



## **YEARLY STATUS REPORT - 2023-2024**

### **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. **7002443537**
- 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. **9365225085**
- Alternate phone No. **7002443537**
- Mobile **9365225085**
- IQAC e-mail address **iqac.kc2014@gmail.com**
- Alternate e-mail address **kharupetiacollege@gmail.com**

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

<https://www.kharupetiacollege.ac.in/upload/aqar/1716214789.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%202023-24.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

[View File](#)

**9.No. of IQAC meetings held during the year 4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**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 MOUs with college/ institution/NGOs/industry

Submitted AQAR

Submitted IIQA for 3rd Cycle reaccreditation

Organised 15 Days Skill enhancement workshop on water hyacinth making products and computer hardware from PMKVY-4.0 and organised Talks/ Seminar & Workshop

Feedback Analysis & Result Analysis

**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
Provision to be made to increase the number of computers, projectors for the labs and classes.	Achieved
Submission of AQAR for 2022-23	Achieved
Submission of of IIQA and SSR for 3rd Cycle reaccreditation to NAAC office	IIQA submitted. Submission of SSR is under Process.
Organise workshop/seminars for skill enhancement & ability of the students.	Achieved
Organise training program on ERP	Achieved
Needs to develop canteen infrastructure and Boys' and Girls' toilet.	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	25/01/2025

**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>7002443537</b>
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• 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>9365225085</b>

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• Alternate e-mail address	kharupetiacollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.kharupetiacollege.ac.in/upload/aqar/1716214789.pdf">https://www.kharupetiacollege.ac.in/upload/aqar/1716214789.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%202023-24.pdf">https://www.kharupetiacollege.ac.in/upload/acalendar/Academic%20Calendar%202023-24.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			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			No		

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>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<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 MOUs with college/ institution/NGOs/industry		
Submitted AQAR		
Submitted IIQA for 3rd Cycle reaccréditation		
Organised 15 Days Skill enhancement workshop on water hyacinth making products and computer hardware from PMKVY-4.0 and organised Talks/ Seminar & Workshop		
Feedback Analysis & Result Analysis		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
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Organise workshop/seminars for skill enhancement & ability of the students.	Achieved
Organise training program on ERP	Achieved
Needs to develop canteen infrastructure and Boys' and Girls' toilet.	Achieved
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>Governing Body, Kharupetia College</b>	<b>25/01/2025</b>
<b>14.Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
<b>2023-24</b>	<b>21/01/2025</b>
<b>15.Multidisciplinary / interdisciplinary</b>	
<p>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</p>	



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 conducts 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):**

NEP 2020 Task Force was formed to fulfill the requirement of Academic Bank of Credits (ABC) in 2022-23. The task force of the college will be responsible for the execution of ABC. The institution is yet to implement ABC to enable the transfer of credits.

#### **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 focus 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 is following the CBCS curriculum of UG Courses under Gauhati University. The Curriculum has laid down the learning outcome in terms of programme outcome, programme

specific outcome and course outcome.

## 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. The institution has Krishna Kanta Handiqui State Open University (KKHSOU) study Center for delivering distance mode of education. The Center imparts PG & UG courses for those students who can not enroll themselves in regular mode of education.

## 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 2549

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 **958**

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 **40**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **40**

Number of Sanctioned posts during the year

## 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 2549

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>

2.3 958

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 40

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2	40
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	177.23
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	76
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Kharupetia College is affiliated to Gauhati University. The college follows the curriculum designed by the Gauhati University. Activities are planned before the beginning of a semester for effective curriculum delivery.</p> <p>The following activities are done periodically to ensure effective delivery of the curriculum:</p> <p>The academic committee at the beginning of the session arranges a meeting with the head of the departments. The Heads of the departments give a brief account of their performance in the previous semester of the students. The newly admitted students are also made aware of the college rules and university guidelines regarding academic procedures besides elaborating the syllabus and the course outcome. The students are also made aware of the timetable of the classes and the academic calendar of the college. There is also a provision of the departmental</p>	

committee meeting where the HODs of each department brief about the syllabus distribution, workload etc. The teachers are also requested by the HoDs to maintain class diaries properly by recording their classes as per the routine of the department. The department also identifies the slow learners and accordingly schedules remedial classes. All the departments are advised to conduct activities like internal tests, seminars, field studies, project work, group discussion and other curriculum related activities as per the syllabus of Gauhati University. To enrich learning, the teacher stays in close contact with students even beyond their scheduled classes. Mentoring students continually helps the students to overcome their problems of learning.

