

SELF-STUDY REPORT
FOR
RE-ACCREDITATION (CYCLE -2)
2014

SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,
BANGALORE, PIN 560072



SUBMITTED BY
KHARUPETIA COLLEGE
(ID NO.ASCOGN 12007)
P.O. KHARUPETIA
PIN 784115
DIST-DARRANG (ASSAM)
E mail-kharupetiacollege@gmail.com



OFFICE OF THE PRINCIPAL
KHARUPETIA COLLEGE

P.O. Kharupetia PIN 784115 Dist- Darrang(Assam)

Web site www.kharupetia college.org

E mail kharupetiacollege@gmail.com

No. KC/IQAC/SSR-Cycle - 2/2014

Date 20-11-2014

To

The Director

National Assessment and Accreditation Council,

Post Box No. 1075, Nagarbhavi, Bangalore -560010

Sub: - Uploading of Self-Study Report for Re-accreditation (Cycle-2) of Kharupetia College (Track ID NO.(ASCOGN 12007)

Sir,

I have the honour to inform you that the Self-Study Report for Re-accreditation of Kharupetia College(Cycle-2), prepared by the Internal Quality Assurance Cell (IQAC) of the college has been uploaded on the college website on 20th Day of November,2014 for favour of your kind perusal and necessary action.

Yours faithfully,

(Dr. Buddhin Ch. Hazarika)

Principal

Kharupetia College



OFFICE OF THE PRINCIPAL
KHARUPETIA COLLEGE

P.O. Kharupetia PIN 784115 Dist- Darrang(Assam)

Web site www.kharupetia college.org

E mail kharupetiacollege@gmail.com Contact No.9435087533

Declaration

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge and belief.

This SSR is prepared by the college after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the peer team visit.

(Dr. Buddhin Ch. Hazarika)
Principal
Kharupetia College

Place- Kharupetia
Date-20-11-2014

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PREFACE

Kharupetia College is one of the premier institutions of higher education in Darrang district of Assam. The college saw the light of day following the untiring and self-less efforts of some far-sighted people of this rural area. Established as an Arts college in the year 1981, the college has grown to its present position. The college was taken over by the Government of Assam under Deficit system of Grants-in Aid w.e.f. 25th March, 1998. Subsequently, the college was provincialized with effect from 1st December, 2005. The college got recognition of UGC under Sec.2 (f) and Sec.12 (B) of the UGC Act with effect from 2nd July, 2010. Affiliated to Gauhati University, at present the college has 12 departments in Arts Stream out of which 10 departments offer Major course at UG level. The Commerce stream of the college which was opened in the year 1999 had to be discontinued for a few years due to some problems. The said stream has been revived again from the session 2010-11 and now this stream has been running UG level courses both in Major and General Subjects.

The college volunteered for assessment by NAAC in the 1st Cycle in the year 2004. Accordingly the NAAC Peer Team headed by Prof. Hira Adyanthaya visited the college on 15th and 16th October, 2004, and the college was accredited with Grade C+. As per the guidelines of NAAC, our college was required to apply to NAAC for Re-accreditation in the year 2009. But unfortunately, due to some internal problems/constraints of the college it was not possible to do so.

It is pertinent to mention here that the college faced a mega disaster in the year 2010 in the form of a devastating fire that broke out in the college building on the fateful night of 20th November, 2010 in which the entire college building including the central library were gutted. Several fire tenders even after trying for hours together failed to douse the fire that engulfed the entire college building within minutes. College assets worth several crores of rupees were burnt into ashes. Besides, many valuable records and documents were gutted in the fire. Almost half of the existing stock of books in the central library were burnt into ashes. After this devastating fire the entire financial resources of the college had to be utilised to recreate the fire ravaged infrastructure of the college. This setback was a major factor for the college's failure to go for assessment in the 2nd cycle on time. However, after getting over the setback the college has finally decided to go for re-accreditation in cycle-2 and accordingly, the LOI has been sent to NAAC on 21st June, 2014 and same has been accepted on 27th June, 2014. This SSR has been prepared by the IQAC of the college which has taken every care to incorporate the data covering all the aspects of the institution with utmost honesty and dedication.

It is hoped that this college in its quest for sustained quality improvement in all aspects will be able to receive proper guidance from the NAAC Peer Team which will visit the college to validate the report.

Date- 20-11-2014

Dr. Buddhin Ch. Hazarika
Principal
Kharupetia College

EXECUTIVE SUMMARY

Kharupetia College is the only institution of higher learning in the minority dominated Pub-Mangaldai region of Darrang district, Assam. Established in the year 1981 in this agro-based rural area, the college initially started functioning from a temporary set up at Kharupetia Higher Secondary School before it was shifted to its present campus in the year 1987. Since its inception, the college has continued its efforts to provide quality higher education to the learners of this socially and economically backward region. The college has grown slowly to have at present 13 Academic Departments including Commerce which is still in venture (Self-financing) stage. Affiliated to Gauhati University, the college was assessed by NAAC in the year 2004 and was awarded C+ Grade. The college has now applied for Re-accreditation in cycle 2 for which this SSR has been prepared. The SSR is an objective analysis of the strengths and weaknesses of this institution which is committed to quality improvement in all spheres of its activities. In preparing the SSR all the core values advocated by NAAC have been kept in view. Our perception of the institutional strengths and weaknesses (Criterion-wise) are discussed below.

Curricular Aspects:

Affiliated to Gauhati University, Kharupetia College offers UG programmes in both Arts and Commerce stream. In Arts stream, there are altogether 12 departments out of which 10 departments offer Major, i.e. English, Assamese, Political Science, Economics, History, Education, Philosophy, Arabic, Sanskrit and Hindi. Two Departments i.e. Geography and Mathematics offer only General Course at U.G. level. In Commerce stream, Major is offered in four subjects i.e. Accountancy, Management, Finance and E-commerce. In addition to the UG level courses, all the Departments of the college offer two-year Higher Secondary courses both in Arts and Commerce Stream as per the guidelines of the State Government although the UGC does not approve of the running of such courses in Degree colleges. It may be mentioned that no additional faculty positions are created by the State Govt. for running the extra H.S. courses.

The college is an approved study centre of Distance Learning Courses offered by two Universities i.e. Gauhati University and K.K.H. State Open University through which several UG and PG programmes are offered.

The college has introduced Spoken English Courses which is run on self-financing basis. Moreover, a three months Computer Literacy Course has also been introduced in the college as a part of the institution's initiative to ensure skill development among the students.

As an affiliated college, this institution does not get any opportunity to design the curriculum whose responsibility lies with the Affiliating University. No faculty members of this college are on the Board of Studies of the University. However, the college strives hard to see that the curriculum as framed by the university is transacted in such a way that the institution's goals and objectives are integrated. In keeping with the declared goals of the college, the teachers try to supplement the course materials by guiding the students in such a way that the all-round development of the students takes place. For this purpose, various participatory methods of teaching are applied in order to supplement the traditional lecture method. Moreover, organising departmental seminars, assignments, class tests, group discussion, micro teaching etc. are regular features of the teaching learning process of the college. Adequate efforts are made to sensitise the students on issues such as gender, human rights, climate change, environmental education etc. by organising awareness programmes from time to time.

The college strives to provide the maximum academic flexibility to the students in choosing their elective options.

There is an Academic Committee in the college which is responsible for looking after the academic aspect of the college. The said committee meets periodically to review the teaching learning process.

TEACHING - LEARNING AND EVALUATION

The college has a very transparent admission process. Wide publicity is given about the admission schedule and the selection criteria well ahead of the commencement of admission into different programmes. Admission to various programmes is given purely on merit after following statutory reservation policy for the relevant categories i.e. S.C., S.T., O.B.C. and Physically Challenged persons.

In order to cater to the educational/learning needs of the advanced learners the teachers put in extra effort by giving special inputs. They are given assignments of relatively higher difficulty level to help them to draw out their talents. Such learners are given due recognition in the form of cash awards for their outstanding performance in the examination. Similarly, the slow learners are provided special support by way of arranging special coaching and tutorial classes to keep pace with their learning needs.

IQAC of the college prepares the Academic Calendar for every academic session. The academic calendar contains details about the curricular and co-curricular activities proposed to be carried out during the academic session. In accordance with the academic calendar, the teachers of various departments prepare schedule of work. The syllabus is proportionately divided among the teachers and accordingly, classes are allotted to individual teachers. The concerned teachers make every possible effort to complete the allotted syllabus within the stipulated time.

The teachers of every department prepare teaching plan at the beginning of the academic year for each class/ semester. At the end of every month, every teacher has to prepare a monthly report reviewing the progress of the teaching plan prepared by him/her and submit the same to the concerned Head of the Department (HoD).

In order to supplement the lecture method of teaching the teachers use various audio-visual aids in the classroom to make the teaching learning process more effective. Besides, computer assisted learning methods such as the use of LCD projectors; Green/Coloured Boards, etc. are also used in the classrooms. Teachers of each department of the college have been provided with computers along with internet connectivity under National Mission on Education through Information and Communication Technology (NME-ICT), to enable them to make use of e-resources in the teaching learning process. Moreover, all the Heads of the Departments have been provided with laptops to facilitate the preparation of computer-aided learning materials. The students also are given access to the internet facilities available in each department of the college as well as in the central library.

The Academic Committee meets periodically to review the progress of teaching learning process and works out action plan for quality improvement in teaching learning process. The IQAC holds periodic meetings with the Academic Committee to chalk out strategies for quality enhancement in teaching learning and other areas. It arranges for taking remedial coaching/tutorial classes for the slow and backward learners.

