Yearly Status Report - 2019-2020

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-2018-19.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-2019-20.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**
Construction of three RCC classroom	18-Dec-2019 1	180
Creation of two ICT enabled classrooms	10-Sep-2019 1	180
Applied to UGC for Opening B.Voc Programme	15-Jun-2019 1	0
Proposal submitted to NCTE for introducing four years integrated B.ED course	31-Jul-2019 1	0
Result analysis of the UG examinations.	04-Oct-2019 1	10
Organised one training programme for non-teaching staff	17-Aug-2019 1	15
Conducted Internal Academic Audit	29-Nov-2019	5

	1	
Organised one Parent-Teacher Meet.	01-Jul-2019 1	115
Orientation Programme on CBCS.	02-Aug-2019 1	317
Organised one Orientation Programme for students on the Use of E-Resources	05-Aug-2019 1	230

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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	2019 1	4500000
Department of Higher Education	Infrastructure Grants	RUSA	2020 1	500000
Department of Higher Education	Equity Grants	RUSA	2020 1	75000
Department of Higher Education	Seminar Grant	UGC	2020 1	40000

View File

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 :	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	**View File**
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)

IQAC held meetings with the Academic Committee to make periodic review or teaching learning activities of the college.

Internal Academic Audit was done by IQAC.

Computerisation of Administrative work.

Created two ICT enabled classrooms .

Organised one Orientation Programme for students on the Use of E-Resources.

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 organise extension Programmes on the initiative of IQAC.	Organised three extension Programmes on the initiative of IQAC.
To create ICT enabled classrooms.	Two ICT enabled classrooms created.
To procure LCD Projectors for Commerce Faculty.	Two LCD Projectors procured for Commerce Faculty.
To apply to UGC for Opening B.Voc Programme.	Applied to UGC for Opening B.Voc Programme.
To submit proposal to NCTE for introducing four years integrated B.ED course.	Proposal submitted to NCTE for introducing four years integrated B.ED course.

To conduct result analysis of the UG examinations.	Result Analysis of the UG examinations conducted.
To conduct Internal Academic Audit.	Internal Academic Audit conducted by IQAC.
To organise ParentTeacher Meet.	One Parent-Teacher Meet organised.
To organise Orientation Programme for students on the Use of E-Resources.	One Orientation Programme organised for students on the Use of E-Resources.
To conduct Orientation Programme on CBCS.	One Orientation Programme conducted on CBCS.

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	**2020**
Date of Submission	**25-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college has admission software through which the admission process of the college is conducted. Submission of online applications, preparation of merit list are done with the help of this software. Fee deposit challans are also generated through this software. Examination**

form fill up are also done through online portal. Moreover, every department has a desktop computer set wherein departmental data relating to admission in various programmes, examination results and other student related data are preserved. The financial data of the college are maintained through Tally software. The college has its own websites on which all information related to the college are uploaded.

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**
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
BA	**BA Honours in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit & BA Regular including Geography and Mathematics**	**01/07/2019**
BCom	**Honours**	**01/07/2019**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	**Diploma Course**
Number of Students	**34**	**17**

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**	**325**

| Spoken English Course | 01/08/2014 | 325 |

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	40
BA	Education (Major) Paper 6.6	41
BA	Hindi (Major) Paper 6.6	22
BA	Arabic (Major) Paper 6.6	21
BA	Philosophy (Major) Paper 6.6	50
BCom	Major Group (project Work)	80
BA	Environmental Studies Field Project	778

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
BCom	Honours	300	220	193
BA	BA Honours in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit & BA Regular including Geography and Mathematics	800	1115	798

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
2019	2172	Nill	26	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
26	19	82	3	3	5

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 procedures of availing the benefits of mentoring system. Each teacher mentor maintains a record book where individual records of the mentees are maintained.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2172	26	1:84

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	26	4	Nill	11

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
Nill	Nil	Nill	Nil

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

| BCom | UG | 6th/ 2019 | 21/05/2019 | 18/07/2019 |
| BA | UG | 6th/ 2019 | 21/05/2019 | 18/07/2019 |

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 20 of 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/wp-content/uploads/2021/12/PROGRAMME-SPECIFIC-OUTCOME.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final	Pass Percentage

			final year examination	year examination	
UG	BA	BA Major in English, Assamese, Education, Political Science, Hindi, Economics, Arabic, Philosophy, History, Sanskrit & BA General including Geography and Mathematics	671	354	52.75
UG	BCom	Bcom (Major and General)	80	68	85

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)

https://kharupetiacollege.in/wp-content/uploads/2021/12/SSS-Analysis-2019-20.pdf

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
Nill	0	Nil	0	0

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
Nil	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	Philosophy	1	0
International	Economics	1	5.75
International	Geography	1	0.09

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
Assamese	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
Fraud In The Higher Educational UInstitutions In Assam, India: Issues And Challenges	Dr. Kalidas Sarma	International Journal of Educational and Pedagogical Sciences	2019	4	Nill	Kharupetia College