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)

Continuous evaluation and sharing feedback with students through assignments enhances learning. The teachers maintain systematic records of Internal Assessment. The Academic Committee of the College is responsible for proper curriculum delivery effectively and the committee reviews the status of the progress in regular intervals. The progress of the syllabus and their (students) performance in the internal tests and implementation of other curriculum related activities are discussed in these meetings.

The college follows the academic calendar prepared by Gauhati University. In addition to this, the college also prepares its own Academic calendar and the departments also have their academic calendar following the guidelines of the university calendar. Holidays and the examination schedule are maintained by the college as per the holiday list of the university. Semester examinations are held according to the university academic calendar.

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**

**A. All 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**

**15**

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)****15**

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

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****891****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****891**

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

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

The institution integrates crosscutting issues related to Environment, Sustainability, Professional Ethics, Gender, and Human Values both in academic and non-academic activities. To achieve this goal, the college has constituted various committees and clubs to take necessary initiatives.

The college follows the Gauhati University syllabus in its curriculum. Therefore, the college cannot prepare its own curriculum. However, the curriculum of the parent university has crosscutting issues relevant to Human Values, Professional Ethics, Gender, Environment etc., in the Honours Programmes, Regular Courses, Generic Elective Courses, Skill Enhancement

**Courses (SEC) and Ability Enhancement courses (AEC).**

The different issues relevant to professional ethics, gender and human values are found in the subjects of Assamese, English, Education, History, Political Science and Economics. Some papers in these courses deal with the environmental issues. In English literature, Honours generic course (second semester) includes one paper about the contemporary India: woman and empowerment. In humanities, the syllabus of B.A. Education contains a paper on woman and society which deals with gender issues. Besides, the issues of human values and gender, issues on professional ethics are also included in the subjects of humanities. In the Ability Enhancement course (AEC) under Gauhati university in the second semester, includes the issues related to environment sustainability..

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

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

5

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

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

326

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.kharupetiacollege.ac.in/upload/feedback_file/1738585683.pdf">https://www.kharupetiacollege.ac.in/upload/feedback_file/1738585683.pdf</a>

**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**

31

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	<b>Nil</b>
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
<b>2549</b>	<b>40</b>

File Description	Documents
Any additional information	<b>No File Uploaded</b>

### 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	Nil

### 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

50

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

40

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



18

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

1100

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.

The mechanism of the internal and external assessment of the institution may be interpreted in the following way. Kharupetia College follows the examination rules of Gauhati University. Both internal and external examinations laid in the regulation of CBCS, 2019 of the university are held according to the dates mentioned in the Academic calendar.

The website of the college facilitates the required information on all the important dates and schedule of examinations etc., to the students of the college as per the university notification.

The guidelines of the university for the internal assessment mechanism are that 20% is allotted of the total marks of the paper/course. The breakup of this 20% of marks is: 50% for internal examination, 30% for projects and assignment and the rest 20% is for attendance. This information is given by the

departments in the beginning of the session to the students.

The internal examinations are conducted centrally by the Internal Examination Committee.

The teachers of the departments show the answer scripts to the students after evaluation, point out the flaws and give suggestions for improvement to the students, if any. The departments then upload the mark sheets to the university examination portal by themselves and submit a printout uploaded copy of the same to the principal office.

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

For the internal examination's grievances, the internal examination committee disposes of the issues at the departmental /college level.

Any student of the college can appeal for settlement of his/her grievances to the concerned teacher of the course and if not resolved, the student can place it to the internal examination grievance redressal cell for settlement of the grievances and the final report will be placed to the Principal of the college.