As a part of its effort to ensure quality teaching, the IQAC obtains feedback from the students on the quality of teachers and the same is analysed. The results of the feedback analysis are communicated to the concerned teachers and they are advised to improve their skills, wherever necessary.

There is an Internal Examination Committee which is entrusted with the responsibility of preparing evaluation blue print for the internal examinations of the college. The evaluation process is reviewed by the Committee from time to time and necessary changes/reforms in evaluation process are incorporated as and when felt necessary. Moreover, as an affiliated college, this institution implements the various examination reforms initiated by the affiliating university from time to time. At present, the college is following the Semester (Choice Based Credit System) introduced by Gauhati University from the session 2011-12. Efforts are made to redress the students' grievances related to examinations/evaluations as promptly as possible.

There has been an increasing trend in the enrolment of the students in various programmes of the college during the last few years. This can be attributed to growing demand for quality higher education which the college strives to provide through its various programmes.

Despite the teaching plan prepared by the teachers at the beginning of the session, sometimes it becomes difficult to complete the curriculum within the planned time frame owing to unexpected *bandhs*/strikes called by different organisations. Moreover, the college building is used as relief camp by the Govt. at the time of natural calamities like floods, ethnic violence etc. thereby disrupting the normal teaching learning activities of the college.

The teachers provide academic, personal and psycho-social support and guidance services to the students. In order to ensure holistic development of the students provisions are made for various co-curricular activities like debate, quiz, seminars, literary and cultural competitions etc.

Faculty development has always been a focused area of the college. The college encourages the faculty members to participate in various faculty development programmes like Refresher Courses, Orientation Programmes, Short term Courses organised by different universities and organisations to update their subject knowledge and to improve their teaching skills. Study leaves are allowed to the teachers who are interested in pursuing research in any area as per UGC and Govt. Guidelines. Teachers are also given opportunity by way of granting special casual leave to attend National/ international seminars and workshops to present papers.

In order to derive the optimum benefit from the available human resources, the college has the provision to periodically obtain performance-appraisal reports from the teaching and non-teaching staff.

The college regularly monitors the progress and performance of students through the duration of the course/programme. The faculty members of each department of the college reviews the performance of the students after every internal as well as university examination. The evaluated answer scripts of the internal examinations are shown to students with necessary feedback from the teachers. Moreover, every department at the departmental level and the IQAC at the college level make analysis of students' results as a part of our effort to monitor the progress and performance of students. Students who show poor performance in terms of marks are taken extra care for improvement in subsequent semesters. Moreover, remedial coaching/tutorial classes are also taken for the poor performers.

RESEARCH, CONSULTANCY AND EXTENSION:

The college strives to promote a research culture in the college. There is a Research Committee in the college to sensitise the faculty about research activities. Teachers are encouraged to pursue research in the area of their choice. Study leaves are granted to the faculty members who are willing to avail it under Faculty Improvement Programmes. Necessary adjustments in teaching schedule are made to facilitate the faculty members to undertake research work. Till now, 7 faculty members have been awarded Ph.D. and another 8 teachers have been pursuing research in their

respective subjects. 14 faculty members have obtained M.Phil. Degree. Teachers keep contributing research Papers/articles to different Research Journals and books. Two faculty members have authored altogether 3 books with ISBN Numbers and several others have contributed chapters in books. Till date no research project has been sanctioned to this college although two faculty members have submitted proposals for MRP to the UGC. Similarly, no teacher of the college has been appointed as Research Guide till now. Being an undergraduate college there is no scope for students' research activities. However, the students are engaged in various research oriented activities like preparation of seminar papers, field studies, surveys, projects etc. for developing scientific temper, and research culture and aptitude among them. The college has a well-equipped library with a rich stock of reference books and journals which can be used by the interested teachers and students for research purpose. Moreover, there are internet facilities in all the departments of the college through which the teachers and students can have access to e- resources for carrying out research works.

Being a rural college having very limited financial resources at its disposal, it has not been possible so far to earmark any separate fund/budget for the purpose of research. Similarly, owing to paucity of fund it has not been possible to provide any seed money to the faculty for research. However, the college has a plan to take steps in this regard in the days to come.

Being an Arts college where only traditional subjects are taught, the faculty members have hardly any scope to promote consultancy. However, the teachers provide their limited expertise on consultancy to the students and the members of the public in an informal manner without charging any fee for the same.

As of now, it has not been possible to establish institute-industry interface although necessary steps in this regard are proposed to be taken in future.

The college is very much aware of its Institutional Social Responsibility. There is an Extension Education Cell in the college, through which extension activities like free health check-up, cleanliness drive, plantation, awareness programmes etc. are organised in the neighbourhood of the college from time to time. The NSS Unit of the college also organises different social welfare programmes. As per the suggestion of the NAAC Peer Team, the college has adopted a village named *Nadirmukh* which is adjacent to the college and the various extension programmes are organised in that adopted village from time to time.

INFRASTRUCTURE AND LEARNING RESOURCES:

The college has been making continuous effort to ensure adequacy of infrastructure for its curricular and co-curricular activities. It is worth mentioning here that prior to recognition of the college under Sec 2(f) and 12(B) of the UGC Act, the entire infrastructure of the college had to be created out of the college's own resources. Unfortunately, the college faced a mega disaster in the year 2010 in the form of a devastating fire that broke out in the college building on the fateful night of 20th November, 2010 in which the entire college building including the central library were gutted. College assets worth several crores of rupees were burnt into ashes. Thereafter, the entire financial resources of the college had to be utilised to recreate the fire ravaged infrastructure of the college.

Situated on a sprawling campus, the college presently has 26 class rooms including one ICT class room besides a Geography Laboratory and a Psychological Laboratory. A computer Lab has also been set up to facilitate computer literacy among the students and teachers. Moreover, the college has adequate facilities for extra -curricular activities like Playground ,Indoor Sports Complex (Under construction), Auditorium(Under construction)Gymnasium, Public Address system, Yoga centre, Boys' common room, Girls' common room, Canteen etc.

The library facilities of the college are adequate to meet the requirements of the students and the teachers. Despite the fact that nearly 8000 books were burnt in the devastating fire in the year 2010, the college has been making consistent efforts to procure sufficient number of books for the central library. At present there are 16956 nos. of books, 15 nos. of print journals and periodicals and 6 nos of newspapers in the Central library. There is separate arrangement for the teachers to read in the library. The library facilities are also open for public access for which separate visiting hours have been fixed.

The computerisation process of the library is going on and is expected to be completed within a short period of time. Internet connection has already been provided to the central library. The process of subscribing to the N-LIST INFLIBNET programme is going on. There is book bank facility in the library. The college library has entered into an Agreement with a neighbouring college of the district for Inter Library Loan Service.

The library obtains feedback from the users on the quality of services/facilities provided by the library and based on the feedback received; steps are taken to improve the library facilities.

There is the provision for providing users education in the library. The Librarian organises one User Orientation programme at the beginning of each academic session in order to familiarise the newly enrolled students with the rules and regulations regarding use of library facilities.

Besides the central library, there are departmental libraries in all the departments from which the teachers and students of Major Course can borrow books.

The college spends a substantial amount in procuring ICT items to keep pace with the growing need of using ICT in teaching learning process. There are altogether 35 numbers of computers for the use of the office, faculty, library and the students in the computer laboratory. Moreover, 20 Numbers of internet connections have been provided so far. Every department, the office, the library and the IQAC have internet connectivity. A Resource Network Centre has also been set up in the college with the financial assistance of the UGC. Besides, all Heads of the Departments have also been provided with one Laptop each in addition to one desktop computer set installed in each department. There are adequate audio- visual aids including three LCD projectors, one C.T.V. Microphone, colour boards etc. The teachers make optimal use of these facilities by preparing computer-aided teaching/ learning materials and presenting the same in the class room. The college has its own public address system.

Although there are no digital class rooms in the college, provision has been made for a common ICT class room having Computers and LCD projectors which are used by all the departments.

The infrastructural development of the college is done with the fund raised by way of Building fee/ Development fee etc. The State Govt. and the UGC also provide development grants from time to time. It is pertinent to mention here that the teachers and employees of the college also contribute significantly by way of donation in cash and kinds for infrastructural development of the college.

It must be admitted that the present infrastructure of the college is not adequate in view of the growing number of enrolment and the changing need of time. The college has a plan to create the remaining infrastructure in the days to come with financial support from the various funding agencies.

STUDENT SUPPORT AND PROGRESSION:

The college makes sincere efforts to ensure its commitment and accountability towards students and other stakeholders. The college prospectus is published and updated annually incorporating in it all the relevant information. There is provision for various scholarships for the students such as Post- Metric Scholarship for SC/ST/OBC students, National Merit Scholarship,

Merit cum means scholarship for the Minority Students and so on. In addition to the Govt. scholarship, the college extends financial assistance from the Students' Aid Fund of the college. Every year hundreds of students belonging to poor families are provided financial aid from the College Aid Fund. There is also provision of Freeships to the Rank holder students.

The college is conscious of the problems of the students belonging to the disadvantaged categories i.e. SC/ST/OBC/Differently-abled persons and accordingly makes necessary reservation in admission as per Govt. guidelines.

A few departments of the college have tied up with the neighbouring colleges for Students' Exchange and Teachers' Exchange programmes to give exposures to the students to other institution of higher learning and to enable the teachers to exchange their expertise.