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	2	2	Nill	Nill
Presented papers	1	Nill	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

Cleanliness Programme	IQAC and Extension Education Cell	6	84
Tree Plantation Programme on World Environment Day	NSS and Divine Trust (NGO), Kharupetia	5	45
Awareness Programme on Covid-19	IQAC, NSS and Divine Trust (NGO)	15	55
Investors Awareness Programme	Dept. of Commerce, Kharupetia College SEBI	8	145

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
Extension Programme	IQAC, NSS and Divine Trust (NGO)	Awareness Programme on the use of sanitary napkins	6	185
Extension Programme	IQAC and Extension Education Cell	Cleanliness Programme	6	160
Extension Programme	NSS and Divine Trust (NGO)	Tree Plantation Programme on World Environment Day	5	45
Extension Programme	IQAC, NSS and Divine Trust (NGO)	Awareness Programme on Covid-19	15	55

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
Students Exchange Programme (Dept. Economics)	15	Own Source	1
Student Exchange Programme (Dept. Arabic)	20	Own Source	1
Student Exchange Programme (Dept. Sanskrit)	8	Own Source	1
Student Exchange Programme (Dept. Education)	35	Own Source	1
Student Exchange Programme (History)	30	Own Source	1

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	0	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
8400000	8287197

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Others	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	13250	1835003	104	22280	13354	1857283
Reference Books	8971	917500	135	43272	9106	960772
Journals	10	8200	Nill	Nill	10	8200
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	87	2	30	2	2	6	25	10	7
Added	14	1	0	0	0	0	0	0	0
Total	101	3	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 incurredon maintenance of physical facilites
1000000	971732	700000	688805

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	Students Aid Fund	271	108600
Financial Support from Other Sources			
a) National	Ishan Uday, UGC Scholarship	6	972000
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
Language Laboratory Under Equity Scheme of RUSA	04/09/2019	250	Department of English and Assamese.

Remedial Classes	08/08/2019	560	All Departments
Personal Counselling and Mentoring	19/08/2019	560	All Departments, Career Counselling Cell
Workshop on Stress Management	08/04/2020	150	IQAC
Awareness Programme on Benefits of Yoga	13/05/2020	140	IQAC
Awareness Programme on Use of Plastics	20/04/2020	135	Eco Club, Kharupetia College

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
2019	career Counselling Programme	Nill	125	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
2019	45	BA, B.Com	All Departments	Gauhati University, Tezpur University, NEHU, NERIM, Dibrugarh University, B.H College, Kaliabor College, Nalbari commerce College	MA, M.Com. MBA. Mass Communication

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
Annual Sports	College Level	320
Freshmen Social	College Level	360
Milad-un Nabi	College level	560
Saraswati Puja	College level	350

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

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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 conducts various co-curricular activities in the college. The annual sports and cultural competitions 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 2019 2020 the committee functioned under the Presidentship of Dr. Amzad Hussain Mazumdar. The Association takes active part in all round development of the college.

5.4.2 – No. of enrolled Alumni:

750

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

20000

5.4.4 – Meetings/activities organized by Alumni Association :

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

Programme was organised in the adopted village. iii) One Career Counselling Programme was organised by the 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. 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.
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. iii) Some departments of the college organise Special Talks programme by inviting Industry personnel.
Admission of Students	i) The college has adopted online admission process. 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-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	Student admission of the college is done through online mode. 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. 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
Nill	Nil	Nil	Nil	Nill

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 CBCS matters.	Nill	21/10/2019	21/10/2019	35	Nill
2019	Nill	Training Programme for non-teaching staff on CBCS	17/08/2019	17/08/2019	Nill	15

matters.

View File

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
Nil	Nill	Nill	Nill	0

View File

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 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 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

754294

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 is 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 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. iv) There is representation three numbers of parents/ guardian in the Governing Body of the college.

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)

1. The college has been enhancing its infrastructure. 2. The college has created three ICT enabled classrooms. 3. Adequate ICT equipments have been procured. 4. A Language Laboratory has been set up. 5. One 40 KVA rooftop Solar Engery has been installed in the college campus. 6. Adequate sports equipments have been procured. 7. Library has been digitalised. 8. More than 4000 books have been purchased for the Library. 9. The college approach road has been renovated.