For external examination grievances, the students will have to appeal to the university through the Principal of the college.

The college pays due attention to solve within a stipulated time for both internal as well as external examination related grievances.

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 academic departments of the college prepare the Course Outcomes (COs) and the Programme Outcomes (POs) based on the parent university guidelines. At the beginning of the academic year, the departments hold departmental meetings well ahead of the academic session to allocate courses among the faculties. The teaching plan has been prepared as per the guidelines of the university and the COs and POs of a programme which are communicated to the students in detail at the induction classes.

The programme outcomes of Arts are stated below:

To acquaint the students with social, literary, economic, historical, geographical, political, and ideological aspects of learning.

To enable the students to gain in-depth knowledge in the field of humanities and literature thus making them sensible and socially responsible human beings.

Bachelors of Commerce (B.COM) helps the students to acquaint themselves with the knowledge, skills and attitude relevant to modern day business organisation. The curriculum of B.Com (Honours) degree provides a carefully selected subject combination of Accounting, Finance, Management etc.

Bachelors of vocational (B.VOC) Vocational education will prepare the students for specific job rules in various sectors. The programme outcomes are the skills and knowledge that the students have at their exit level at the time of graduation.

The institution communicates the course outcomes (COs) and the Programme Outcomes (POs) of different programmes through college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The level of attainment of Program Outcomes and Course Outcomes is evaluated using various indicators throughout the semester of the academic year. The faculty records the performance of each student through the continuous evaluation process. The academic departments of the institution communicate the COs and the POs to the students through classroom discussions. The academic departments of the college evaluate the course outcomes (COs) and the Programme Outcomes (POs) based on the student's performance in the class test, home assignments, quizzes, project workshop/ seminar presentations, laboratory practicals, sessional examinations and semester examinations.

Important key indicators of measuring attainment are:

1. End Semester Examination: The institution evaluates programme outcomes based on the course attainment level as per the prescribed programme of the affiliated university.

2. Internal Assessment: The Internal Assessment constitutes 20% weightage of the total marks in each subject. Besides this, internal class tests, quizzes, viva and group discussions etc. are done regularly by the respective departments in a semester to assess the performance of a student.

3. Result Analysis: Result analysis of each course is done by the concerned Academic departments and discussion is made with the students after the declaration of result of each semester.

4. Internships and Placements: The institution encourages the students to take up projects, fieldwork and internships etc. The Commerce department and B. VoC department have more scope for internship and placements of the students in comparison to the Arts departments.

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

557

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://docs.google.com/forms/d/1pINcuV0b90fJsCSmG2iZhtLk0XunUYeqSylhGjJdnN4/edit?pli=1#responses>

### 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

70

File Description	Documents
Report of the event	<a href="#">View File</a>
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**

01

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 initiates extension activities through various cells/committees and the NSS wing keeping in mind the need of the community and thereby sensitizing the students to the social issues. During the year, the institution had undertaken several such programmes by the initiatives of these cells particularly in the adopted village as well as in the surrounding area of the college. These interactions with people help students in getting experiences in their lives. The students can understand the different problems of the adopted village and the surrounding areas of the college and thereby providing the opportunity to find out the probable way to carry out the social

responsibility. The NSS wing and Extension Education Cell of the college organized the Swacchata programme in the adopted village. The Eco Club organized a tree plantation drive as an environment awareness programme in the neighbourhood community.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	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

15



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

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

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

651

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

### 3.4 - Collaboration

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

6

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

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

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

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

Situated on a sprawling green campus, having more than 60 bighas of land with flower gardens, the college has been making continuous effort to ensure the adequacy of infrastructure for its curricular and co-curricular activities. The institution has one administrative block, one G plus RCC building with 18 rooms, another two RCC buildings for class room accommodation. Out of these rooms, 24 rooms are used as class rooms, 3 rooms for digital class room and also as class rooms for theory classes. The institution has three Assam type buildings having 11 numbers of rooms, out of these, 7 rooms are used as class rooms. Besides these, the institution accommodates, 14 departmental rooms, separate control rooms for examination with an adequate number of computers and furniture for conducting examination and admission related activities. The library facilities of the college are adequate to meet the requirements of the students and the teachers. At present, there are 28695nos. of books, 16nos. of print journals with partial digitalization facilities for the use of the students and the faculties.

