



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Kharupetia College

- Name of the Head of the institution **Dr. Mausumi Saha Kalita**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03713255583**
- Mobile No: **9435993484**
- Registered e-mail **kharupetiacollege@gmail.com**
- Alternate e-mail **iqac.kc2014@gmail.com**
- Address **Village-Bologarah**
- City/Town **Kharupetia**
- State/UT **Assam**
- Pin Code **784115**

##### 2. Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Deepak Kalita**
- Phone No. **03713255583**
- Alternate phone No. **03713255583**
- Mobile **9365225085**
- IQAC e-mail address **iqac.kc2014@gmail.com**
- Alternate e-mail address **iqac.kc2014@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.kharupetiacollege.ac.in/upload/aqar/1714390093.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.kharupetiacollege.ac.in/upload/acalendar/Academic%20Calendar%202022-23.pdf>

**5. Accreditation Details**

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>2.3</b>	<b>2015</b>	<b>15/11/2015</b>	<b>14/11/2020</b>

**6. Date of Establishment of IQAC**

**03/11/2009**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

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>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

**No File Uploaded**

**9.No. of IQAC meetings held during the year**      **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

Signing MUOs with some Colleges/institutions/ NGOs/ Industry.

Lecture Series on NEP 2020 organised

Organised Workshop & Seminar

Feedback Analysis and Result Analysis undertaken

Students Satisfactory Survey Done

**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**

Plan of Action	Achievements/Outcomes
To prepare academic calendar for the Year	Achieved
To sign MUOs with some Colleges/institutions/ NGOs/ Industry	Achieved
To take initiative for Academic and Administrative Audit	Under Process
To make necessary preparation for assessment and accreditation of the college in Cycle 3	Achieved
Submission of AQAR to NAAC	Under Process
To make result analysis	Result Analysis done
To organise Career Counselling programmes	Achieved
To organise workshop/seminar	Achieved
To organise community & outreach Programme	Achieved

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Kharupetia College	30/03/2024

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

## Part A

### Data of the Institution

<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>
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• City/Town	<b>Kharupetia</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>784115</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated College</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. Deepak Kalita</b>
• Phone No.	<b>03713255583</b>

• Alternate phone No.	03713255583				
• Mobile	9365225085				
• IQAC e-mail address	iqac.kc2014@gmail.com				
• Alternate e-mail address	iqac.kc2014@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.kharupetiacollege.ac.in/upload/aqar/1714390093.pdf">https://www.kharupetiacollege.ac.in/upload/aqar/1714390093.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.kharupetiacollege.ac.in/upload/acalendar/Academic%20Calendar%202022-23.pdf">https://www.kharupetiacollege.ac.in/upload/acalendar/Academic%20Calendar%202022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	63.40	2004	04/11/2004	03/11/2009
Cycle 2	B	2.3	2015	15/11/2015	14/11/2020
<b>6.Date of Establishment of IQAC</b>			03/11/2009		
<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	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
<b>9.No. of IQAC meetings held during the year</b>			04		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<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>	
Signing MUOs with some Colleges/institutions/ NGOs/ Industry.	
Lecture Series on NEP 2020 organised	
Organised Workshop & Seminar	
Feedback Analysis and Result Analysis undertaken	
Students Satisfactory Survey Done	
<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>	

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To organise Career Counselling programmes	Achieved
To organise workshop/seminar	Achieved
To organise community & outreach Programme	Achieved
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, Kharupetia College	30/03/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	23/02/2024
<b>15. Multidisciplinary / interdisciplinary</b>	
Kharupetia College presently runs Arts, Commerce(self financed)	



and B.Voc (self financed), affiliated under Guahati University and apart from these disciplines, it also runs centre of distance education such as KKHSOU (State university). In future, the college will make an attempt to include science stream under its ambit to transform the institution into a holistic multidisciplinary institution. The curriculums provided by the College are as per the requirement of the Affiliating University. The college time to time conduct some programmes in the form of orientation, training or workshop, awareness for the students to inculcate the values, ethics along with the classroom teachings through textbook contents to promote value based education. The college is to organise more of value based education programmes and short term certificate courses on it. In line with the objective of NEP 2020, the college will focus more about collaboration with Research Organisations and also with other institutes for joint research work. Again, the faculties of the college will be encouraged and motivated to take up some interdisciplinary research work based on their area of interest. The management of the college along with the Research Cell will also motivates the faculty members to take up some research work on a society's pressing problems and issues either through Minor Research Project or through Major Research Project or through self financed independent research work at a micro level initially to come out with a solution of such societal issues.

