



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>KHARUPETIA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Mausumi Saha Kalita</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03713255583</b>
• Mobile No:	<b>9435993484</b>
• Registered e-mail	<b>kharupetiacollege@gmail.com</b>
• Alternate e-mail	<b>iqac.kc2014@gmail.com</b>
• Address	<b>Village-Bologarah</b>
• City/Town	<b>Kharupetia</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>784115</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	<b>Gauhati University</b>				
• Name of the IQAC Coordinator	<b>Dr. Nur Jaman</b>				
• Phone No.	<b>03713255583</b>				
• Alternate phone No.	<b>03713255583</b>				
• Mobile	<b>9365306599</b>				
• IQAC e-mail address	<b>iqac.kc2014@gmail.com</b>				
• Alternate e-mail address	<b>iqac.kc2014@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/01/AQAR-2019-20-final.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/01/AQAR-2019-20-final.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://kharupetiacollege.in/wp-content/uploads/2021/12/Academic-Calendar-2020-21.pdf">https://kharupetiacollege.in/wp-content/uploads/2021/12/Academic-Calendar-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C+</b>	<b>63.40</b>	<b>2004</b>	<b>04/11/2004</b>	<b>03/11/2009</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.30</b>	<b>2015</b>	<b>15/11/2015</b>	<b>14/11/2020</b>
<b>6.Date of Establishment of IQAC</b>			<b>03/11/2009</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>nil</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>06</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. B.Voc Programme introduced at the U.G. level 2. Students Satisfaction Survey conducted. 3. Feedback analysis done 4. One webinar organised 5. Career Counselling programmes organised</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To prepare academic calendar of the college	Academic calendar prepared
To introduce B.Voc programme from the session 2020-21	B.Voc programme introduced
To conduct academic audit	Academic audit could not be conducted due to Covid pandemic
To enhance the amount of cash award to be given to the Best Graduate	Amount of cash award enhanced.
To conduct Students Satisfaction Survey	Students Satisfaction Survey conducted.
To obtain and analyze Feedback of different stakeholders	Feedback of stakeholders obtained and analyzed
To make result analysis	Result analysis done
To organise at least three extension programmes	Extension programmes organised
To organise one or two national seminars/webinars	One webinar organised on 21/07/2020
To organise two career counselling programmes	One Career counselling programme organised on 18/04/2021
To organise two parents-Teachers meets	One Parent Teachers Meet was organised on 6th January, 2021.
To publish the annual college magazine	The annual college magazine could not be published due to Covid pandemic
To publish Departmental wall magazines	Six nos. of Departmental wall magazines published
To organise orientation programmes for teaching and non-teaching staff	One orientation programme for non-teaching staff organised on 12/04/2021..
To organise a few college level seminars/workshops	College level seminars and workshops organised
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Kharupetia College	07/02/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	30/03/2022

#### Extended Profile

##### 1. Programme

1.1 396

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

##### 2. Student

2.1 2689

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 772

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 374

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		28
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		30
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		28
Total number of Classrooms and Seminar halls		
4.2		6237198
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		63
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>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 their schedule of works. The syllabus is proportionately divided among the teachers and</p>		

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

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 time lines for the internal examinations are clearly mentioned in the academic calendar which 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.

The College has a well established system of Continuous Internal Evaluation. Under internal evaluation system 20% of the course contents 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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**



**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

49

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

49

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an affiliated college, this institution follows the curriculum framed by its affiliating University. The university has designed the courses in such a way that different crosscutting issues related to professional ethics, gender, human values, environment and sustainability etc. have been integrated with the core courses. Accordingly, two papers on Ethics in Philosophy in the B.A. 5th and 6th Semesters Philosophy Major Course and one paper in B.A. 6th Semester General course deal with value education emphasizing on the spirit of satyagraha, and non-violence through Gandhian ideology. Similarly, there is a paper in Political Science in B.A. 5th Semester Regular Course in which one unit has been earmarked for topics on Ethics and Values in Public Administration. Papers containing units on Value Education are also included in the courses of Education Department. Issues related to human rights are discussed in the concerned papers of Political Science. A paper on Women's Writing is offered to the students of B.A. 5th Semester English Major Course. One paper on feminism is offered to the students of B.A. 2nd Semester Honours Course under CBCS System by the Political Science Department. Environmental issues are discussed in an exclusive paper which is mandatorily taught to all students in 2nd Semester of UG Course under CBCS.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

465

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/03/1.4.1-Feedback-Report-of-Stakeholders.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/03/1.4.1-Feedback-Report-of-Stakeholders.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
1500	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
37	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow	

learners.