The college has laboratories for the departments of Geography and Education for the students to experience practical classes. Besides these, there is one language laboratory and one computer laboratory. The college has altogether seven number of ICT enabled class rooms. There are adequate audio- visual aids

including LCD projectors, computers with available internet facility, scanners, printers, photocopier for office and departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kharupetiacollege.ac.in/criteria4_sub.php?id=302bab28bf58c9869b0cd4535b0ce503db99960d898f6d5b45ffda8c97a5d68631b71789ac16c222475e23a129d45ec2">https://www.kharupetiacollege.ac.in/criteria4_sub.php?id=302bab28bf58c9869b0cd4535b0ce503db99960d898f6d5b45ffda8c97a5d68631b71789ac16c222475e23a129d45ec2</a>

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. and adeqquatefacilities for indoor games.

The Sanyoga, a Meditation Centre provides platform for Yoga and meditation to the students, faculties and staff for creating a stress free eco system in the campus. The college has appointed one yoga teacher to conduct regular yoga session as a part of curriculum and the college authority invites yoga experts to the centre on special occasions. Students can learn music in the Sangeet Sadhan Kendra, a centre for music practice in the college. Moreover, the college has adequate facilities for sports like, playground in the campus, Indoor Sports Complex Auditorium, Gymnasium room, sports equipment for the students etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.kharupetiacollege.ac.in/criteria4_sub.php?id=302bab28bf58c9869b0cd4535b0ce503db99960d898f6d5b45ffda8c97a5d68631b71789ac16c222475e23a129d45ec2">https://www.kharupetiacollege.ac.in/criteria4_sub.php?id=302bab28bf58c9869b0cd4535b0ce503db99960d898f6d5b45ffda8c97a5d68631b71789ac16c222475e23a129d45ec2</a>

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

9

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

9

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)

23,42,618

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)

Central library is well equipped with all modern facility to serve the students and the faculties, where all the records are computerised. The college library has different types of text book and reference books, Journals, periodicals, magazines, e-books, question Papers (previous years), internet facility, and regional and national Newspapers etc. The library has an open access facility for the users. The available Facilities of the Central library are as follows.

#### E-RESOURCES:

Kharupetia College has the institutional membership of 'N-List' and 'DELNET' and "NDLI" Digital Consortium, where the students and faculties can access more than 6000 (Six thousand) journals and 1,99,500 e-books under 'N-List', 600000 e-books through 'NDL'.

DELNET: There is a provision of access to millions of online library resources through DENET. More than 35,00000 e-books in pdf format where students and faculties can have accessibility to -

1. More than 1,12,000 journal
2. More than 5000 e-journals
3. More than 1,45000 thesis/dissertations

E-Resource Corner: The central library, Kharupetia College provides a space for E-Resource Corner. Eight (8) numbers of computers are being facilitated for the users to browsing internet / e-resources.

Integrated Library Management System (Ilms): The Central Library of Kharupetia College has been using 'KOHA' software.

**E -attendance Facility** The central library is having the facility of e- attendance system for recording the presence of the students and the faculties. It was installed in 2023.

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

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

**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)**

**3,18,991**

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**

5547

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**

The authority of the college updates the IT facilities when it requires the most. The IT scenario of the institution has changed a lot with respect to services provided and the quantum of expenditure made over the years. The institution has upgraded the library system to operate in a partially automated manner. The central library at present uses KOHA software as the main Integrated Library Management System (ILMS). KOHA is used for all library works. It automates acquisition, cataloguing, circulation and accounts. The library system is largely depended now on technology. The institution has installed OPAC Kiosk. The library users can get the information quickly regarding the availability of the searched materials. The college authority frequently updates its IT facilities including classrooms, laboratory, offices and all the available electronic equipment/gadgets like LCD projectors and audio-visual systems, smart boards, CCTV with monitors. The BSNL internet broadband bandwidth of the institution has been upgraded to 100 mbps from 10 mbps with Wi-Fi connectivity. The broadband connection was installed with 100 mbps to library. There is another connection with 100 mbps for the office and 14 numbers of departments. There is one internet leased line connection with 5mbps in the college. It is used in the office. The language laboratory of the college has been equipped with a server and LAN connection for 30 numbers of computers.