The College has a Socio Economic Study Centre under the initiative of Economics Department of the college which takes up research activities on societal issues. The study centre provides an opportunity to undertake interdisciplinary research work in this field.

#### **16.Academic bank of credits (ABC):**

Kharupetia College is affiliated to Gauhati University. Since the implementation of NEP 2020 in the college is based on the instructions of the University under which it is affiliated so, presently it is not applicable to the College.

#### **17.Skill development:**

Transformation of knowledge into action is skill. Since the market reality is focusing more on self employed instead of searching for jobs or for requirement of various skills in the job market it is necessary to acquaint our students with the various skills as much as possible. In this context, the College puts an effort on developing such skills either through various activities or through organising training, workshop etc. Besides

that to realise the goal of 'Atma Nirbhar Bharat' and considering the objective of NEP, the college is preparing for incorporation of programmes on Entrepreneurship Development, formation of Entrepreneurship Club, bring some more add on courses on computer application and other spheres also to explore the new opportunities through acquired skills.

Along with the mainstream education, Kharupetia College also runs vocational courses for skill development in a specific area. In addition to these courses, faculties of the college focuses on to build up and inculcate the qualitative skills like negotiation skills, interpersonal skills, skills of emotional stability etc. in their classroom teachings among the students in various forms. The College also offers some hands-on approach in particular paper applicable to it. The college has a provision for computer skills course through computer Lab.

#### **18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

India is a country with multi-diversity. Indian knowledge system is rooted in its past and Indian culture have an important effect globally. In this context, there is a continuous effort on the part of the College to support and conserve such legacies for future generations systematically through the research work, awareness, familiarity and appreciation of different aspects of rich Indian languages, culture etc. The Sanskrit Department of the College time to time provides add on courses on Sanskrit language. Kharupetia College continuously undertakes various activities like "Yoga Session" to imbibe the knowledge on Yoga and Practice of Yoga, Cultural and Social Programmes like "Bhupendra Sangeet", "Jyoti Sangeet" celebrating "Rabha Divas" etc. Moreover, the college also celebrates Swaraswati Puja as well as Fateha-E -Dwaz Daham, organizes quiz, competitions on language skills, programmes on creative Performing Arts etc. The college also observes Independence Day and the Republic Day every year. Along with these, the College also organises various awareness programmes on clean and green environment, water conservation, Swachh Bharat Abhiyan. Kharupetia College put an endeavor to make harmony within oneself and with nature that can connect with oneself, the community and the creation.

Kharupetia College attempts to provide an opportunity and try to create an environment of learning where one can learn from teachers, own intelligence, with the passage of time and from peers and most importantly focusing on digital platforms in some

aspects in the present day context.

### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Kharupetia College towards outcome based education emphasis on the idea of expectation of students "to know and be able to do" approach. For that purpose, along with the class room teaching to impart knowledge on the subject concerned an effort is also made to acquire skills inherent in various concepts of the subject concerned. In this regard, some sessions like "Role Play" by the students under participatory learning is practised, experiential learning through field visit, industry visit, community visit are organised to learn practically from the ground level and then the students are asked to prepare a report on the field visit or to share the experience in a formal setup in the class about their community visit and industry visit. In case of computer classes, along with the class room teaching students are provided with Lab Practice to gain the skills on it. Subjects like Geography, Education, IT and Commerce have Lab facilities in the College campus whereby the students get the practical exposure on some of the aspects of these subjects.