The college has opened Spoken English and computer literacy courses in order to ensure skill development of the students. The college arranges tutorial and remedial coaching classes for the ST,SC, Minority and slow learners.

In order to promote creativity among the students, the college publishes its student magazines annually. In addition to the Annual College Magazine, a few Departmental Wall Magazines are also published by the various Departments.

So far, the college has not taken any formal initiative with regard to facilitation of entrepreneurial skills among the students.

In order to encourage the students for acquiring proficiency in games, sports and extra-curricular activities the college provides free admission to the outstanding sportspersons having record of participating in state level/national level competitions. Moreover, the college organises annual college week programmes every year which include various sports, viz.in-door and out-door games, cultural events like songs and music, drama where all the students can participate. The college authority provides free refreshments to the outstanding sports persons during inter-class sports competitions organised in the college. The sports uniform is also provided to the sportspersons who are selected to represent the college in various competitions/tournaments organised outside the college. It is worth mentioning that the college has appointed a part time Coach (Physical Instructor) to train up the students in various sports. Moreover, the Librarian of the college who a recognised artist of Doordarshan and All India Radio trains up the students in various cultural events i.e. songs, music, drama etc.11

Being an undergraduate college, our students are not eligible to appear in competitive examinations like UGC-CSIR- NET, UGC-NET, SLET etc. However, students are motivated and guided by the teachers for appearing in selection tests for State Govt jobs, Defence services etc. The Career Counselling cell of the college organises programmes with external resource persons who provide necessary tips and guidance as to how to succeed in those selection tests. The Entry into Services Cell (Employment Cell) of the college also organises workshop from time to time where students are given tips of achieving success in various selection tests for jobs under different departments. Psycho-social counselling is also provided by the teachers in an informal manner at their individual level. However, it has not yet been possible to arrange for holding campus interview in the college. However, we have a plan to arrange campus interview in future.

The college has a Grievance Redressal Cell to redress the grievances of the students, teachers, staff and other stakeholders. There is also an Anti-ragging Committee to deal with cases of ragging. Similarly, there is an Anti- sexual Harassment Committee which looks into complaints related to sexual harassment.

The college has several welfare schemes for the students. As a part of welfare measures, financial assistance is provided to the students belonging to the BPL families. Financially weak students are given extra books from the Book Bank of the College Library. Moreover, teachers at

their individual level extend financial assistance to the needy and meritorious students. Free health check-ups of students are conducted periodically.

The college has an Alumni Association. But the Alumni Association is not active enough to make any major contribution for institutional, academic and infrastructure development of the college. Over the years, no major contribution was made by the Association. Over the years, the college has recorded a consistently good pass percentage as compared with the neighbouring colleges of the district. It is worth mentioning that the pass percentage of our college has been higher than that of the University average. But, still there is enough scope for further improvement of results in the days to come.

Dropout rate of the college is an area of concern. Although during the last few years, dropout rate has declined considerably, there still remains a lot to be done to further bring down the same. Remedial and tutorial classes are arranged for those students who are at the risk of failure and drop out owing to their weak academic base. The problems of drop out are also discussed in the Parent – Teachers' Meet to identify the causes and work out remedial measures thereof.

The college has a mechanism to obtain feedback from the outgoing students on the quality of teaching imparted and the other facilities provided by the college during the period of their study in this institution. The feedback is analysed and necessary corrective/remedial measures are taken to improve the performance and quality of the institutional provisions.

There is a Students' Council in the college which is named as 'Kharupetia College Students' Union'. The office bearers of the Union are elected by the students through direct election. The Students' Union co-operates with the college authorities in maintaining a conducive and healthy academic environment of the college besides working for the welfare of the students. There is also provision for students' representation in the various other committees like the Anti-ragging committee, Anti-sexual harassment committee, Editorial Board of college Magazine etc.

The college maintains a close co-ordination with the Alumni and former faculty of the Institution. The eminent members of the Alumni and the former faculty are invited to the college on different occasions in recognition of their services

GOVERNANCE, LEADERSHIP AND MANAGEMENT:

The college has a clearly defined vision and some well-articulated missions in order to realise that vision. The Governing Body of the college takes the leading role in designing necessary policy statements and action plans for fulfilment of the stated mission and vision of the college. As a matter of fact, the Governing Body is the apex authority in matters of college management. The Governing Body is constituted by the Director of Higher Education with an academician as the Chairperson. The Principal is the ex-officio Secretary of the Governing Body which comprises of representatives from the Guardians, the teachers and the Staff besides having a donor member and two nominees from the affiliating University. The Governing Body is responsible for formulating the quality policies and plans of the college and their implementation. However, opinions and suggestions from all stakeholders including teachers, guardians, alumni etc. are invariably taken by the Governing Body before finalising any developmental plans of the college. The IQAC of the college plays a vital role in designing and implementing the quality policy and plans of the college. The principal is entrusted with the responsibility to maintain the liaison between the Management and the other stakeholders. In some cases, however, views and directives of the State Higher Education Department and the UGC have to be taken into account in planning and implementing the development policies and plans of the College management.

In keeping with its declared policy of ensuring quality education to this socially and economically backward region, the college authority spares no pains to reinforce the culture of

excellence in the institution. For this purpose, regular monitoring of various activities is done by the college authority with the support of the IQAC and other cells of the college. Collecting feedback from different stakeholders, making analysis of the same and taking suitable actions thereon are part of the strategies adopted by the Management for reinforcing the culture of excellence in the college.

As a part of its policy of participative management, the college authority strives to assign leadership to different categories of persons involved in the college. For example, the college management provides full freedom to the faculty in planning and implementation of various plans and policies in academic matters. There is an Academic Committee in the college comprising of all the Heads of the Departments which is entrusted with the responsibility of planning and executing the teaching learning process of the institution and suggest necessary measures for quality improvement as and when necessary. Under the supervision of the Academic Committee the faculty members carry out their academic activities. Moreover, the college authority constitutes different committees and Cells to look after various aspects of the day to day functioning of the college, and these committees are manned by the faculty members who carry out their assigned duties and responsibilities quite independently. For example, the Admission Committee, the Examination Committee, The Routine Committee, the Seminar Cell, the Extension Education Cell, Grievance Redressal Cell which are constituted with the faculty members act independently without any interference from the top management. The college authority always encourages and ensures a decentralized governance system in the institution. For this purpose, necessary operational autonomy is provided to the various departments / units of the institution.

The IQAC of the college is the nodal agency in the quality enhancement process of the college. The IQAC, in consultation with the teachers and staff of the college works out various plans for quality improvement in different aspects and recommends the same to the college management for taking necessary measures for their implementation.

The college has a perspective plan for development. Academic and other developmental activities of the college are carried out in accordance with the Master Plan.

The college authority is very much aware of the need of quality improvement in all aspects i.e. teaching learning, research, extension, and so on and, accordingly, strives to take necessary measures from time to time. As of now, it has not been possible to arrange for college- industry interaction.

The college makes every possible endeavour in order to enhance the professional development of its teaching and non-teaching staff. Accordingly, all the faculty members are encouraged to go for faculty development programmes like Refresher Courses, Orientation Programmes and short term courses organised by different universities so that they can update their subject knowledge besides keeping themselves abreast of the latest developments in their subjects. Necessary leave is allowed to the faculty members to enable them to participate in faculty development programmes. Moreover, the faculty members are also encouraged to participate in National and International Seminars/conferences and present research papers therein.

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 to submit their Performance Appraisal Reports in the prescribed proforma at the end of every academic session. Moreover, there is also the mechanism to collect and analyse students' feedback on the performance of the teachers. Such feedback helps a lot to take appropriate measures for improving the performance of the teachers.

There is a thrift society in the college in the name and style of 'Teachers' and Employees' Mutual Benefit Fund'. The teachers and employees of the college are extended financial loan from this fund in time of their need. There is another fund which has been newly formed by the name of Teachers' Welfare Fund with the aim of providing assistance to the teachers in time of medical emergency like accident, serious illness etc. Most of the staff members avail the benefit of such schemes. Moreover, there is also the provision of providing salary advances to the teachers and employees on the occasion of major festivals etc. in case their Govt. Salary cannot be drawn and disbursed on time due to some unforeseen reasons.

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 in each head of expenditure. Efforts are made to stick to the estimated budget as far as practicable. The Governing Body of the college has to approve the major expenditures incurred from time to time. Moreover, the income and expenditures are audited annually by external Govt. auditors. In some cases, audit is done by registered Chartered Accountants as per the guidelines of the UGC.

The major sources of institutional receipts/funding are Students' fee, grants received from State Government and the UGC, LAD fund of the MLAs and MPs and donations from the public and staff. Occasional deficits are managed through inter-fund borrowing within the college. Prior to provincialization of the college the audit of the college fund was conducted by internal auditors. But after provincialization of the college from the year 2005, external audit is conducted by the Govt. auditors under the Directorate of Local Audit, Govt. of Assam. The College has a very clear institutional policy with regard to quality assurance. Internal Quality Assurance Cell (IQAC) has been established in November, 2009. The IQAC acts as the central monitoring agency of quality assurance mechanism. The IQAC in association with various committees and cells works out strategic plans for improvement of quality in different aspects. For example, the Academic Committee which comprises of all the Heads of the Departments takes care of the quality assurance process in academic activities. There is also an Internal Examination Committee which is entrusted with the responsibility of smooth conduct of different examinations. The IQAC holds periodic meetings with the Academic Committee to review and work out strategies for quality improvement in teaching learning process. The views, suggestions and co-operations received from various cells, the teaching and non-teaching staff and other stakeholders have contributed a lot in institutionalizing the quality assurance processes in the college.