With a view to producing capable and skilled human resources this college makes every possible efforts to take care of the academic and intellectual needs of both the advanced and the slow learners. The advanced and slow learners are identified on the basis of comparative analysis of their performances in the class tests, home assignments and also based on their level of interactions in the classes. The college has introduced mentoring system for the students in order to facilitate to pay individual attention to the learners.

Measures taken for slow learners:

- i) Special attention is paid to the learners who fare poorly in various class tests and other internal assignments given by the teachers
- ii). Special tutorial/remedial classes are taken for the slow learners.
- iii) Extra reading materials are provided by the teachers.
- iv) Personal counselling is done by the allotted mentors/teachers in order to motivate the slow learners.

Measures taken for advanced learners:

- i) The teachers take extra care of the advanced learners and motivate them to further improve their performances.
- ii) Teachers use various participatory and problem-solving methods to bring out the latent capabilities of the advanced learners.
- iii) The brilliant students are given due recognition by way of honouring them on special occasions.
- iv) There is the provision of giving Best Graduate Awards and Departmental toppers awards every year.
- v) There is provision of giving best Readership Award to the students to motivate them to make optimal use of library resources of the college.
- vi) The advanced learners are also encouraged by the teachers to use the e-learning resources by using the departmental internet access.

vii) Books from the Departmental libraries are lent out to the brilliant students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2689	38

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Kharupetia College adopts the following students centric methods for enhancing the learning experiences of the students.

**Experiential Learning:** i) Students are given different project works which involve field visits to different places in order to help them widen their learning experiences.

ii) Sometimes, students are given to conduct surveys, case studies etc to help them gather first-hand information and basic knowledge of specific areas. iii) Students are also involved in various extension programmes organised by the college in order to inculcate in them a sense of commitment and social responsibility.

**Participatory Learning:** i) Students are encouraged to participate in departmental seminars, quizzes and group discussions, etc. as part of participative methods of learning. ii) Field visits and Excursion Tours to places of historical and cultural importance are also included in participative and experiential learning methodologies.

**Problem Solving:** i) Home assignments and project works are assigned to the students of various programmes in order to help them develop problem solving skills. ii) Students are also encouraged to participate in different sports and cultural events like Inter

College Competitions, Youth Festivals, Cultural Programmes and NSS activities etc. to foster the spirit of togetherness and leadership. iii) In order to develop their organizational skills and abilities students are given representations in different committees of the college and assigned responsibilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/03/1.3.3-project-works.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/03/1.3.3-project-works.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In order to make the teaching learning activities more vibrant and effective a good number of teachers use various tools like Laptops, LCD Projectors, ICT-enabled classrooms etc. The faculty members prepare powerpoint slides and uses different animation techniques to explain the course contents. Internet connectivity has been provided to every department of the college to facilitate the teachers to have access to various e-resources which are used by them for the benefit of the learners. Three numbers of digital classrooms have been created through grants received from RUSA which are used by the teachers in order to make teaching learning activities more effective. There is a Language Laboratory in the college which has been useful for enhancing and enriching language competencies among the students of the language departments, viz. English, Assamese etc.

Every academic department has students' WhatsApp groups, through which teachers occasionally share reading materials with the students. Such WhatsApp groups are also used for discussing different important issues related to teaching learning activities. Such groups also help in peer learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/03/2.3.2-List-of-ICT-tools-2020-21.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/03/2.3.2-List-of-ICT-tools-2020-21.pdf</a>



**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors****34**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****28**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****11**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>



**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

38

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

There exists an Internal Examination Committee in the college which is responsible for conducting and monitoring the internal assessment of the college. Internal assessment includes holding of one Sessional examination in each semester besides giving home assignments and project works etc. At the beginning of each academic year, the college prepares the Academic Calendar where in the schedules of the Sessional examinations are mentioned in order to make the students aware of the continuous internal evaluation process. Sessional examinations are held as scheduled in the academic calendar of the college. 20% of the weightage is given in each paper of each subject in internal assessment. The syllabus for the sessional examination is communicated to the students in advance by the concerned teachers. Questions for the sessional examinations are set on the pattern of the university final examinations. Answer scripts are evaluated by the teachers of the respective departments with all fairness. Evaluated answer sheets of sessional examinations are shown to the students to make them aware about the errors of commissions and omissions and made by them. The answer sheets are preserved and documented for further clarification and use, and submitted to the university authorities as and when demanded.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