Moreover, some of the training sessions or workshops are conducted time to time on aspects like Yoga in philosophy and Sanskrit, Values etc. to get the exposure of outcome of their learning in the classroom.

In future, in line with objective of NEP, the college will organise more of outcome based education on Entrepreneurship, Environmental issues, GST, E-filing, Web Designing, Leadership, Digital Marketing etc. which will be beneficial for the students to learn and acquire the skills in the college and to think for work on that skill for future.

### **20.Distance education/online education:**

The College has ICT facilities such as digital rooms, computers, projectors etc. Teachers use ICT facilities to take their classes as and when required. Besides this, faculty members of the college use various technology tools like Whatsapp, Google Meet, Zoom meeting App, YouTube etc. for the purpose of Teaching-Learning Activities. Each Department of the College maintains Whatsapp Group for stay in connected with the students either for sending study materials or to give instructions, guidance etc. During crisis like Covid-19 period/ lockdown, faculty members of

the college used Online Platform to impart the classes without hampering much. But after normalization of the condition and for the greater benefit of the students of the rural background the College resorted to Blended mode and also as per the guidelines of the affiliating university in this respect. Now, the majority of the classes are through Offline/ Physical mode and within this set up faculty members of the College use ICT tools and technologies whenever required. Moreover, faculty members use online classes, online test as per their convenience.

Kharupetia College is presently offering vocational courses through B.Voc. Presently it is in offline mode but in future some aspects of it may be delivered through ODL system depending on the instructions from the stakeholders.

## 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	2827
Number of students during the year	

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

2.2	662
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	464
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	54
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	54
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	35.84
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	
In order to ensure effective implementation of the curriculum, the	

IQAC prepares the Academic Calendar for every academic session. The teachers of each department prepare their schedule of works. The syllabus is proportionately divided among the teachers and accordingly classes are allotted to individual teachers. 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. The HODs maintain daily class diary wherein details of classes taken by each teacher including topics taught are recorded on a daily basis. 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. After declaration of University results, the IQAC and the Academic Committee conduct result analysis of various departments. Teachers are encouraged to take part in professional development program 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)

At the beginning of the new academic session, the IQAC of the college prepares its annual academic calendar. This calendar is prepared on the basis of the academic calendar of the affiliating university. The academic calendar consists of the schedule of the working days in every month and the number of days for classes along with the state and national holidays. It also includes the date of internal examinations, the date of holidays etc. After preparation of the academic calendar it is distributed among the students and teachers at the beginning of the year either physically or through Whatsapp group. 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. Besides sessional examinations, home assignments and project works are given to the students. Moreover, interactive sessions, seminars, group discussions quizzes, class tests either offline or online at regular intervals are carried out to assess their capability of expression, knowledge, skill of presentation etc. for the purpose of continuous internal evaluation of the students.

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**

B. Any 3 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)

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

871

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

871

File Description	Documents
Any additional information	No File Uploaded
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

Kharupetia College being an affiliated college under Gauhati University 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. In the CBCS syllabus of Gauhati University, for all under-graduate degree courses i.e., B.A, B.Com, B.Voc (runs under Kharupetia College) Environmental Studies has been included as Ability Enhancement Compulsory Course which includes various aspects of environmental issues. Besides this, in Economics Honours, students of 6th semester have to undergone Environmental Economics paper which contains environmental related issues. The paper Women and Society of Education Honours and the paper

Women's Writing in English Honours includes gender specific issues. In Education Honours course, the paper Value and Peace Education includes the concept and importance of values in human life. Two papers in Political Science Honours focus on issues related to Human Values and Rights.

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

08

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	No File Uploaded
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)	No File Uploaded

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

1177

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 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	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1270

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

10

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Based on day to day interaction with the students in the class and on performances in the class test, home assignment, faculty members of the College identify the strengths and weaknesses of the students and the understanding level of them. This comparative analysis of the students becomes the basis for dividing the groups into advanced learners and slow learners keeping in view the academic and intellectual needs of both the advanced and the slow learners. Besides this, the college has introduced and maintains properly the mentoring system for the students to cater individual attention to the learners.