In order to ensure effective implementation of the quality assurance procedures the college arranges orientation programmes for its non-teaching staff from time to time. Such orientation programmes have helped to generate awareness among the staff about the quality assurance procedures.

Although there is no formal mechanism of academic audit in the college the academic provisions of the college are reviewed internally by the Academic Committee and the IQAC. Moreover, the Gauhati University and the Director of Higher Education, Assam also conduct periodic inspection of the various academic activities of the college. The observations and suggestions made by the inspecting authority are given due importance and the same are implemented with all sincerity to improve the quality of institutional activities.

The college makes efforts to communicate its quality assurance policies, mechanisms to the internal and external stakeholders through the college prospectus which is published annually. Necessary information about the quality assurance policies is also disseminated through the college web site which is updated regularly.

The college has already taken initiative to conduct Green Audit of its campus and facilities. Accordingly, a committee named “Environment Awareness Cell” has been constituted which looks after the environment aspect of the college. The said committee conducts an environmental survey in and around the college campus every year. The committee has done marking of all the trees existing in the college campus as a part of the initiative to protect and preserve the plantations. Efforts are made by the college authority to keep the campus green, clean and eco-friendly by undertaking beautification and plantation works in the college campus. Awareness is created among the students to avoid the use of plastic and other non-bio-degradable items in the college campus.

Over the past few years, the college has taken a number of innovative steps in teaching learning and other areas which have created a positive impact on the functioning of the college. For example,

- Adequate ICT facilities have been provided so as to improve the quality of teaching learning activities.
- Skill development courses like Computer Literacy course and Spoken English Course have been introduced.
- Students’ feedback on teachers has been obtained and analysed.
- Remedial coaching classes have been organised for the weak and slow learners.
- More emphasis has been put on participatory methods of teaching .
- Substantial number of text books and reference books have been procured for the Central Library.
- Internet connectivity has been provided to the library as well as to all the Departments of the college to enable the students and the teachers to have access to e- resources.

However, to meet the growing demands of the changing times, a lot still remains to be done in the sphere of quality improvement in various areas.

SWOC ANALYSIS OF THE COLLEGE

STRENGTHS

- **Spacious college campus with sylvan surrounding.**
- **Dedicated teaching and non-teaching staff.**
- **Internet facilities to all the Departments and the Library**
- **Round the clock uninterrupted power supply with power back up facilities in all the Departments and the office.**
- **The unstinted support from the management.**
- **.Faculty members undergo orientation and refresher courses to keep themselves updated on the latest trends in education.**
- **Provision of extending financial support to the poor students.**
- **Drinking water facilities in the entire college campus**

WEAKNESS:

- **Poor economic background of the students.**
- **Poor entry level performance of students in almost all the programmes offered by the college.**
- **Inadequate infrastructure.**
- **Insufficient books and journals in the central library**
- **Lack of Digital Class Rooms and Digital Library.**
- **Lack of Boys' Hostels**
- **Research activities of the teachers are not up to the mark.**
- **Absence of career oriented courses**
- **Inactive Alumni Association.**
- **Inadequate college- industry interaction/collaboration.**
- **Inadequate space in the Library.**
- **Lack of Staff Quarters.**

OPPORTUNITIES:

- **Two big ponds of the college can be developed into swimming pools in future. The same may also be used for the purpose of pisciculture as well.**
- **The college has some unused land which may be used for medicinal plant.**
- **There is ample scope to undertake various programmes under Institutional Social Responsibility.**
- **Provision for strengthening the book bank in the central library.**
- **Provision of free admission to outstanding sportspersons and students with brilliant co-curricular performance.**
- **Provision for giving awards/incentives to the toppers of each department.**

CHALLENGES:

- **High dropout rate**
- **Rationalisation of teacher- student ratio for effective delivery of the curriculum.**
- **Growing demand for admission as against limited intake capacity of various programmes offered by the college.**
- **Little scope for resource generation in the college.**
- **To open new programmes in view of the Govt. policy of not creating any new post.**

POST- ACCREDITATION INITIATIVES

Kharupetia College was last assessed by NAAC on 15th and 16th October, 2004 and was accredited with C+ Grade. Since the last assessment (Cycle 1) the college has been making constant efforts to ensure quality improvement in all aspects including teaching learning, research, extension, infrastructure and so on. In order to ensure monitoring of the quality improvement aspects of the college the Internal Quality Assurance Cell (IQAC) has been constituted. Unfortunately, the whole process of quality initiative undertaken by the college suffered a major setback in the year 2010 when a devastating fire gutted the entire infrastructure of the college. Thereafter, the entire college fraternity including the management and the teachers had to devote their resources, time and energy towards rebuilding the devastated infrastructure of the college in order to resume the normal academic activities of the college, thereby relegating the quality aspect into the background. However, following the active support and co-operation from all concerned, the college has been able to get over the crisis and the quality improvement process has been resumed again.

In compliance with the suggestion of the NAAC Peer Team, and in order to help the teachers and students to acquire proficiency in English the college has introduced Spoken English Course which is run on self-financing basis. Major course has been introduced in the subject Sanskrit. Gauhati University has accorded permission to introduce Alternative English at UG level. Commerce stream has been introduced in a full-fledged form and B.Com (Major and General) courses are being offered through the said Department.

In order to bring higher education to the door steps of learners the college has opened two study centres of Distance Education under Institute of Distance and Open Learning (IDOL), and KKH State Open University, Guwahati through which both UG and PG courses are being offered.

In order to minimise the dropout rate of students, remedial coaching classes are being held which has resulted in decline in the dropout rate over the last few years. The results of the college in the University examinations have also recorded considerable improvement since the last assessment.

As per the suggestion of the NAAC Peer Team, audio-visual aids and Computer-aided learning methods have been introduced. Necessary ICT equipment like computers, LCD Projectors, microphones have been procured and the same are extensively used by the teachers in the classroom. Internet connectivity with uninterrupted power supply has also been provided to all the Teaching Departments as well as to the Central Library.

The Research Scenario of the college has improved considerably since the last assessment. In compliance with the Suggestion of the Peer Team a Research Committee has been constituted to motivate and monitor research activities in the college. 7(Seven) faculty members have been awarded Ph.D. Degree and 8(Eight) others have been pursuing Research works four of whom have already submitted their thesis. Similarly, 14 faculty members have obtained M.Phil. Degree. Moreover, faculty members are regularly contributing research papers/ articles in various journals and books. Teachers regularly participate in national and International seminars and present papers therein.

On the recommendation of NAAC and in discharge of its social responsibility the college has adopted a Village named *Nadirmukh* from the year 2012-13 and various community welfare activities have been organised in that village from time to time. The NSS Unit of the college has been formed in the year 2013 and various community development programmes are being organised by the NSS Unit.

To keep pace with the IT revolution and in response to the suggestion of the NAAC Peer Team, the college has initiated the process of computerisation of the academic, administrative and the library facilities.

Efforts have been made to procure sufficient number of text books and reference books for the central library. It may be mentioned that as against 4754 books at the time of last assessment, the number of books in the library was increased to 15000 till 2009. But nearly 8000 books out of that stock were burnt in the fire that broke out in the college on the fateful night of 20th Nov, 2010, thereby reducing considerably the library stock of books. However, the stock of books has again been raised to 16956. The process of computerisation of the library facilities is going on and the same is expected to be completed very shortly. Reprographic facilities for the library have already been provided.

The NAAC Peer Team in the 1st Cycle suggested that the vacant land inside the campus may be utilised in a manner so that resources can be generated. In this context, it may be stated that the said vacant land has been utilised for the purpose of extension of academic block and for other construction works. However, the two big ponds of the college have been leased out to generate resources.

Despite the devastation caused by the fire as mentioned above, the college has continued its endeavour to create adequate infrastructure to cater to the need of its academic growth. Since the last assessment, a new academic block has been constructed with the financial aid of the Ministry of DONER. Moreover construction of two Girls' Hostels and one Indoor sports complex-cum-auditorium is going on. One new Administrative Building has already been constructed to house the Principal's Chamber and the Office. The Library building has also been extended to cater to the need of growing number of students. Construction of permanent boundary wall is also going on.

On the recommendation of the NAAC Peer Team and to encourage the students to participate in games and sports, steps have been taken to provide track suits and free refreshment to the students. Similarly, provision has been made to allow free admission to outstanding sportspersons having records of representing in State level sports meet/ tournaments. It is worth mentioning that in order to provide sports training to our students a qualified Sports Instructor has been appointed by the college on part-time basis. An Indoor Sports Complex is under construction which, when completed, will facilitate the holding of sports meet etc. in the college.

As suggested by the NAAC Peer in the 1st Cycle, the informal Yoga Centre of the college has been developed into a full-fledged Yoga Centre which is looked after by a committee constituted for this purpose.

In pursuance of the suggestion of the NAAC the college authority has constructed a few more toilets for the use of the students and the teachers.

Steps have also been initiated to strengthen the medical facilities in the campus as suggested by the Peer Team. The college has engaged one part time Physician who visits the college from time to time to take care of the health and hygiene of the students. Moreover, the college organises free health check up camp in the college from time to time. It is pertinent to mention here that the college has already submitted a proposal to the UGC seeking grants for setting up a full-fledged Health Centre in the college.

On the recommendation of the Peer Team, a good number of teachers have enrolled themselves as members of Professional Bodies/Subject Associations to keep them updated about the latest developments/trends in their respective fields of study.