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
2019	Initiative taken for Computerisation of Administrative work.	11/07/2019	11/07/2019	11/07/2019	10
2019	Formation of an Eco Club on the initiative of IQAC	28/08/2019	28/08/2019	28/08/2019	120
2019	Organised one Orientation Programme for students on the Use of E-Resources	05/08/2019	05/08/2019	05/08/2019	230
2019	Conducted Internal Academic Audit	29/11/2019	29/11/2019	29/11/2019	5
2019	Organised one Orientation Programme on CBCS.	02/08/2019	02/08/2019	02/08/2019	317
2019	Creation of two ICT enabled classrooms	10/09/2019	10/09/2019	10/09/2019	180
2019	Procurement of Two LCD Projectors for Commerce Faculty	12/09/2019	12/09/2019	12/09/2019	300
2019	Proposal submitted to NCTE for introducing four years integrated B.ED course	31/07/2019	31/07/2019	31/07/2019	Nill
2019	Applied to UGC for Opening B.Voc Programme	01/07/2019	01/07/2019	01/07/2019	Nill
2020	Organised Career Counselling Programme.	06/02/2020	06/02/2020	06/02/2020	85

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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
Awareness Programme on Girls Education	30/09/2019	30/09/2019	120	30
Observance of International Womens Day	08/03/2020	08/03/2020	105	65
College Level seminar on Women empowerment	12/02/2020	12/02/2020	150	110

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	12

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
2019	1	1	24/01/2020	1	Free Health	Health	120

					Check Up		
Nill	1	1	20/03/2020	1	Awareness Programme on Covid-19	Health	70
2019	1	1	01/11/2019	1	Swaach Bharat Abhiyan	Cleanliness	230

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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	03/08/2019	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	15/07/2019	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	15/08/2019	15/08/2019	322
Observance of Gandhi Jayanti	02/10/2019	02/10/2020	285
Celebration of Republic Day	26/01/2020	26/01/2020	253

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

i) Eco- club has been formed to take care of environmental issues. ii) Use of plastic and tobacco is banned inside the campus. iii) Adequate number of trees have been planted. iv) Separate dustbins have been put up for keeping biodegradable and non- biodegradable wastes. v) Cleanliness drive is undertaken in the college campus periodically.

7.2 - Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1- Mentoring To help in translating the college's stated vision of producing responsible, confident and secure citizens and to ensure an atmosphere of close cooperation and guidance at a critical point in their lives . From our experiences over the years it has been observed that merely carrying on teaching learning activities in the formal class rooms is not enough to ensure all round development of the young learners. In addition to formal teaching college students also require outside the classroom guidance. A mentor can be of much help to guide and channelize the energies of the adolescent learners and address their doubts and confusions in an appropriate manner. Mentors with their emotional maturity and experience of life situations can surely play a crucial role. As a part of our efforts to translate into reality the stated vision and mission of the college to help in producing capable and responsible citizens ,Students mentoring system has been started at Kharupetia College. Initially, only the students of Major/Honours Course have been included under the system. The HoDs along with the other faculty members have been entrusted with the responsibility of mentoring the students of UG Major Courses. Under this students mentoring system the students are given the opportunity of availing round-the-clock advices, suggestions about their problems pertaining to academic matters. At the beginning of the academic session, the Heads of the Departments hold meetings of the faculty members and introduce the mentor with the students. The students are briefed about the procedures of availing the benefits of mentoring system. Each teacher mentor maintains records of the individual mentees .Apart from providing them guidance about career and academic opportunities the mentors also provide emotional and moral support. The mentoring system has been helpful in providing academic and emotional/psychological guidance to the students on crucial matters. It has been possible to pay the much needed individual attention to the students through this mentoring system. Students have developed a close and fruitful relationship with their mentors. Mentors have also solved several academic and emotional issues related to the students. It has also provided career guidance and opened up avenues for alternative career opportunities besides their areas of academic specialization. Best Practice II – Formation of Eco-Club To generate awareness among the students of Kharupetia College about their environment and to help them to become active participants in the process of mitigating environmental degradation. Over the years, environmental degradation has become a global problem. In a bid to search for material growth and development, human beings have been very cruel to nature by causing its degradation in various ways. Global

warming and climate changes are the inevitable consequences of such unkind and irresponsible acts of human beings. In order to mitigate these environmental issues every citizen has a solemn duty to contribute his bit towards preserving the green environment. College students being future citizens of the country have a crucial role in this respect. It is in this context that the concept of Eco Club has been formed in Kharupetia College. The Eco Club formed in Kharupetia College takes care of the environmental issues. Different initiatives have been taken by the club to keep the college campus green and pollution free. Every year on the World Environment Day, some saplings are planted both inside the college campus as well as in the college neighborhood. Every care is taken by the members of the club as well as the students and other members of the college fraternity for proper nurturing and growth of the trees planted. All the trees planted inside the college campus have been named and serially numbered by the Eco Club. On the initiative of the Eco Club, the college has been declared a "polythene free zone". Separate dustbins for keeping degradable and non-degradable wastes have been put up at different points within the campus. Various initiatives have been taken by the Eco Club to continue the mission of keeping the college campus evergreen. The Formation and functioning of the Eco Club has produced positive results. The Club has been able to instill a sense of responsibility among the students about their role in keeping the environment green and pollution free. As a result, students are coming forward voluntarily to take up the responsibility to make the college campus greener.

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-2019-20.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!!!