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

**4.3.2 - Number of Computers**

100

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

53,30,616

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

2162

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

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

#### 5.1.2.1 - Total number of students benefitted 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

### 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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****2467****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****2467**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent 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**

**A. All of the above**

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

**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**

5

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**

167

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

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

01

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

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

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

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

Kharupetia College makes all out endeavours to facilitate students' representation and engagement in various administrative, co-curricular and extra-curricular activities of the college. There is a Students Union (Council) which is formed by means of direct election held among the regular students of the college. The Students Council is headed by a President. Other portfolios of the Council are General Secretary, Assistant General Secretary, Games Secretary, Social Service Secretary, Debate Secretary, Magazine Secretary and Common room secretary. Each Secretary deals with the matters related to his or her respective section. The Students Union conduct various co-curricular activities in the college. the annual sports and cultural completions are also held on the initiative of the Students Union. There is one teacher in charge to advise and guide each member of the Students Council. Necessary funds for organizing 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	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

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

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

The Central Alumni Association of the college was registered under societies ACT XXI of 1860 NO. RS/247/K/12 in 2015-2016. However, the registration period of the Alumni Association was expired in 2018. At present the Association has initiated the process of renewal of registration under Socceity's Act. The association conducted few programmes for the benefit of the students in the campus. Besides the Central Alumni Association, former students of each department are also involved in various activities and contributed to their respective departments. The Departments of Political Science, Economics, Arabic, Hindi, English and others are holding alumni meet regularly. Some of the former students contributed steel Almirah/ book shelves, chairs, created gardens in the name of their respective departments.

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

The Governing Body (GB) is the apex body of the college and is constituted as per rules Govt of Assam. The governance of the college is aware of fulfilling the mission and vision of the college. The role of the GB is to guide the principal and staff on all matters for smooth functioning of the institution as per the rules and regulations of the government. The governance of the institution is reflected in the administrative set up and also in various institutional practices /policies to achieve the vision mission of the institution. As the Secretary of the GB, the Principal takes the important academic, administrative and financial decisions and keeps official co-ordination with the DHE and the University. He/she is assisted by the Vice Principal and Heads of the Departments, the Teaching and Non-Teaching staff in overall management of the institution. Moreover, the long term and short-term perspective plan of the institution has been formulated in compliance with the vision and mission of the college which are in the tune of NEP, 2020. The mechanism of the governance in the policy implementation of the college is properly represented in the organogram.

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

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

For the smooth running of the college affairs and create a feeling of participation, apart from statutory committees, various committees and cells are formed for smooth and transparent execution of all the affairs like co-curricular activities, examination, construction and purchase, academic and admission, gender sensitivity, sports and culture, green initiatives, outreach activities, career-guidance, grievance redressal, anti-ragging etc. These cells/committees are constituted with the representatives from the management, teachers, employees, students, government officers, guardians and alumni. The IQAC plays a pivotal role in monitoring the activities of all the cells/ committees for smooth functioning of the institution. Through the activities of various cells/committees, the decentralisation and participation of institutional governance are well reflected in the policies of the institution. The student union plays active role in decision making bodies, and also entrusted to organize the annual freshman's social and college week, important events and functions of the college, publications of college magazine etc. The institution follows an inclusive policy by including female members in almost all the cells/committees of the institution.

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	<a href="#">View File</a>
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.