The Peer Team in the 1st Cycle suggested that the college should take steps to open Major Course in the subject Geography. In this connection it may be stated that the State Govt. for over a decade has not accorded its concurrence for opening Major in any new Subject in any college of the state for which this college has not been able to take any concrete step in this regard. However, the college authority has continued its effort to take up the matter with the competent authority.

With regard to the post-accreditation quality enhancement initiatives it may be candidly admitted that although most of the recommendations of the NAAC Peer Team have been implemented with due sincerity, a few of them are yet to be implemented.. For example, the Peer

Team's suggestion for introducing Short Term Certificate Courses in Tourism, Hotel Management, Food Preservation, Agro-processing, bee-keeping, mushroom culture etc. could not be implemented till date. Similarly, the suggestion for offering add-on course in drama and music and introducing "Earn and Learn Scheme" for the students have not been implemented. However, the college is planning to introduce the said courses in future in a phased manner.

SELF-STUDY REPORT

1. Profile of the Affiliated College

1. Name and Address of the College

Name	KHARUPETIA COLLEGE		
Address	P.O. KHARUPETIA GHAT		
City	KHARUPETIA	PIN- 784115	State: ASSAM
Web site	www.kharupetiacollege.org		

2. For Communication: Principal, Kharupetia College P.O. Kharupetia Ghat, District-Darrang (Assam) PIN 784115

Designation	Name	Telephone No with STD code	Mobile	Fax	Email
Principal	Dr.BuddhinCh. Hazarika	03713-255583	9435087533	03713-255583	kharupetiacollege@gmail.com
Vice Principal	Mrs.KanaklataS aikia	03713-255583	9954974718	-	--
Co-ordinator	Abdul Awal	03713-255595	9435385667	-	iqac.kc2014@gmail.com

3. Status of the Institution:
Affiliated College

Constituent College

Any other (specify)

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By Shift

i. Regular

ii. Day

iii. Evening

5. Is it a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college:

01-01-1981

b. University to which the college is affiliated /or which governs the college (If it is a constituent college: **Gauhati University, Guwahati**)

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	02-07-2010	
ii. 12 (B)	02-07-2010	

((Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act): *Enclosed as Annexure-I*

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : **Not applicable.**

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i				
ii.				
iii.				
iv				

(Enclose the recognition/approval letter)

8. Does the affiliating University Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency

Date of recognition (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Campus area in sq. mts.	Built up area in sq. mts.
Rural	99000 Sq. Mtr.	7622.11 Sq. Mtr

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities: **One Auditorium(under construction), One Seminar Hall**

• Sports facilities

play ground: **Yes**

* swimming pool: **Nil**

* gymnasium : **Yes**

• Hostel

* Boys' hostel **Nil**

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel : **Under Construction**

i. Number of hostels **02**

ii. Number of inmates

iii. Facilities (mention available facilities)

* Working women's hostel: **Nil**

i. Number of inmates

ii. Facilities (mention available facilities)

• Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise)

• Cafeteria — **One Canteen**

• Health centre — **01 (First Aid Centre)**

First aid, In-patient, Out-patient, Emergency care facility, Ambulance.....

Health centre staff –

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

• Facilities like banking, post office, book shops: **Nil**

• Transport facilities to cater to the needs of students and staff: **Nil**

• Animal house: **Nil**

- Biological waste disposal: **Yes**
- Generator or other facility for management/regulation of electricity and voltage: **One 10 KVA & another 1KVA Generator,18 nos of Inverters**
- Solid waste management facility: **Yes**
- Waste water management: **Yes**
- Water harvesting: **Nil**

12.Details of programmes offered by the college (Give data for current academic year)

SI. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	BA(General)	3 Years	(10+ 2) passed	Assamese & English	B.A 1st sem- 350+350+350	1007
		B.A(Major)	3 Years	(10+ 2) passed	Assamese & English	B.A 1st sem- 30 in each Subject.	30x12
2	Under-Graduate	B.Com(Gen)	3 Years	(10+ 2) passed	Assamese & English	B.Com IstSem- 300	22
		B.Com(Major)	3 Years	(10+ 2) passed	Assamese & English	200	100
3	.(10+2)	H.S	2 Years	Matriculation	Assamese & English	Arts-300 Com-200	300 28
	Post-Graduate	MA/M.Com under DEP	2 Years	BA	English	500	461
	Integrated Programmes PG						
	Ph.D.						
	M.Phil						
	Certificate courses						

	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the College offer self-financed Programmes? :

Yes No

If yes, how many?:

14. New programmes introduced in the College during the last five years, if any?

Yes: No Number:

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science)	-	-	-	-
Arts	Arabic,Economics,Education, Geography,Hindi,History, Mathematics, Philosophy, Political Science, Sanskrit, Environmental Studies	✓		
Commerce	Accountancy,Finance, Management,E-Commerce.	✓		
Any Other (Specify)				

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system

01

b. semester system

02

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes

No

If yes, a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes

No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government Recruited	-	-	16	06	05	01	10	-	-	-
Yet to recruit	-	-	-	-	01	-	-	-	-	-
Sanctioned by the Management/ society or	-	-	-	-	14	02	07	-	-	-

other authorized bodies Recruited										
Yet to recruit	-	-	-	-	-	-	-	-	-	-

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	03	02	01	--	06
M.Phil	--	--	03	01	04	01	09
PG	--	--	10	02	04	--	16
Temporary Teachers							
Ph.D.	--	--	--	--	01	--	01
M.Phil	--	--	--	--	05	--	05
PG	--	--	--	--	09	02	11
Part-time Teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

00

23. Furnish the number of the students admitted to the college during the last four academic years:

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	02	-	-		06	02	04	01
ST	09	-	06	02	04	-	02	-
OBC	03	01	03	01	-	-	02	01
General	750	251	647	474	892	548	1150	614
Others	-	-	-	-	-	-	-	-

24. Details on students enrolment in the college during the current academic year:

Type of students.	UG		PG	M. Phil.	Ph.D	Total
Students from the same state where the college is located	B.A	2171	--	--	--	2293
	B.Com	122				
Students from other states of India	--		--	--	--	--
NRI students	--		--	--	--	--
Foreign students	--		--	--	--	--
Total			--	--	--	

25. Dropout rate in UG and PG (average of the last two batches):

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students Enrolled)

(a) including the salary component (2013-14)

(b) excluding the salary component (2013-14)

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University
 Yes No

b) Name of the University which has granted such registration.

1.Gauhati University(IDOL)
 2. K.K.H.State Open University(KKHSOU)

c) Number of programmes offered:

Name of University	No. of Courses offered	
IDOL(GU)	UG	02
	PG	13
KKHSOU	UG	02
	PG	04
	Diploma	04

Programmes carry the recognition of the Distance Education Council.

Yes No

28.Provide Teacher-student ratio for each of the programme/course offered:

B.A- 1:62
 B.Com- 1:13

29. Is the college applying for

Accreditation : Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to reaccreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 04/11/2004 (dd/mm/yyyy) Accreditation Outcome/Result:**Awarded C+ Grade**

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as annexure.(Enclosed as Annexure-II)**

31. Number of **working days** during the last academic year.

32. Number of **teaching days** during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC):
03/11/2009 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 2009-10 submitted on 25-10-2014

AQAR (ii) 2010-11 submitted on 25-10-2014

AQAR (iii) 2011-12 submitted on 25-10-2014

AQAR (iv) 2012-13 submitted on 25-10-2014

AQAR (v) 2013-14 submitted on 25-10-2014

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information):

- **The college has been running 10+2 courses (Senior Secondary) both in Arts and Commerce Stream without having any additional Teaching Staff.**

CRITERION-WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision-

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

Mission-

- **To develop human resources in such a way so that they can participate in the nation building process.**
- **To bring social change in a desired way by using education as a tool for change.**
- **To provide employability to the youths through vocational and employment oriented courses.**
- **To inculcate the sense of good citizenship among the youths.**
- **To promote leadership qualities among the youths.**
- **To bring this institution closer to the community by means of various extension educational activities.**

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

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- **The Academic Committee of the College which comprises of all the Heads of the departments looks after the academic aspects of the college**

In order to ensure effective implementation of the curriculum the IQAC prepares the Academic Calendar for every academic session. The teachers of various departments prepare schedule of work. The syllabus is proportionately divided among the teachers and accordingly, classes are allotted to individual teachers. The concerned teachers make every possible effort to complete the allotted syllabus within the stipulated time.

The teachers prepare teaching plan at the beginning of every academic year for each class/ semester. Based on the teaching plan the academic activities i.e. classes, examinations,

seminars etc. are carried out. At the end of every month, a every teacher has to prepare a monthly report reviewing the progress of the teaching plan made by him/her and submit the same to the concerned Head of the Department(HoD).