This college has a transparent system of handling various examination related grievances from the students. Based on the nature of grievances, the same are addressed both at the institution and university level. Grievances related to internal examinations are handled and resolved immediately by the respective HODs and teachers of the departments concerned. The evaluated answerscripts of the internal examinations are shown to the students with the instruction to report to the HoD about any errors or discrepancies noticed by them immediately. On receipt of any such grievance, prompt action is taken by the concerned HoD to resolve the same and the aggrieved student is communicated about it.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers under-graduate courses both in Arts and Commerce stream. Being an affiliated college, the Programme and Course outcomes are prepared by the affiliating university and the college has little freedom in this regard. However, the college authority makes necessary arrangements to make the teachers and the students aware of the stated Programme and course outcomes. Accordingly, the Programme outcomes, programme specific outcomes and course outcomes are uploaded in the institutional website for easy access of all concerned. The college prospectus also provides the basic structures/ subject combinations of all programmes offered by the college at all levels.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://kharupetiacollege.in/wp-content/uploads/2021/12/PROGRAMME-SPECIFIC-OUTCOME.pdf">https://kharupetiacollege.in/wp-content/uploads/2021/12/PROGRAMME-SPECIFIC-OUTCOME.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

There is no centrally monitored specific mechanism for evaluating the Programme outcomes and course outcomes as such. However, the summative assessment and the formative assessment conducted by the college for each programme/course are helpful for evaluating the programme outcomes and course outcomes. The summative assessment includes the internal examinations conducted at the institutional level including sessional examinations, class tests and assignments. Such assessments help to observe the specific knowledge and skills acquired by the students after pursuing a particular programme/course. of the students. Moreover, the external examinations/end semester examinations conducted by the Affiliating University are considered as primary measures to assess the Programme outcomes and Course outcomes.

The formative development of the students are ensured through various activities like institutional field visits, exposure to different institutes, field works/surveys and different laboratory works. Such formative activities of the students are evaluated through the field reports, home assignments, laboratory/practical works, seminar presentations, group discussions, etc. The level of attainment of the students is reflective of attainment of programme outcomes and course outcomes. Viva voce and practical examinations in certain subjects are important tools to measure the learning outcomes. These parameters combined with the students' performance in the term-end examinations are reflective of the attainment of learning outcomes of students in respect of different programmes. The academic departments always endeavour to ensure that the specific needs and expectations of the students from the programmes or courses they are pursuing are fulfilled and accordingly, try to bring about a judicious mix of both co-curricular and co-curricular activities during curriculum delivery for successful attainment of programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

374

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://kharupetiacollege.in/wp-content/uploads/2021/12/SSS-Analysis-2020-21.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Being situated in a socio-economically backward region, this college is fully aware of its social commitment and institutional social responsibility. Accordingly, various extension activities are being carried out by the college from year to year. There is an Extension Education Cell in the college which is exclusively entrusted with the responsibility of organising various extension activities in the neighbourhood of the college. The NSS unit of the college is also actively involved in such activities. Occasionally, extension activities are carried out in collaboration with local NGOs. The teachers and non-teaching staff of the college work as frontline workers in such outreach programmes in order to sensitise the students to various social issue, the students of the college are actively involved in such extension activities. Cleanliness drive, tree plantation programmes, awareness programmes on various issues such as AIDS, population control, girls' education, harmful effects

of the use of plastic, tobacco etc are organised in the neighbourhood of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

#### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year



### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

197

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01



File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

In order to ensure effective teaching- learning this college has been taking steps for augmenting the infrastructure and physical facilities over the years. As of now, the infrastructural and other physical facilities are adequate to meet the current requirements. However, there are a few areas where the infrastructure of the college needs further augmentation.

#### Classroom:

At present, the available classrooms are adequate to house the current enrolment. There are altogether 28 Nos of classrooms including three smart class rooms spread over four academic blocks. All the classrooms are equipped with good quality desks, benches and black/white boards. In addition, there are six sets of portable LCD projectors with screens which are used in different class rooms as and when necessary. Public Address system/microphone is available for taking large classes besides making important announcements in the college.

Although there is no auditorium in the college, there is a big hall-cum-class room which is also used as make shift Multi-Purpose Hall and is used for organising general meetings, national seminars, workshops and cultural functions etc.

#### Laboratories:

There are two well-equipped laboratories in the college i.e. Geography Laboratory and the Education/Psychological laboratory. The college has procured all necessary equipments for both the

laboratories in order to facilitate the practical /laboratory works required to be done under different programmes and courses.