#### Administrative Set Up:

Since Kharupetia College is a provincialized college, it has to follow the regulations of the government of Assam in the matter of college management, appointment procedures and in promotional matters of the teachers and employees. Since Governing body is the apex body of the institution, it takes the overall responsibility of the management of the college by keeping touch with DHE. The college is affiliated to Gauhati university, so the institution follows the academic matters like admission, registration, curriculum, examination, permission to open new subject or stream and affiliation as well. As the Secretary of the GB, the Principal takes the important academic, administrative and financial decisions and keeps official co-

ordination with the DHE and the University. In the matter of the institutional administration, Principal is assisted by the Vice Principal, Head of the departments, librarian, teaching and non-teaching staff and also the students union. Internal Quality Assurance Cell (IQAC)

**Admission committee:** Admission committee deals the matters related to admission.

**Examination Committee** follows the guidelines of the institution in both internal and the external examinations of the university. Academic Monitoring Committee is responsible in maintaining the daily class routine and the progression of the syllabus and other academic matters.

**Appointment Policy:** All appointments, other than contractual employees, are made recruitment following the established Assam Government Rules and Regulations, UGC and the parent university.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://www.kharupetiacollege.ac.in/upload/criteria/1721820253.pdf">https://www.kharupetiacollege.ac.in/upload/criteria/1721820253.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

##### Welfare Measures:

##### Pensions and other Benefits:

As a provincialized college the sanctioned post holders of both teaching and non-teaching staff can avail the welfare provisions like pensions, familial pensions, GPS, NPS, GIS, gratuity, leave encashment (EL) etc.

**Leaves:** Casual leaves and restricted leaves are available as per the leave rule manual. Academic leaves are granted to the teachers for pursuing Ph.D., FDP, RC, OC and also for attending seminars, conferences and workshops Medical Leave, Child Care Leave, Maternity and Paternity Leave are granted as per the rules of the government. Duty Leave is also granted for examination supervising related work and government duty.

##### Other Welfare Measures:

- The principal signs the agreement papers for loans to its teaching and non-teaching staff from banks.
- "Teacher's and Employee's Mutual Benefit Fund" for easy loan facility. At lower rate of interest, the loan is provided to needy members of the society.
- An emergency medical fund is for the members without charging interest for the first three months.
- The college arranges free health check-up camps and blood donation camps.
- Facility for reimbursement of registration fees and membership fees for FDP participation and also seed money for attending seminars by the faculty.
- Canteen facility is available even beyond the college hours.
- Air-conditioned well-furnished teachers' common room and conference room with dish TV.
- Students and the teachers can avail the gym facility for physical exercise. Good and spacious parking facility is available in the campus.

File Description	Documents
Paste link for additional information	<b>Nil</b>
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**

**29**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

**02**

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

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

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

**11**

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**The college has an effective performance appraisal mechanism through which information on multiple activities of the teachers and the staff is appropriately captured and considered for**

better appraisal. The college authority has made it mandatory for the teachers to submit their Performance Appraisal Reports in the prescribed Proforma at the end of every academic session. The Performance Appraisal Reports submitted by the teachers and employees are analysed by the college authority. The mechanism of obtaining and reviewing the performance appraisal reports has had a positive impact on the overall performance of the institution. After analysing the performance appraisal reports, the results are placed in the Governing Body (GB) meeting and the G.B. reviews the same and offers necessary suggestions to the teachers to improve their performance. The review reports on the performance appraisals are communicated to the teachers by the principal through personal interaction. Every non-teaching staff has an Annual Confidential Report. This report evaluates the employee's character, behaviour, and relationships with authority, co-workers, office staff, and pupils. The promotion of the non-teachings staff is based on the seniority. Promotions of the teachers are based on PBAS proforma of UGC while, the CAS promotion is based on API score. Based on appraisal analysis, the college authority gives letter of appreciation to the teachers and employees irrespective of permanent and contractual post.

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

**Three layers of audit Mechanism adopted by the institution for financial transparency.**

1) **Internal Audit:** conducted by the authority. The college authority regularly conducts internal audit to ensure financial propriety in various transactions and utilization of grants in the college. It is a constant process and the authority i.e., the Principal and Accountant of the college, carry out the primary stage of the audit for each and every financial transaction of the college. The Coordinators, Teachers-In-Charge and Officer-in-Charge of the various cells and committees

closely monitor every income and expenditures incurred and scrutinize the records of transactions before they are submitted to Accountant /the person in-charge of the college. The accountant/the person in-charge initially scrutinizes and verifies the financial data and sends them to Principal for getting his/her approval confirming authenticity and correctness of the submissions.