Internal examinations are conducted periodically to assess the level of academic achievements of the students. . The Academic Committee from time to time reviews the progress made regarding the completion of the syllabus in time.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- **The teachers are extended every necessary support by the college as well as by the affiliating University for effectively translating the curriculum and improving teaching practices. The college authority provides the best possible infrastructural facilities for carrying out the academic activities of the teachers. The affiliating University through its Academic Staff College organises Orientation programmes, Refresher courses , workshops on different subjects from time to time and teachers of our college are always encouraged to participate in those programmes in order to keep themselves updated with latest developments in their subjects, besides improving their teaching skills.**

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- **The college makes effort to ensure effective curriculum delivery by making optimal use of the resources available at its disposal. The teachers try to give their best by completing their allotted syllabus within the stipulated time as per the teaching plan prepared by them. The college encourages the teachers to use innovate methods of teaching making optimal use of audio- visual aids and ICT items in the class room. Moreover, assignments, seminars, group discussions, class tests etc. are organised at regular intervals for the academic benefit of the learners.**

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

- **The teachers of this college keep in touch with the affiliating university and seek suggestions and guidance from the scholars and academia of the university for effective operationalization of the curriculum. Occasionally, the eminent researchers and teachers from the university are invited to the college to give the students an opportunity to interact with them.**

As of now, the college has not been able to build up any linkage with any industry or research bodies.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- **Being an affiliated college the college has little scope to contribute to the development of the curriculum by the University. At present there are no teachers in this college who are members of Board of Studies of the university. Of course, the teachers from time to time send their suggestions to the Board of Studies of the university conveying their views on the proposed changes to be brought about by the university in any curriculum.**

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

- **So far, the college has been offering only two courses other than those under the purview of the affiliating university. Keeping in view the growing importance of communication skills in English, the Department of English has designed a Spoken English Course which is offered on self-financing basis. Similarly, to ensure computer literacy among the students and teachers, a 3 Months Computer Literacy Course is offered on self-financing basis.**

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- **The institution always strives to ensure that stated objectives of curriculum are achieved in the course of implementation. For this purpose, all academic activities are implemented as per the academic calendar prepared by it. Internal continuous evaluation of performance of students are done. The departments concerned make an analysis of the results after every examination and effective measures are taken accordingly.**

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

- **Spoken English Course**

Keeping in view the growing importance of communication skills in English, the Department of English offers Spoken English Course. The objectives of the Course are:

- To help the learners acquire the skill of communicating in English.**
- To develop their personality by creating their self-confidence.**

The course is offered for three months on self-financing basis.

Computer Literacy course

The college has set up a computer centre through which Computer Literacy courses are offered on self-financing basis.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

➤ **No, the institution does not offer any twinning/dual degree.**

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- Range of Core / Elective options offered by the University and those opted by the college
 - Choice Based Credit System and range of subject options
 - Courses offered in modular form
 - Credit transfer and accumulation facility
 - and vertical mobility within and across programmes and courses
 - Enrichment courses
- **The affiliating university allows very limited freedom to the colleges to offer academic flexibility to the learners. However, within the purview of this limited freedom this college provides the maximum possible flexibility to its students. The college offers two under graduate programmes both in Arts and Commerce. Students are given the freedom to pursue the programme either as Major or As General. In Arts stream a student can choose any one subject as Major out of ten subjects. The subjects being offered as major are English, Assamese, Political Science, Arabic, Economics, Education, Hindi, History, , Philosophy, and Sanskrit.**

A student offering Major has the freedom to choose any one out of the remaining nine subjects. If a student is not willing to pursue Major, he can choose any two core subjects out of the twelve subjects which are offered as General subjects. It may be mentioned that English, Assamese, and Environmental Studies are to be offered as compulsory subjects by both the Major and the General Course students.

In commerce Stream, a student can choose any one out of four Major subjects,i.e. Accountancy, Management, Finance and E-commerce. The student offering Major has to offer Business Mathematics in 1st Semester. But a student who does not offer Major has the option to choose any one out of two optional papers i.e. Business Mathematics or Fundamentals of Insurance. It may be mentioned that like the Arts Stream in Commerce also, English/ Assamese/Hindi(MIL) are to be studied as compulsory subjects in 2nd and 3rd Semester. Similarly, Environmental Studies are to be offered as compulsory subjects by both the Major and the General Course students in 3rd Semester only. Under the semester system introduced by the Gauhati University at the UG level there is the facility of Choice Based Credit System and credit transfer and accumulation facility.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure , teacher qualification, salary etc.

➤ **As already mentioned above, the college offers two Self- financed courses i.e. Spoken English Course which is run by the department of English and Computer Literacy Course. The courses are offered initially for three months. However, if a student is interested he/she may pursue the course for further period as desired by him/her.**

- **Admission to the said course is made on ‘first come first serve’ basis. Salary is paid to the teachers from the amount of fee collected from the students. Qualifications of the teachers taking classes for the said course are the same as those of the regular teachers of the department.**

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

- **Yes. As already stated above, the Department of English of this College offers Spoken English Course on self- financing basis. Spoken English Course is run by the department of English. The course is offered initially for three months. However, if a student is interested he/she may pursue the course for further period as desired by him/her.**
- **Admission to the said course is made on ‘first come first serve’ basis. Salary is paid to the teachers from the amount of fee collected from the students. Qualifications of the teachers taking classes for the said course are the same as those of the regular teachers of the department’**

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

- **No. Gauhati University does not provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education.**

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

Being an affiliating college, this institution has no opportunity to frame or supplement the Curriculum designed by the University. However, the college strives hard to see that the curriculum as framed by the university is transacted in such a way that the Institution’s goals and objectives are integrated. In keeping with the declared goals of the college, the teachers try to supplement the course materials by guiding the students in such a way that the all round development of the students take place.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- **As already stated above, as an affiliated college this college has to follow and implement the curriculum designed by the university. In view of this, this college has no scope to enrich and organise the curriculum in true sense of the term. However, the teachers of the college keep in constant touch with the university Board of Studies and**

puts forward their views and suggestions, if any, to suit the requirements of the students to cope with the dynamic employment market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- **The college always strives to generate awareness among the students about gender parity. For this purpose, talks and seminars are organised at the college level where experts in the area are invited to deliver lectures. Moreover, there is a Women Study Cell in the college which arranges different programmes from time to time with a view to creating awareness about gender parity. As a part of the college's initiatives on gender sensitisation, the women members of the teaching staff are given adequate representation on various committees formed in the college from time to time.**
- **Periodic talks and lectures are also arranged to create awareness among the students about the adverse effects of climate change that is posing a big threat to the whole world. Students are always advised to refrain from doing anything that might be harmful to our environment.**
- **In order to impart environment education, Environmental Studies is taught as a compulsory subject in all the programmes offered by the college.**
- **Human rights are an issue which is taught as a part of the syllabus of elective subjects like Political Science and History.**
- **The college makes adequate use of ICT in carrying out the teaching learning process. The teachers are always encouraged to use LCD projectors in the classroom so that the students can derive the benefit of the same. Moreover, the students are always encouraged to avail the internet facilities available in the college.**

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- moral and ethical values
 - employable and life skills
 - better career options
 - community orientation
- **In order to inculcate moral and ethical values among the students lectures and talks are arranged from time to time. At the beginning of each academic session the Freshmen's Social function is organised where eminent educationists, litterateurs, religious teachers are invited to deliver lectures on the moral and ethical values. Moreover, the various occasions like Great men's Birth Days, Saraswati Puja, Feteha-E-Duwaj Dahametc. are observed in a formal manner which helps a lot to inculcate moral and ethical values among the students.**

- **The curriculum implemented by the college has ample opportunity to develop and life skills among the students.**
- **In order to help the students to choose appropriate career options, the Information and Career Counselling Cell of the college organises different career counselling programmes in the college from time to time.**
- **The Extension Education Cell of our college undertakes various programmes like awareness camp, Health check up camp, cleanliness drive in the neighbourhood of the college where the students are encouraged to participate.**

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- **The IQAC of the college arranges for taking feedback from the students on the quality and appropriateness of the curriculum and steps are taken to convey the result of the feedback to the affiliating university to enable it to incorporate the same in enriching the curriculum.**

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- **There is an Academic Committee in the college which is responsible for looking after the academic aspect of the college. The said committee meets periodically to review the quality and progress of various programmes being offered by the college.**

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

- **Being an affiliated college the college has little scope to contribute to the design development of the curriculum prepared by the University. However,, the teachers from time to time send their suggestions to the Board of Studies of the university conveying their views on the proposed changes to be brought about by the university in any curriculum.**

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

- **Yes. There is a formal mechanism in the college to obtain feedback from students and stakeholders on Curriculum. Every year, feedback is obtained from the outgoing batch of students on the quality and relevance of the curriculum studied by them in the institution. Suggestions, if any, are also taken from them and the same are forwarded to the University for taking Necessary Action in designing and developing the curriculum in future.**

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

- **No new programme was introduced by the institution during the last four years. However, the Commerce stream of the college which remained discontinued for a few years was revived from the session 2010-11.**

Any other relevant information regarding curricular aspects which the college would like to include.