Computers etc:

In order to ensure optimal use of ICT in the teaching-learning process, the college has procured adequate number of computers and other ICT equipments. As of now, there are 101 computers including laptops which are used both for academic and administrative purposes. There are six Nos of LCD projectors which are used for both classrooms as well as for organising seminars and conferences.

Internet connectivity/wi-fi facilities have been provided to all the academic departments, the administrative office and the central library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

In order to ensure holistic development of the students this college has made adequate facilities for cultural activities, games and sports etc.

Cultural activities:

The college organises annual college week programmes which includes various cultural competitions held between students. On the first day of the college week a cultural rally is taken out exhibiting various cultural practices and traditions of the locality as well as that of the state. Various cultural competitions include singing, dancing, debateing, extempore speech, quizzes etc. various literary competitions are also organised as a part of the cultural activities. The college has procured adequate number of instruments used for cultural competitions. These include, harmonium, tabala, khol, flute etc. Moreover, dramas are also performed as a part of

cultural functions for which the college provides all types of facilities.

**Games and Sports:**

There is adequate open space in the college including a playground which is used for various outdoor games. In addition to that, there is a big indoor sports complex which is used for organising/playing various indoor sports. The Indoor Sports Complex has the following facilities:

1. Table Tennis Board

2. Badminton Court

The College has created adequate facilities for various outdoor games and sports which include the following:

1. Volleyball Court, 2. Cricket sets. Footballs with jersey sets for players

Equipment for Athletics: 1. Javelin 2. Shot put

3. Discus

**Gymnasium:**

1. Dumbbell 2. Dumbbells - 1 kg/5 kg 3. Barbells 4. Bicep Machine  
5. Thigh Machine 6. Chest and Back Machine 7. Weight Plate 8. Jack Bar  
9. Push up

**Yoga :**

There is a Yoga Centre in the college which organises yoga camps periodically. Eminent Yoga Therapist visits the college from time to time to orient the students with yoga and meditation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/04/4.1.3-Master-Routine-and-geo-taged-Digital-ClassRoom.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/04/4.1.3-Master-Routine-and-geo-taged-Digital-ClassRoom.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

62,37,198

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library of Kharupetia college is a well-stocked library with computerized network through KOHA software and internet and Wi-Fi facilities. The present stock of books in the library is over 24825 which include both text books and reference books in English, Assamese, Hindi, Sanskrit and Arabic languages. There is also a collection of rare books in the library. The Central library has membership of NDL through which it can have access to 6,00,000 + e-books. The library is automated. A Local Area Network (LAN) using ILMS (Integrated Library Management System) Software for University Libraries (SOUL 2.0 College Version) which was installed in the year 2013. However, recently, the previous software has been replaced with an upgraded version of KOHA. This is extensively used for automating in-house activities and services of the library along with bar-coding facility for fast transaction of library resources. The Online Public Access Catalogue (OPAC) has been made available for users to identify the status of availability of books and documents in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)****3,65,671**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year****5863**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

To cope with the growing need for ICT enabled teaching learning Kharupetia College takes necessary steps to updates its IT facilities at regular intervals by procuremnt and installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, and office management softwares. The college has been gradually enhancingthe availability of computers whose stock has reached to 101 in 2020-21 .from 31 numbers in the year 2014--15. Anti-Virus software are installed and renewed from time to time. The central library of the college has upgradede its Library Software from SOUL 2.0 to Koha in the year 2020-21. Wifi facilities have also been provided in the central library. A Language Laboratory has been set up in an existing room of the college with the financial assistance received from RUSA under Equity Initiative Scheme. A total of 31 numbers of computers along with other equipment such as Individual Head Phones and Micro-phone systemshave been installed in the language laboratory. Three Digital Class Rooms have been created in the year 2017-18 and 2019-20 respectivelyto facilitate ICT

enabledteaching-learning experiences for students and teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

14,54,873



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://kharupetiacollege.in/index.php/facilities/">https://kharupetiacollege.in/index.php/facilities/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2330

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://kharupetiacollege.in/index.php/other-courses/">https://kharupetiacollege.in/index.php/other-courses/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

123

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

123

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

A. All of the above

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

57

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Kharupetia College makes all out endeavours to facilitate students' representation and engagement in various administrative, co-curricular and extra-curricular activities of the college.

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. Necessary funds for organising the co-curricular and extracurricular activities are released to the students representatives who utilise the fund and submits necessary utilization papers to the college authority. 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.