2) Two External Audits: a) For CA audit, Chartered Accountant is appointed by the college. (Annually) b) Auditors of the Department of Finance and Accounts, Govt. of Assam (3/4 years of interval) conduct audit All the Purchase Register, all the bills and vouchers of the revenue expenditures of corresponding periods, UGC Utilization Certificates, Stock Register, Banks Statements and Accession Register Book are required for the scrutiny.

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

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

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

0

File Description	Documents
Annual statements of accounts	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

As such, no distinctive resource mobilisation financial policy is available in the institution. The institution is a Government

Provincialized college. The chief sources of fund are the UGC, Government and its various agencies. Apart from these, fund is also mobilised from the following sources

- Surplus Centre fee collected for examinations from the students. Reimbursed student's admission fees by the state government under Free waiver scheme.
- Interest accrued from the Fixed Deposits and from savings deposit account. Funds received from NSS from the government.
- Revenue from the leased ponds.
- Time to time the college is used as an examination centre for various competitive examinations held by the Govt. of Assam.
- Revenue generated from B.com and B.Voc.
- The college authority makes every endeavour to monitor and ensure effective and efficient use of available financial resources of the college.
- Every year, a tentative budget is prepared allocating approximate amount under each head of expenditure.

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

## 6.5 - Internal Quality Assurance System

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

**IQAC of the college has been the nodal agency for determining various quality benchmarks and 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
- Organised Skill based Training on Water Hyacinth
- Organised Make-Up Artist Training under PMKVY 4.0
- Organised Computer Peripheral Training under PMKVY 4.0
- Result analysis
- Students' Mentoring
- Organised Extension programmes
- Organised Workshop and College level Seminar
- Organised Career Counseling Programmes
- Induction Programme on NEP Cos & Pos.
- Organised Traing for Teaching and Non-teaching staff

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 holds to the primary belief of empowering the students especially girls who belong to a minority socio-economically poor set up in a smooth manner as possible. The Women's Cell of the college is actively engaged in creating gender sensitization in the

campus. The college has adequate infrastructure for creating a safe environment among the female students. The ICC is functional and students are aware of it. This could be an outcome of the constant efforts made by the Institution to break gender norms and socio cultural constraints.

#### Curricular Activities:

There are specific papers and texts in UG courses that deal with gender issues and theories. Gender issues found subjects of Assamese and English, Education, History, Political Science. In English literature in Honours generic course, one paper is about the contemporary India: woman and empowerment and in the syllabus of B.A. Education contains a paper on woman and society etc., dealing with gender issues. Some units of Philosophy also deal with Feminism.

#### Co-curricular activities:

Creating awareness programmes on gender sensitisation through the Women's Cell, NSS, various cells and committees of the College. Some of the awareness programmes of the college are: Use of sanitary Napkins, workshops on stress management, menstrual health and hygiene, woman empowerment, career awareness programmes, skill development and entrepreneurship, importance of girl's education etc.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.kharupetiacollege.ac.in/upload/cell_events/1738582891.pdf">https://www.kharupetiacollege.ac.in/upload/cell_events/1738582891.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
<b>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</b>	<b>C. Any 2 of the above</b>

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

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

**Solid Waste Management:**

1. To reduce waste at the institute students and 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	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<b>Nil</b>
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

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

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

A. Any 4 or All of the above

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

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>C. Any 2 of the above</b>
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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

Kharupetia College is committed to taking policies for sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens.