- Nil

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

- ♦ **The college has a very transparent admission process. Prior to the commencement of each academic session the college authority issues notification, both locally as well as through the college website, announcing the admission schedule. A copy of the college prospectus is given with every application form for admission. The college prospectus contains the detailed rules and procedures of admission, intake capacity of each programme, rate of fees for admission into different programmes, etc.**

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- ♦ **The college authority constitutes an Admission Committee well ahead of the commencement of the academic session. The admission committee looks after the entire process of the admission. Admission is given strictly in order of merit. The Admission committee prepares the merit list and the same is displayed in the college Notice Board in advance.**

The statutory reservation of seats for various categories i.e. SC, ST, OBC, Physically Challenged students are made as per rates fixed by the Government from time to time.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

**Table showing maximum and minimum marks at entry
Level for admission into different colleges of Darrang district.**

Name of Colleges	Year	BA		B.Com		B.Sc	
		Maximum	Minimum	Maximum	Minimum	Maximum	Minimum
Kharupetia College	2011-12	75.2%	30%	67%	30.5%	-	-
	2012-13	79.21%	30%	74.2%	31.20%	-	-
	2013-14	84%	30%	69.2%	30.2%	-	-
Mangaldai college	2011-12	77%	43%	-	-	76%	54%
	2012-13	82%	45%	-	-	78%	56%
	2013-14	90%	49%	-	-	87.4%	63%

Sipajhar College	2011-12	81%	43%	-	-	-	-
	2012-13	84%	45%	-	-	-	-
	2013-14	87%	47%				

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

- **The admission process of the college is reviewed annually and any drawbacks in the process, as may be detected by the admission committee or as may be pointed out by any stakeholder are removed by making necessary modification in the process in the following year. As a result, the admission process becomes all the more transparent every year.**

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

*SC/ST

*OBC

*Women

*Differently- abled

*Economically weaker sections

*Minority community

*Any other

- **As a part of its commitment to ensure diversity, inclusion, justice and equity to all concerned, the college makes provision for reservation of seats for students belonging to S.C./ST/OBC/differently-abled categories at the rates fixed by the Government from time to time. There is provision to extend financial assistance to the students belonging to economically weaker sections. The girl students admitted into H.S.(10+2) Course are exempted from paying tuition fee as per the policy of the state govt. Similarly, students belonging to minority community are provided with merit cum means scholarship.**

- 2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes wise details of enrolment of last four years													
		2010-11			2011-12			2012-13			2013-14		
Programmes		Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio	Number of applications	Number of students admitted	Demand Ratio
UG	B.A.	1001	1001	100%	1141	1141	100%	1440	1440	100%	1764	1764	100%
	B.Com	27	27	100%	40	40	100%	96	96	100%	75	75	100%
PG													
M. Phil.													
Ph.D													
IntegratedPG													
Ph.D.													
Value added													
Certificate													
Diploma													

From the programme wise details of enrolment given above, it is seen that there has been an increasing trend in the enrolment of the students in various programmes. This can be attributed to growing demand for quality higher education which the college strives to provide through its various programmes.

2.2 Catering to Students Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- ♦ **The college is very much conscious of the needs of the differently-abled students and adopts necessary measures accordingly. There is a provision of reservation of seats for those students as per the guidelines of the Govt. of India. Moreover, special attention is paid to these students in the classroom. There is provision of providing scribe to the visually challenged students in the examination. Such students are also provided special facilities from the college library. For example, they are allowed to keep the library books with them for the whole academic year instead of a stipulated period of 15 days as is the case with the general category students.**

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

- ♦ **The college assesses the students' needs in terms of knowledge and skills. The students are interviewed at the time of admission into different programmes so as to ascertain the level of their previous knowledge and skills. Besides, an entry level test is administered to the students offering Major which helps to assess their knowledge and skills. Based on such assessment, the teachers take necessary measures in course of running the programme.**

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

- ♦ **After making assessment of the previous knowledge base and skills of the newly enrolled students, the teachers of the concerned departments arrange for special remedial classes to bridge the knowledge gap of such students and to enable them to cope with the programme of their choice.**

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

- ♦ **The college arranges for talks and seminars on topics related to gender, inclusion, environment etc. so as to sensitise its staff and students on such issues.**

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

- ♦ **The teachers of various departments identify the advanced learners through interaction in the classroom as well as through class tests and assignments.**

In order to cater to the educational/learning needs of such advanced learners the teachers put in extra effort by giving special inputs. They are given assignments of relatively higher difficulty level to help them to draw out their talents. Such learners are given due recognition in the form of cash awards for their outstanding performance in the examination.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

- ♦ **The data/information on the academic performance (through the programme duration) of the students at risk of drop out are collected by the respective departments from the college office and the same are analysed to identify the reasons /factors behind such drop outs. The students from the disadvantaged sections of society, physically challenged, slow learners and economically weaker sections are given extra support in the form of special motivational counselling classes, financial assistance from the college as well as from the teachers, books from the Book Bank so that they do not have to discontinue their studies.**

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- ♦ **IQAC of the college prepares the Academic Calendar for every academic session. The academic calendar contains details about the proposed teaching days, examination days, co-curricular activities proposed to be carried out during the academic session. In accordance with the academic calendar, the teachers of various departments prepare schedule of work. The syllabus is proportionately divided among the teachers and accordingly, classes are allotted to individual teachers. The concerned teachers make every possible effort to complete the allotted syllabus within the stipulated time.**

The teachers prepare teaching plan at the beginning of every academic year for each class/ semester. The teaching plan contains the syllabus unit no., the topic to be taught to a class in a particular month, number of periods allotted to cover the particular topic and so on. At the end of every month, a every teacher has to prepare a monthly report reviewing the progress of the teaching plan made by him/her and submit the same to the concerned Head of the Department(HoD).

The evaluation blue print for the internal examinations is prepared by the Examination Committee of the college which conducts the examinations as per the schedule announced in the academic calendar. Any unavoidable changes in the academic and evaluation schedule are notified to the students in due course.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

- ♦ **The IQAC acts as a catalyst to improve the quality of the teaching –learning process of the institution. IQAC of the college prepares the Academic Calendar for every academic session detailing the academic activities, teaching days, examination days, co-curricular activities proposed to be carried out during the academic session.**
- ♦ **The IQAC holds periodic meetings with the Academic Committee to chalk out strategies for quality enhancement in teaching learning and other areas. It arranges for taking remedial coaching classes for the slow and backward learners.**
- ♦ **The IQAC obtains students' feedback on teachers to improve the quality of teaching learning.**

- ▶ **The IQAC also motivates the faculty members to participate in various faculty development programmes as well as on programmes on new and emerging areas of studies to update their knowledge and expertise. Similarly, they are also motivated to join National and International seminars organised on their subject area.**
- ▶ **The IQAC organises seminars and talks on relevant topic from which the students can be benefited.**

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- ▶ **The college always strives to make learning more and more student centric. For this purpose, teachers are encouraged to adopt participative methods of teaching-learning instead of adhering to the traditional lecture method. Accordingly, group discussion, quiz, projects, assignments are given so that the students can develop the habit of collaborative and independent learning among themselves.**

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- ▶ **The learning environment of the college is conducive for critical thinking, creativity and scientific temper. The college provides opportunities to the students to promote critical thinking, creativity and scientific temper among students by various means. The college publishes an annual magazine which gives the students an opportunity to publish their creative writing. The Editor of the College Magazine is selected from amongst the students. Besides, various departments of the college bring out wall magazines to give exposure to the students' creativity.**
- ▶ **Inter-class debate, quiz competitions, on the spot essay/poem/story writing competitions are held periodically which also helps in promoting critical thinking and creativity among the students. It may be mentioned that the college has been organising a district level inter-college Debate competition for the last three years. Students of a few departments are given to do field studies and projects on different topics as a part of the institution's efforts to nurture critical thinking, creativity and scientific temper among the students.**

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- ▶ **In order to supplement the lecture method of teaching the teachers use various audio-visual aids in the classroom to make the teaching learning process more attractive. Besides, computer assisted learning methods such as the use of LCD projectors, smart Boards, etc are also used in the classrooms. Teachers of each department of the college have been provided with computers along with internet connectivity under National Mission on Education through Information and Communication Technology (NME-ICT), to enable them to make use of e-resources in the teaching learning process. The students are given access to the internet facilities available in each department of the college as well as in the central library.**

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- **In order to give the students and faculty exposure to advanced level of knowledge and skills special lectures by subject experts are arranged. Moreover, seminars are organised from time to time by various departments of the college. Teachers participate in national and international seminars organised by different forum which help them to update their knowledge and skills.**

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

- **There is an Information and Career Counselling Cell in the college which organises career counselling programmes for the students from time to time. Details of career counselling programmes organised by the cell are given below.**

Sl No	Date	Name of Resource persons	No of students benefitted
1	7-04-10	Sri RajibDeka,Co-ordinator,Career counselling Cell, Gauhati University	98
2	26-03-11	Mr. HarbhajanSing,Sr. Career Consultant, Guwahati	102
3	16-03-12	Sri BasantaGogoi,Probationary Officer, SBI,	185
4	17-03-12	1.Mr. N. Rajkhowa 2.Harbhajan Singh,Sr. Career Consultant, Guwahati	235
5	18-03-12	Sri RajibDeka,Co-ordinator,Career counselling Cell, Gauhati University	290
6	27-03-12	1.Sri RajibDeka,Co-ordinator,Career counselling Cell, Gauhati University 2.Mr. Harbhajan Sing,Sr. Career Consultant, Guwahati	145
7	7-03-13	Nurul Amin, Director, North East Career Concern, Guwahati	110
8	8-11-13	Dr. SujitDeka, Asstt. Professor and Sr. Career Consultant, Pandu College	98
9	30-06-14	JyotiSikhaDutta , Research Staff, Women's Studies Department, Gauhati University	110

It may be mentioned that in addition to the formal counselling programmes organised from time to time, the faculty members of various departments of the college provide academic,

personal and psycho-social support and guidance to the students at the individual level whenever the students approach them for this purpose.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- **In a bid to make the teaching learning process more effective and enjoyable teachers adopt innovative teaching approaches which includes use of audio-visual aids and other ICT equipments in the classroom. Moreover, teachers also adopt participative methods of teaching like Group Discussion, question -answer method, quiz, assignment, role play etc. to make the teaching and learning more effective. E-resources are also made use of wherever possible. The college authority always encourages the teachers to make increasing use of ICT in the class room and extends necessary support required for this purpose. During the last four years, the college has spent a substantial amount in procuring ICT equipments i.e. Computers, LCD projectors, Television set, microphone etc. for teaching learning purpose.**

Amount spent in ICT

Year	Amount	Remarks
2010-2011	184900/-	
2011-2012	1463326/-	
2012-2013	286700/-	
2013-2014	672000/-	

2.3.9 How are library resources used to augment the teaching- learning process?

- **The college has a central library which has sufficient books –both text books and reference books which can be used by the students and the teachers to augment the teaching- learning process. At present, there are 16956 books in the Central Library. Moreover, the library regularly subscribes 15 printed journals/periodicals besides 6 newspapers which are used by the teachers and students. Both teachers and students can borrow books from the central library whenever required. Students are also given access to the internet facilities available in the library**

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘yes’, elaborate on the challenges encountered and the institutional approaches to overcome these.

