impart quality higher education to groom our youths with appropriate life skills. It is needless to state that unless a teacher is professionally well trained and updated he/ she cannot be successful in imparting quality education. It is with this perspective that the practice of preparation and submission of annual performance appraisal reports by the teachers has been introduced in this institution. Through this mechanism efforts are made to monitor the professional developments and other academic and research activities of the teachers.

The Practice: As a part of this practice, all the teachers of Kharupetia College are mandated to maintain a file of annual performance appraisal profile in their respective departments. A specific format has been designed by the IQAC of the college wherein various information pertaining to every teacher is recorded. The Appraisal Report contains information on the bio data of the teacher including his /her academic qualification, date of joining in service, teaching experience, professional development programmes attended, refresher courses/ orientation programmes attended, seminars, workshops, symposia attended, attending and presenting papers in any seminar/workshop or acting as a Resource Person etc. The Appraisal Report also contains data on any research projects done during the year, books or chapter in books published, any publication in national and international journals etc. Any professional qualifications acquired by the teachers during each academic year including M.Phil and Ph.D are also recorded in the Appraisal Report. The teachers prepare and submit the Appraisal Reports annually and submit the same to the IQAC through the concerned HoDs. The IQAC reviews the Appraisal Reports from time to time and gives necessary advice on them.

Evidence of Success: The system of Annual Appraisal Reports by the teachers has proved to be very successful and effective in monitoring the academic, professional progress and development of the faculty members which is of crucial importance so far as the sustenance and enhancement of quality in higher educational institution is concerned. As advised by the IQAC of the college,

each and every teacher of this institution prepares his/her Appraisal Reports giving details of the required information as per the prescribed format. The Report is duly signed by the concerned Head of the Department and forwarded to the IQAC for review and necessary input. Such reports have proved to be very helpful and effective in keeping track of and monitoring the professional activities of the college. This practice has been found to have had immense impact in enhancing the quality of teaching learning process in the institution.

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-2018-19.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 community 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

To create one more digital classroom.