File Description	Documents
Paste link for additional information	<a href="https://kharupetiacollege.in/">https://kharupetiacollege.in/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is a registered Alumni Association in the college functioning actively. It is named Kharupetia College Alumni Association. During 2020-21 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 organises different extension activities in the college occasionally.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Kharupetia College is a co-educational institution situated in a

socio-economically backward rural region. The college saw the light of day following the untiring efforts of some far-sighted people of this locality with the vision to provide quality higher education to the young generation so as to equip them with necessary skills and capabilities required for becoming responsible citizens. The vision and mission of the college may be stated as follows:

**Vision:** To impart quality higher education to the learners of this socially and economically backward region.

**Mission:**

? To develop human resources in such a way so that they can participate in the nation building process.

? To bring social change in a desired way by using education as a tool for change.

? To provide employability to the youths through vocational and employment oriented courses.

? To inculcate the sense of good citizenship among the youths.

? To promote leadership qualities among the youths.

? To bring this institution closer to the community by means of various extension educational activities.

The Vision, mission and objectives of the College are communicated to the students, teachers, staff and other stakeholders through the prospectus of the college which is published in an updated form annually. The Prospectus containing the statement of the Vision, mission and objectives of the institution are distributed to the newly enrolled students every year.

This college always strives to ensure all round development of its students and does everything possible in this regard. The college authority always keeps in mind the stated vision and mission of the college particularly in the matter of management and governance of the college. The Governing Body (GB) of the college is the apex authority governing the institution. The G.B. is formed in accordance with the statutory rules of the state government. The Principal as the head of the institution is also the Secretary of the G.B. There are representatives from the teachers, non-teaching staff and the parents/guardians in the G.B. The Governing Body is responsible for the formulation of various policies and decision



making in matters pertaining to different aspects of the college. The management provides sufficient freedom to the Principal to fulfill the vision and mission of the college with active support from the teachers, non-teaching staff and other stakeholders of the college.

Participatory management method is followed in most of the areas of governance. As a part of such strategy, the Principal keeps in constant touch with the HoDs, the teachers, non-teaching staff and other stakeholders of the institution to ensure smooth implementation of various plans and policies, resolving conflicts and redressing grievances of the stakeholders. The Academic Committee and other committees meet periodically to discuss and execute various policy decisions. Committees are constituted with a judicious combination of both senior and junior teachers in order to give all ample opportunities to gather experience to take up future leadership. The G.B. with the support of all the stakeholders always endeavours to implement the policies keeping in mind the stated vision and mission of the institution. The college also tries to discharge its social commitment and responsibility by organising various extension programmes in the neighbourhood of the college.

File Description	Documents
Paste link for additional information	<a href="https://kharupetiacollege.in/index.php/governing-body/">https://kharupetiacollege.in/index.php/governing-body/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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.



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.

File Description	Documents
Paste link for additional information	<a href="https://kharupetiacollege.in/index.php/internal-institutions-and-support-services/">https://kharupetiacollege.in/index.php/internal-institutions-and-support-services/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC of the college acts the steering body which is entrusted with the task of preparation of the institution's strategic and perspective plans. The IQAC prepares an annual action plan every year covering different areas which require quality improvement such as curricular, teaching-learning and evaluation, infrastructural, research, renovation, extension, students support and progression, governance/management and best practices. The perspective plans are prepared keeping in mind the vision and mission of the institution. The IQAC coordinator actively coordinates with the Principal in the policy making process. Periodic review meetings are held to take stock of the implementation of the annual action plans round the year.

The college has got a Master Plan of the College prepared by an approved architect. Necessary constructions and expansions of infrastructural facilities etc are carried out as per the Master Plan of the college. Various support facilities are put in place for successful implementation of the institutional strategic/perspective plan.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/03/6.2.1-Strategic-Perspective-plan.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/03/6.2.1-Strategic-Perspective-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Being an affiliated college this institution has a two-tier system of governance. At the administrative level, the Governing Body (GB) is the apex body as far as policy making and decision making is concerned.. At the college level, the Principal is at the apex of the internal administration (who is also the Secretary of the GB) and is assisted in all administrative and academic matters by the Vice- Principal, HoDs, support staff, IQAC and other in-house bodies. Governing Body: Governing Body (GB) is the apex policy making body, headed by a President who is an eminent academician .Principal is the ex-officio Secretary of the GB. Local MLA is the permanent invitee to the GB. Two representatives from the teaching staff (elected annually from amongst the sanctioned faculty members), 1 from non-teaching staff are included in the G.B. 3 parent/guardian members, 2 nominees from the affiliating university (nominated by the Vice Chancellor) and 1 donor member are also part of the G.B. The Librarian and the Vice-Principal of the college take part in the proceedings of the G.B. as ex-officio members. Administrative Setup: Administrative hierarchy is headed by the Principal, followed by the Vice Principal and then by the HoDs of the various academic departments. Departmental hierarchy is headed by the HoD, followed by Associate Professors and Assistant Professors. HoD is normally assigned to the senior-most faculty member, on rotation basis (preferably to the faculty members of Associate Professor rank). College in-house bodies: Different in-house bodies named as Cells/Committees are formed and these Cells/Committees play a vital role in the execution of different responsibilities and activities inside the campus. Every Cell is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members. Principal is the Chairperson of some of these in-house bodies. Service Rules: The service conditions of the permanent teachers, including appointment and promotion, are