Measures taken for Slow Learners:

- Remedial classes
- Additional study materials in pdf form or in other form are provided.
- Mentors/ Faculty members of the college also provide personal counseling session.
- Based on the necessity of the slow learners, faculty members of the college revise the critical topics.
- Occasional contact with the parents of the slow learners

Measures taken for Advance Learners:

- Motivate for further improvement in their performances.
- Due recognition for best performance by way of honouring them on special occasions.
- Provision for Best Graduate Awards and Departmental toppers awards every year.
- Provision of Best Reader Award for optimal use of library resources of the college.

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
2827	52

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

For enhancing the learning experiences of the students Kharupetia College adopts the following students centric methods:

#### Experiential Learning:

1. Project work which is a part of curriculum are given to the students and based on that students have to go through field visits to different places which help them to widen their learning experiences.
2. Students are given to conduct surveys, case studies etc to help them gather first-hand information on a subject concerned.
3. Teachers also involved the students in various extension programmes organised by the college.
4. Department specific activities like visit to historical places, museum, field trip, excursions, visit to industrial sites, institutions which are also part of curriculum and related to experiential learning.

#### Participatory Learning:

1. Students are encouraged to participate in departmental seminars, quizzes and group discussions, etc. as part of

participative methods of learning.

2. Field visits and Excursion.

3. Tours to places of historical and cultural importance are also included in participative learning.

Problem Solving:

In case of commerce and management students, teachers provide some Industry Specific Cases to the students and some department provides instances of challenges/ issues faced by a community and then they are asked to come out with a solution to the problems. It is done basically to develop the critical and analytical thinking of the students.

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

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 teachers use various tools like Laptops, LCD Projectors, ICT-enabled classrooms etc. Moreover, teachers of the College use online platform like Google Meet, Zoom, and Whatsapp. On a need based teachers use Google Meet and Zoom to impart classes online. Every academic department has students' Whatsapp groups, through which teachers' share study materials with the students and any urgent information relevant to them and also use such platform for mentoring purposes along with physical mode. The faculty members of the College also use PowerPoint slides (PPT) to explain the course contents among the students. 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 class rooms have been created through grants received from RUSA which are used by the teachers in order to make teaching learning activities more effective. Most of the departments of the College use digital classroom time to time for ICT enabled teachings.

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://www.kharupetiacollege.ac.in/upload/aqar%202020-21/2.3.2-List-of-ICT-tools-2020-21.pdf">https://www.kharupetiacollege.ac.in/upload/aqar%202020-21/2.3.2-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

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 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	No File Uploaded
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

12

File Description	Documents
Any additional information	No File Uploaded
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

1025

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.

With respect to Internal Examination there exists an Internal Examination Committee in the college. The Committee looks after the matter of internal assessment part of the students which includes holding of one Sessional Examination in each semester. Internal evaluation of students is done as per the regulations laid down by Gauhati University. The tentative date of Sessional Examination as a mode of internal evaluation is stated in the Academic Calendar of the College.

- The schedules of the Sessional examinations are mentioned.
- 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 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.
- Marks obtained in the examination are converted as per G. U. regulation (4 marks for attendance, 6 marks for assignment/presentation and 10 marks for the sessional examination).

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

Kharupetia College has a transparent system of handling various examination related grievances from the students. If any grievances occur in this respect then the college adopts the following ways to settle it:

**With regard to Transparency:**

The evaluated answer scripts of the internal examinations are shown to the students with the instructions of the Internal Evaluation Committee as well as HoDs of the respective departments. 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.

**With Regard to Time Bound:**

Any internal examination related issues are solved immediately by the respective HODs in consultation with the Internal Examination Committee and teachers of the departments concerned.