- Programmes like talks, awareness rallies, plantation drives, Swachha Bharat Abhiyan etc. are organised involving the students, teachers, non-teaching staff and other stakeholders.
- Programmes promoting constitutional values and responsibilities are conducted through NSS, Political Science department, Extension Education Cell, Eco Club of the College.
- Syllabi of many regular and add-on courses include human values, rights, duties and responsibilities.
- Swachata Abhiyan, plantation drives, awareness programmes on social issues are organised by the college with involving local community as a part of Institutional Social Responsibility.
- Extension Education Cell of the institution of the college takes initiatives for providing an inclusive environment, and sensitisation of students and employees to various issues and obligations.

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.

### Title of the Practice:

**Career Guidance and counsel initiatives:** The career and guidance cell of the college is playing an active role in providing the proper guidance in regards to the progression of higher education and career options of the students.

### Objectives:

- 1.To inform career choices.
2. Providing information for current job awareness

**Context:** The college is situated in a minority dominated socio-economically backward area. Most of the students are first generation learners, so it is more important on the part of the institution to provide knowledge on their career formation during the period of their stay in the institution.

**The practice:** The Career Guidance and Counselling Cell of the institution initiated various awareness programmes.

**Evidence of success:** As a result of the endeavour some students got placement in defence job in various capacities.

### Best practice -II

**Title Of The Practice:** Institutional Initiation on Gender sensitization:

**Objectives of the Practice:** To promote the perception of 'gender

sensitization issues' among the students.

**The Context:** The students must be made aware of the gender issues and are encouraged to tear down the social taboos.

**The Practice:**

Encourage equal participation of all students regardless of gender in the college week and other non-curricular activities by the institution.

**Evidence of Success:** Pass percentage of girls, the ratio of female graduates, progression to higher education of girls increases.

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

#### Green Initiatives:

Since its inception, Kharupetia College has undertaken numerous green initiatives. The college emphasises the promotion of green energy, conducts plantation drives both on and off campus, maintains a tobacco free environment and strives to eliminate plastic use on campus.

**Policies for green Initiatives:** The institution formulated various policies such as Green Campus Policy, Waste Management Policy, Environmental Policy.

**Awareness Programme:** Besides these policies, the institution has undertaken various programmes on environmental awareness by various cells/committees.

**Green Energy Initiatives:** The college promotes green energy by installing roof top on grid solar panel on campus. These panels with a total grid capacity of 21 kWp are installed on the RCC

building.

**Plantation drives:** College has initiated numerous plantations drives both on campus and surrounding areas. These efforts aligned with significant environmental observances such as World Environment Day, Earth Day etc., during which plantation drives are conducted.

**Tobacco free campus:** Kharupetia College has been designated a tobacco free campus by the Darrang District Health Society. Hoardings placed at various location across the campus to inform and remind everyone of this status.

**Plastic Free Campus:** The college administration has implemented practical measures to eliminate single use plastic on campus. The IQAC has placed sign boards and hoardings in strategic locations to raise awareness about the plastic free campus initiative.

**Waste Management:** College signed a MoU with the Kharupetia Municipality Board for garbage collection from the college campus on a regular basis.

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

- i) Submission of SSR for Cycle 3 reaccreditation by NAAC.
- ii) Renovation and repairing of Girls' hostel.
- iii) Extension and shifting of departmental rooms.
- iv) Repair and renovation of unused RCC building (Block B) for holding classes and departmental rooms.
- v) Installation of solar street light.
- vi) Provision for renovation and decoration of Principal's room, IQAC office room and audio- video conferencing room.
- viii) Purchase of new computers for computer laboratory.

- ix) Providing furniture for Psychological Laboratory (Department of Education).
- x) Provision for construction of new Boys' toilet in Block-B.
- xi) Proposal for construction of new entrance gate.
- xii) Proposal for construction of main entrance road with paven block.
- xiii) Proposal for construction of inter link road in Block-B.
- xiv) Proposal for beautification of campus and gardening.
- xv) Proposal for more skill development programme for office staff.
- xvi) Redesigning of the web page of the college portal.
- xvii) Construction of new flag hoisting platform infront of the building (Block-A)
- xviii) Proposal for organise more job oriented/ skill oriented program.
- xix) Proposal for more signage board to display various information in the campus.
- xx) Providing interactive smart panel board.
- xxi) Providing more sports facility and training for the students.