regulated as per rules and procedures stipulated by UGC and Govt. of Assam. The service rules of the contractual staff are governed by the set of rules drafted by the college authority from time to time.

**Procedure for Recruitment:** All fresh recruitments against permanent posts are made in a transparent manner by way of public advertisement in newspapers as per State Govt. and UGC rules.:  
**Appointments to various self-financing departments and programmes** are made through proper interview procedure. **Procedure for Promotion :** Promotions of teachers against sanctioned positions are made according to the UGC rules/ Government of Assam, through Departmental Promotion Committees(DPC), held as and when necessity arises. API scores of concerned teachers are verified through IQAC before holding of the DPCs. Promotion of the non-teaching staff is given as per vacancy and seniority. In both cases, college recommends promotion of a concerned employee to the Govt. for necessary approval through the Director of Higher Education, Assam.  
**Grievance Redressal Mechanism :** A Grievance Redressal Cell has been set up to deal with all kinds of issues/grievances relating to the students and employees of the college. Anti-Ragging Committee and Anti-Sexual Harassment Cell also exist for dealing with all kinds of complaints relating to ragging and sexual harassment cases.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/03/Organogram-of-the-Institution.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/03/Organogram-of-the-Institution.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college authority undertakes a number of welfare measures for the teachers and employees. Following are some of the welfare provisions that are currently in practice and enforced from time to time as per necessity/ requirement.

Welfare measures for teaching staff:

i) Mutual Benefits Fund ii) Canteen Facilities iii) Health Centre iv) Pure drinking water facilities v) Provident Fund vi) Group Insurance.vii) Various types of leave i.e. Study leave, medical leave, maternity leave and child care leave( for women teachers)

Welfare measures for non-teaching staff:

i) Mutual Benefits Fund ii) Canteen Facilities iii) Health Centre iv) Pure drinking Facilities v) Provident Fund vi) Group Insurance.vii) Various types of leave i.e.medical leave, maternity leave and child care leave( for women employees)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

03

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As an institutional best practice, this college has adopted the system of obtaining Annual Performance appraisal reports from the teachers. HoD of every department keeps records of daily academic and co-curricular activities in a diary book which is periodically monitored by the college authorities. Feedback system exists for assessing the calibre and potentialities of teaching staff. Such feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers through the concerned HODs for taking remedial measures in order to enhance their skills. Performance Appraisal formats prescribed by the govt. for promotional matters are certified by the Principal, as and when required for individual permanent faculty members. These formats are required to be sent to the Office of the Director of Higher Education by the college, and duly evaluated for granting promotion to the concerned faculty members by the govt. (Office of DHE).

For the non-teaching staff, performance appraisal system does not exist as on date. However, steps are being taken to introduce this system for the non-teaching staff too.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization



6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Kharupetia College gets its financial accounts audited every year by a Chartered Accountant 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Kharupetia College always strives to develop appropriate strategies for for mobilization of funds from various sources and also tries to ensure optimal utilization of available resources.



In order to meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing infrastructures, the institution submits proposals to the UGC, RUSA and the State Government from time to time. It is worth mentioning that Kharupetia College is recognised under 2(F) and 12(B) of the UGC Act which makes it eligible to receive various funds i.e. General Development Grants, Infrastructure grants, grants for organising seminars and conferences, grants under FDP etc.

Similarly, the college has also been able to receive funds from RUSA under 1.0 plan towards infrastructure development of the college.