**With Respect to Efficiency:**

Since the College follows immediate action on internal examination

related grievances and the system includes teachers and students as well as HODs of the respective departments and Internal Examination Committee so the system of settling internal examination related grievances is efficient. Moreover, re-examining the answer scripts, unmarked questions if any are marked and then rectifying the result sheets of the students make the system more efficient.

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.

To make aware about the programs and course outcomes among the new entrants and existing as well for their upcoming semester the college authority through IQAC uploaded the document containing programmes and course outcome in the College Website.

Academic Counseling sessions are held by the Admission Committee among the newly registered students regarding Programme and Course Outcomes. The process helps the students to make proper choices based on their interest and future perspective and also based on the flexibility provided by the College in this respect.

Besides, if any doubts arise on the part of the students regarding course outcomes and the programmes then HODs along with the teachers of the respective department clarify such doubts.

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.

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 developments 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.

File Description	Documents
Upload any additional information	No File Uploaded
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****509**

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://www.kharupetiacollege.ac.in/upload/sss/1714400951.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)	No File Uploaded

**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)	No File Uploaded
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**

31

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 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

03

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

The College strongly believes in serving the people is serving society. In this regard, several extension activities are being carried out by the college from year to year. Extension Education Cell of the college organises various extension activities in the neighborhood community 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. Teachers and Students of the college actively take participation in such extension and outreach programme. During the year several extension activities have been carried out on Cleanliness drive, Tree plantation programmes, Awareness Programmes on various issues such as AIDS, Population Control, Environment Protection, Stop Child Marriage.

#### Impact on Students:

Involvement in extension activities has created among the students a sense of selfless service mindedness a sense of social responsibility, awareness towards social and neighborhood community issues. This makes the students as a change catalyst in the solution of social and community issues.

#### Impact on Neighbouring Community in Particular and Society as a Whole:

The neighbouring community & the society as a whole get the benefits of the extension activities by the college. Such

activities help in improvement in literacy, health & hygiene, maintenance of cleanliness, stop of child marriage etc. Moreover, such activities also help them to realise gender equality, their rights and economic development.

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

### 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)	No File Uploaded
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

13

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 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

676

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 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

8

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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



8

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

## 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 the 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:

There are altogether 28 Nos. of classrooms including three (3) smart class rooms with well ventilated and good quality desks, benches & platforms and black/ white/Green boards, spread over four academic blocks. In addition, there are six (6) sets of portable LCD projectors with screens. Large classrooms are fitted with speakers besides Public Address system/microphone for taking classes in such classrooms.

#### Laboratories:

There are three (3) well-equipped laboratories in the college i.e. Geography Laboratory and the Education/Psychological Laboratory, Computer Laboratory. The college has procured all necessary equipments for all the laboratories to ensure continuous flow of practical /laboratory works required to be done under different programmes and courses.

#### Computers etc:

As of now, there are 101 computers including laptops which are used both for academic and administrative purposes. There are six (6) Nos. of LCD projectors which are used for both classrooms as well as for organising seminars and conferences.

The college has installed high speed Leased Line Internet connection with 10 MBPS. All the academic departments, the administrative office and the central library of the college have Internet connectivity/wi-fi facilities.

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.

The college has made adequate facilities for cultural activities, games, sports etc.

**Cultural activities:** The college organises annual college week programmes in which students takes participation in various cultural activities. To exhibit various cultural practices and traditions of the locality as well as that of the state a cultural rally is organised. Various cultural competitions include singing, dancing, debating, extempore speech, quizzes etc. are organised among the students. Various literary competitions are also organised as a part of the cultural activities. In this respect, the college has adequate number of instruments used for cultural activities which include, harmonium, tabala, khol, flute etc.

**Games and Sports:** The College has a playground for various outdoor games. In addition to that, the college also possesses an indoor stadium for various indoor sports. The Indoor Stadium has the following facilities: 1.Table Tennis Board 2.Badminton Court The College has created adequate facilities for various out-door games and sports which include the following: 1.Volleyball Court, 2.Cricket sets.3.Footballs with jersey sets for players 4.Equipment for Athletics: 5. Javelin 6. Shot put 7.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 :** The College also has Yoga Centre which organises yoga camps periodically.