Other major sources of fund received by the college are as follows:

- MP/MLA Local Area Development Fund
- State Govt. fund towards payment of salary
- Revenues generated by leasing out of college ponds
- Fees collected from students.
- Funds received from the Study centres of Distance learning centres of the college

Utilisation of resources: Material/Physical resources: Classrooms besides being used for normal teaching learning activities of the college are also allotted to various govt./ public bodies for holding examinations on Sundays when there are no classes. Two large ponds of the campus have been serving as a source of revenue besides adding to the aesthetic beauty of the campus.

Library facilities are also provided to the neighbourhood community. Meeting halls of the institution are not only utilized by the college community for holding a number of events, but are also used by various agencies and social organisations for holding occasional meetings. Internet facility is optimally utilized by the faculty members to download e-resources for circulation/ distribution amongst the students. Financial resources: Funds generated through different sources like self-financing programmes is mainly used for infrastructure augmentation and maintenance of various physical and academic support facilities.

Human resources: Apart from regular day to day academic responsibilities, different teachers are also entrusted with a wide range of administrative functions, e.g. members of in-house bodies and other day to day departmental administrative works. The services of the non-teaching staff are optimally utilised for carrying out the day to day functioning of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**IQAC of the college has been the nodal agency for determining various quality benchmarks and parametres at the institutional level. For this purpose, the IQAC prepares an annual action plan every year outlining the qualiity intiatives to be implented during the year. Accordingly, steps are taken and policies are framed for successfully implementating those quality initiatives. Following are some of the quality enhancement initiatives taken and implemented by the IQAC during the current year:**

- Preparation of Academic Calendar
- Obtaining and analysing feedbacks fro different stakeholders
- Conducting Students Satisfaction Survey
- Result analysis
- Students' Mentoring
- Cash incentives for Best Graduate of the college
- Students Exchange programmes
- Organising Extension programmes
- Organising Webinars during COVID Pandemic
- Arranging online classes during COVID Pandemic
- Oraganised Career Counselling Programmes
- Organising Parent-Teachers' Meet

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC and the Academic Committee of the college holds joint meetings periodically to review the teaching learning process of the college. After declaration of results of end semester examinations, results analysis is done to find the comparative performances of different departments. Continuous internal evaluation system is an integral part of the quality assessment mechanism particularly in teaching learning areas. Periodic feedbacks are collected from the students on the teachers as well as on the quality of teaching-learning activities and other support services of the college. The mechanism of collecting and analysing feedback from other stakeholders in structured questionnaires are also in place. Remedial/tutorial classes are arranged by the academic departments to supplement the learning outcomes of the students. Moreover, various participatory methods of teaching like seminars , group discussions, quiz etc are also used to make the teaching learning more fruitful.

Internal Academic Audit is conducted by the IQAC to identify the strengths, weaknesses, challenges and opportunities in different areas.

Programme outcomes and Course outcomes are prepared and uploaded in the college website for the information of all concerned.

It has been part of the IQAC's responsibilities to periodically review the incremental improvement in various teaching learning activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://kharupetiacollege.in/wp-content/uploads/2022/04/6.5.3-Annual-Report-2020-21.pdf">https://kharupetiacollege.in/wp-content/uploads/2022/04/6.5.3-Annual-Report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Kharupetia College being a co-educational institution is very much sensitive towards promotion of gender equity and takes various measures necessary in this regard. The female teachers share equal responsibilities with their male counterparts in the institution. Gender issues and gender equity have been a sensitive point of awareness for students and it has been included in their curriculum : Following are the measures initiated by the college towards promotion of gender equity during the year 2020-21.

1. Observed International Women's Day on 8th March, 2021
2. Organised one awareness programme on menstrual health and hygiene
3. A sanitary napkin vending machine has been installed in the girls' toilet in Girls Common Room
4. Organised one college level Seminar on women's empowerment

File Description	Documents
Annual gender sensitization action plan	<a href="http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensetisation-Action-Plan-New.pdf">http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.1-Gender-Sensetisation-Action-Plan-New.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.1-PHOTOS-OF-SPECEFIC-FACILITIES-FOR-WOMEN.pdf">http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.1-PHOTOS-OF-SPECEFIC-FACILITIES-FOR-WOMEN.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid Waste Management:**

1.To reduce waste at the institute students and staff are educated on proper waste management practices through llectures, advertisement on notice boards, displaying slogans on boards in the campus,

2. Waste is collected on a daily basis from various sources and is separated as dry and wet wastes.

3. Color added dustbins are used for different types of wastes. Green for wet and blue for solid wastes.

**Liquid waste management:**

1. All liquid wastes are connected with internal drainage system within the college campus.

**E- wastes management :**

1. All the e-wastes including empty toners, cartridges etc are collected and stored in the college store room.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.3-Photos-of-Waste-Management-Geo-Tagged-Needed.pdf">http://kharupetiacollege.in/wp-content/uploads/2022/03/7.1.3-Photos-of-Waste-Management-Geo-Tagged-Needed.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college always strives to provide an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities.