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	<a href="#">View File</a>
Paste link for additional information	Nil
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)**

9,84,841

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 26,378 which include both text books and reference books in English, Assamese, Hindi, Sanskrit and Arabic languages and to cover books for all streams. There is also a collection of rare books in the library. The Central library has membership of NDL, N-List, Delnet, Inflibnet through which it can have access to 6,00,000 + e-books, e- journals, e-ShodhSindhu. 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 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	No File Uploaded
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

A. Any 4 or more 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)**

50568

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**

4763

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 procurement and installation of new computers, creation of Smart Class Rooms, creation of Language Laboratory, and office management software. The college has been gradually enhancing the 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 upgraded its Library Software from SOUL 2.0 to Koha in the year 2020-21 and continuing with it presently. Wi-fi 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 Microphone systems have been installed in the

language laboratory. Three Digital Class Rooms have been created in the year 2017-18 and 2019-20 respectively to facilitate ICT enabled teaching-learning experiences for students and teachers. During the year 2022-23, the college has made an expenditure on renewal the admission software, to extend the ICT facilities, internet repairing works.

File Description	Documents
Upload any additional information	No File Uploaded
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	No File Uploaded

#### 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	No File Uploaded

#### 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)

24,22,859

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. 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 four Laboratories i.e., the Geography Laboratory, Laboratory for Education Department, Computer Lab and Language Lab. 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.

**Sports:** The college authority entrusts a Teacher as Sports-in-Charge who is responsible for monitoring sports equipment 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:** 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	Nil

## 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

2770

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	No File Uploaded



<b>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</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>644</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>644</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent 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</b>	<b>A. All of the above</b>

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

## 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

7

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

50

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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)	No File Uploaded

**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 utilize the fund and submit necessary utilization papers to the college authority. There is representation of the students in various committees and cells formed by the College from time to time to carry out different academic and co-curricular activities of the college.

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

### 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

33

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 an Alumni Association in the college. It is named Kharupetia College Alumni Association. During 2022-23 the committee functioned under the Presidentship (incharge) of Dr.

**Amzad Hussain Mazumdar.**

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. 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 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. Participatory management method is followed in most of the areas of governance. The Academic Committee and other committees meet periodically to discuss and execute various policy decisions.

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

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 nonteaching 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	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC of the college acts as 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	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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. 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). Every Cell is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members. Principal is the Chairperson 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.kharupetiacollege.ac.in/upload/aqar%202020-21/Organogram-of-the-Institution.pdf">https://www.kharupetiacollege.ac.in/upload/aqar%202020-21/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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 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 teaching and non-teaching staff. 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. medical leave, maternity leave and child care leave ( for women teachers), earned



leave, viii) Library facilities with decent seating arrangements and also equipped with computer, internet & Wi-Fi facilities, ix) Pension facilities x) Clean and Hygenic environment for work, xii) Separate Washrooms for Male and Female 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), earned leave, viii) Library facilities, ix) Pension facilities x) Clean and Hygenic environment for work, xii) Separate Washrooms for Male andFemale.

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**

02

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)	No File Uploaded

**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**

05

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)	No File Uploaded

### 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

05

File Description	Documents
IQAC report summary	No File Uploaded
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)	No File Uploaded

### 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 caliber 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	No File Uploaded

#### **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	No File Uploaded

#### 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	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

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. The institution time to time submit proposals to the UGC, RUSA and the State Government from time to time. 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. 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: 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.

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

## 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 parameters at the institutional level. For this purpose, the IQAC prepares an annual action plan every year outlining the quality initiatives to be implanted during the year. Accordingly, steps are taken and policies are framed for successfully implementing 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 analyzing feedbacks from different stakeholders

Conducting Students Satisfaction Survey

Initiative for Green Audit

Result analysis

Students' Mentoring

Organising Extension programmes

Organised Workshop and College level Seminar

## Organised Career Counseling 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 analyzing 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	Nil
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)	No File Uploaded

## **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. With regard to safety and security the college premise is under surveillance 24x7 through CCTV cameras. There is a separate common room for girls students with necessary amenities. The institution maintains zero tolerance policy against gender discrimination, ragging, racial issues and sexual harassment. Even though issues of gender are incorporated into the existing curriculum but it is not limited to classroom teachings alone. The women's cell and

other cells of the college and IQAC time to time organised number of events on gender issues. Following are the measures initiated by the college towards promotion of gender equity during the year 2022-23.

1. Organised a programme on "Career Awareness among the Girls".
2. Organised a programme on "Tips and Career Advice for Job Seekers" among the girls students to make them aware about the various career opportunities.
3. Organised an awareness programme on "Health & Hygiene" among the students and staff of the college.
4. Observed International Women's Day.

File Description	Documents
Annual gender sensitization action plan	Nil
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="https://www.kharupetiacollege.ac.in/upload/aqar%202020-21/7.1.1-PHOTOS-OF-SPECEFIC-FACILITIES-FOR-WOMEN.pdf">https://www.kharupetiacollege.ac.in/upload/aqar%202020-21/7.1.1-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	No File Uploaded

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 staffs are educated on proper waste management practices through lectures, 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. Colour added dustbins are used for different types of wastes. Green for wet and blue for solid wastes.

**Liquid waste management:**

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

**E- wastes management:** The college maintains a room for e-waste. All the e-wastes including empty toners, cartridges, etc. from all the office blocks are collected and stored in that room. The college is initiating a process to sell obsolete computers and electronic equipment to external agencies.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
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**

A. Any 4 or all 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**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="76 555 539 629">File Description</th> <th data-bbox="539 555 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 629 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 629 1445 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td> <td data-bbox="539 734 1445 801" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	<b>No File Uploaded</b>					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	<b>No File Uploaded</b>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1160 539 1234">File Description</th> <th data-bbox="539 1160 1445 1234">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1234 539 1375">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1234 1445 1375" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="76 1375 539 1480">Certification by the auditing agency</td> <td data-bbox="539 1375 1445 1480" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="76 1480 539 1585">Certificates of the awards received</td> <td data-bbox="539 1480 1445 1585" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="76 1585 539 1653">Any other relevant information</td> <td data-bbox="539 1585 1445 1653" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>	Certification by the auditing agency	<b>No File Uploaded</b>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>	
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Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>										
Certification by the auditing agency	<b>No File Uploaded</b>										
Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>										

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

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)	No File Uploaded
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. 5th 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

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)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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 ensure all round development of the students and to ensure guidance at various aspects of their student's life.

**The Context:** Developing and caring students in various aspects of

student's life .

The Practice:

Under this system

- Covers only the students of Honours Course.
- Records of mentor-mentee are maintained
- Guidance about career, academic opportunities, emotional and moral support.

Evidence of Success:

Solved several academic and emotional issues related to the students.

Resources required and problems encountered:

For proper implementation, full faculty strength is required.

Problems encountered include growing number of enrolment and shortage of faculty.

Best Practice II - Formation of Eco-Club:

Goals:

To generate awareness towards environmental issues and its protection and to ensure their active participation in this respect.

The Context:

College students being future citizens of the country have a crucial role towards environment.

The Practice:

- Maintaining green and pollution free campus.
- Programmes like plantation of saplings, proper nurturing and growth of the trees planted, awareness programme on environmental issues.
- Polythene free zone.

Evidence of Success:

Students are coming forward voluntarily to take up the responsibility to make the college campus greener.

Resources required and problems encountered:

Both human resources and financial resources are required.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

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

- Enhancement of digital tools for teaching- learning process.
- More focus on community services
- Students beneficiary schemes
- Capacity building programmes for students as well teaching and non- teaching staffs
- Skill based programmes for students
- Initiative taken for opening of girls hostels
- Development of physical infrastructure
- Initiatives taken for rejuvenate the language lab.