With this end in view, the college celebrates festivals like Eid-Milad-Un-Nabi (Birthday of Prophet Muhammad), Saraswati Puja every year to promote cultural harmony amongst the students. Moreover, the students' union of the college observes week-long "College Week" programmes by arranging different sports and cultural competitions which include Bihu Songs, Bihu Dances, Bride Competition, Multi-Cultural Procession, Speech Competition, Songs, Dances representing different forms of culture from various communities. Large number of students from different religions and communities with diverse cultural and linguistic background participate in it and successful competitors are awarded with medals, trophies, and certificate etc. Many commemorative days like International Women's Day, International Yoga Day, National Hindi Day, Teachers' Day, Silpi Divas, World Environment Day, Rabha Divas etc. are celebrated in the college. These programmes help to revamp the positive relationship among people belonging to different races and cultural background.

Various extension activities are also undertaken in the neighbourhood of the college involving the students, teachers and the local people in order to strengthen the institution-community relationship.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Being an affiliated college, this institution follows the curriculum offered by its affiliating University. The university has designed the courses in such a way that different issues related to constitutional obligations: values, rights, duties and responsibilities of citizens have been integrated with the core courses. Accordingly, there is a paper in Political Science in B.A. 5 th Semester Regular Course which is completely devoted to topics related to constitutional obligations: values, rights, duties and responsibilities of citizens.

In addition to this, periodic sensitization programmes are organised for the students and employees on the above issues. Independence Day and Republic Day are celebrated every year and the students are briefed on the constitutional rights and obligations as well as on the responsibilities of citizens.

Constitution Day is observed on 26th November on the initiative of the Political Science department of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,**

**D. Any 1 of the above**

**teachers, administrators and other staff 4.**  
**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

This institution regularly celebrates/ observes/ organises various national and international commemorative days and festivals every year. Following are some of the commemorative days and festivals celebrated in the college:

**National and International Commemorative Days**

**Independence Day**

**Republic Day**

**Teachers' Day**

**National Integration Day**

**National Voters day**

**Constitution Day**

**International Women's Day**

**International Yoga Day**

**World AIDS Day**

**Human Rights Day**

**Festivals:**

**Eid-Milad-Un-Nabi (birthday of Prophet Muhammad), Saraswati Puja**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice 1- Mentoring**

**Goals:** 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 .

**The Context:**

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.

**The Practice:**

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 Honours 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.

#### Evidence of Success:

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.

#### Resources required and problems encountered:

In order to implement the above Best Practice, full faculty strength is required. The regular faculty members utilise the available academic resources optimally to implement the practice of mentoring of students.

The growing number of enrolment in the college has been one of the major problems in implementing the best practice. Moreover, a few academic departments are having shortage of faculty due to superannuation of the teachers concerned and for other reasons. As a result of growing enrolment and shortage of staff, the mentoring system has not been able to cover the students of General /regular courses.

#### Best Practice II - Formation of Eco-Club:

Goals: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.

#### The Context:

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 Practice:

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.

#### Evidence of Success:

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

#### Resources required and problems encountered:

In order to make the Eco Club vibrant and functional both human resources and financial resources are required. The teachers, students and the support staff of the college extend their full cooperation in the day to day activities of the Eco Club. Presently, the necessary funding for carrying out the activities of the Club is provided by the College. The Eco Club is yet to receive any fund from any agency.



The members of the Eco Club and those associated with environmental activities of the college jointly sort out any types of encountered during implementation of this Best Practice.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.



File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

1. To prepare academic Calendar for the Year 2021-22
2. To submit The AQAR to NAAC for the year 2020-21
3. To make necessary preparation for assessment and accreditation of the college in Cycle 3
4. To conduct Academic, Administrative and Green audit of the College
5. To open the Women's Hostel for the use of the students.
6. To procure e-resources and text books and reference books for the Central Library.
7. To Organise National/College level seminars
8. To undertake Students/Faculty exchange programmes
9. To sign MOS of collaboration with some Colleges/institutions
10. To organise Career Counselling programmes
11. To organise Parents-Teachers Meet
12. To make result analysis
13. To collect and analyse feedbacks from different stakeholders
14. To organise at least three Extension programmes.