- **Despite the teaching plan prepared by the faculty members at the beginning of each academic session, sometimes it becomes difficult to complete the curriculum within the planned time frame owing to unexpected *bandhs* called by different local/regional organisations. Moreover, the college building is used as relief camp by the Govt. at the time of natural calamities like floods, ethnic violence etc. thereby disrupting the normal teaching learning activities of the college. For example, the college campus was used as relief camp for a period of three months in the year 2009 when ethnic violence**

broke out in Darrang- Udalguri district. In such cases the teachers take extra classes to complete the allotted syllabus before the examination days.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- **The IQAC of the college is the nodal quality monitoring body which coordinates with the other committees/cells of the college to ensure quality sustenance in various areas. The Academic Committee of the college is entrusted with the responsibility to look after the teaching learning activities of the college. The said committee meets every month to review various issues related to teaching learning activities of the college. The Academic Committee along with IQAC analyses the results of the various programmes and makes suggestions to the concerned departments to take appropriate remedial measures, where necessary. The college holds internal examinations periodically and the slow and advanced learners are identified from the performance in the internal examinations. Special remedial classes are arranged for the slow learners to help them cope with the progress of the curriculum. Similarly, the advance learners are given extra motivation in order to draw out their exceptional talent.**

As a part of its effort to ensure quality teaching, the IQAC obtains feedback from the students on the quality of teachers and the same is analysed. The results of the feedback analysis are communicated to the concerned teachers and they are advised to improve their skills, wherever necessary.

On the recommendation of the IQAC the college has also introduced the provision of giving cash awards to the students showing brilliant performance in the final examinations. Each department of the college gives a cash award of Rs. 1000/- (One thousand) to the best performer of the concerned department in the final examination. Moreover, there is also the provision of giving a cash award of Rs. 1000/- to the Best Graduate of each Stream.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	03	02	01	--	06
M.Phil	--	--	03	01	04	01	09

PG	--	--	10	02	04	--	16
Temporary Teachers							
Ph.D.	--	--	--	--	01	--	01
M.Phil	--	--	--	--	04	--	04
PG	--	--	--	--	09	02	11
Part-time Teachers							
Ph.D.							
M.Phil.							
PG							

In order to ensure quality and effective teaching the College authority has appointed a group of qualified and competent faculty members. Prior to taking over of the college by the State Govt. the teachers were appointed by the Governing Body of the College after following the guidelines issued by the concerned authority from time to time. Accordingly, whenever a new programme was introduced in the college new faculty members were appointed to cope with the requirements of the new programme. However, the college was taken over by the State Govt. under Deficit System of Grants-in-aid in the year 1998 and subsequently; the Govt. provincialized the college in the year 2005. Following provincialization, the power of creating posts has been vested on the state Govt. But due to financial crunch the Govt. has stopped creating any additional post in the provincialized colleges for the last few years. Hence, the Governing Body of the college has to engage temporary and part-time teachers to meet the shortage of faculty members in view of growing students' enrolment in the college. Such temporary teachers are paid a lump sum salary from the institution's own resources.

Whenever a particular department feels the need of recruiting additional temporary teachers, the matter is discussed in the meeting of the Academic Committee which adopts necessary resolution which is placed in the meeting of the Governing Body(G.B.) of the college for necessary approval. The G.B. having examined the matter authorises the Principal and the Head of the Department concerned to engage temporary faculty members after observing necessary formalities in this regard.

In order to derive the optimum benefit from the available human resources, the college has the provision to periodically obtain performance-appraisal reports from the teaching and non-teaching staff. Moreover the teachers are always encouraged to participate in various faculty development programmes organised by the University Staff Colleges and other organisations to help them update their knowledge and pedagogical skills.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- **Temporary part-time teachers are recruited to meet the requirements of faculty members whenever any new programme is introduced in the college. It may be mentioned that being an Arts college, there is no scope to open programmes like Biotechnology, IT, Bioinformatics etc. in this college.**

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

(a)Nomination to staff development programmes

Year	Orientation Programs	Refresher Courses	HRD Program	Staff Training by University	Staff Training Conducted by other institutions	Summe Summer/ Winter Schools, etc
2010	-	16	-	-	-	-
2011	04	14	-	-	-	--
2012	02	01	-	-	-	-
2013	02	02	-	-	-	-

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- Teaching learning methods/approaches
- Handling new curriculum
- Content/knowledge management
- Selection, development and use of enrichment materials
- Assessment
- Cross cutting issues
- Audio Visual Aids/multimedia
- OER's
- Teaching learning material development, selection and use

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c) Percentage of faculty

*invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies

year	No.	Percentage
2010-11	--	--
2011-12	--	--
2012-13	--	--
2013-14	--	--

*participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies

Year	No. of teachers who participated	Percentage
2010-11	20	44.44%
2011-12	22	48.80%
2012-13	21	46.66%
2013-14	11	24.44%

*presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

year	No. of teachers who presented papers	Percentage
2010-11	08	17.77%
2011-12	13	28.88%
2012-13	12	26.66%
2013-14	08	17.77%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

- **The college provides best possible support to the teachers in order to recharge them. Study leaves are allowed to the teachers who are interested to pursue research in any area as per UGC and Govt. Guidelines. Teachers are also given opportunity by way of granting special casual leave to attend National/ International seminars to present papers. Moreover, the college encourages the teachers to participate in faculty development programmes like Refresher Courses, Orientation programmes, Short term courses etc.**

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

- **Nil**

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- **Yes. The college has a mechanism for evaluation of teachers by the students. The IQAC of the college obtains students' feedback on teachers in every academic session. For this purpose, a particular format has been designed through which the students evaluate the teachers of the respective departments on a 10-point scale.**
- **The feedback obtained from the students are analysed, and the results of such feedback analysis are communicated to the teachers so that the concerned teachers can use the feedback in order to improve his pedagogical skills and other attributes. This process of obtaining feedback definitely helps in improving the quality of the teaching-learning process.**

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- **The college prospectus contains the detailed guidelines and rules regarding the evaluation processes followed in the college. Moreover, an orientation programme for the newly enrolled students is organised at the beginning of the academic session where the rules and regulations of the internal examinations as well as the university examinations are explained to the students. Any changes that might be necessary in the examination/evaluation rules are notified and given wide publicity. Students and the guardians are also advised to visit the college as well as the university web sites to keep themselves abreast about any changes that may be made in the evaluation process from time to time.**

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- **Gauhati University to which this college is affiliated introduced Choice Based Credit System(CBCS) at the under graduate level from the academic session 2011-12. Being an affiliated college, this college has implemented the Choice Based Credit System(CBCS) from the same academic year.**
- **Gauhati University has introduced the system of spot evaluation of answer scripts of the End Semester examinations conducted by it. As an affiliated college our teachers cooperate with the university by doing spot evaluation in the examination zones to which they are attached.**
- **Since the last few years the college has made it mandatory for the teachers to show to the students the evaluated answer scripts of the internal examinations so that they can know the type of mistakes made by them and, accordingly, suggestions are given to rectify those mistakes in future.**

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- **As an affiliated institution, this college sincerely implements all the evaluation reforms of made by the university from time to time. As soon as a new evaluation reform is introduced, the college brings it to the notice of the students and the teachers and instructs them to take appropriate action as directed by the university. Similarly, the evaluation reforms initiated by the institution on its own are also immediately notified for the information of all concerned and the same is implemented with the active cooperation of the teachers and the students.**

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- **The college follows the evaluation and assessment approaches in accordance with the guidelines issued by the affiliating university from time to time. Accordingly the following assessment approaches are adopted to measure students' assessment.**

Sessional Examinations: At least one sessional examination is held in a semester to assess the students learning level. This sessional examination is internal in nature. The question papers of the said examinations are set by the teachers of the respective departments of the college and cover those portions of the syllabus which are completed till the date of commencement of the examination. Evaluation of the answer scripts are made by the concerned teachers of the respective departments. Each paper of the sessional examination carries 20% weightage. It may be mentioned that the marks secured by a student in the sessional examination is carried forward and added to the marks secured by him in the End Semester examination conducted by the university.

End Semester Examinations: End semester Examinations are conducted by the university. Each paper of this examination carries 80% weightage. The question papers of this examination are set by the paper setters appointed by the university.

Seminars: As a part of the institution's mechanism to measure students' achievements, students' seminars are organised periodically where the students are given to make presentations on selected topics from the curriculum.

Assignments: In order to measure the students' achievements, teachers give the students assignments on the topics taught in the class. The assignments are evaluated by the concerned teachers and the students are given useful suggestions wherever necessary.

Projects: Gauhati University as a part of the curriculum of the Major Course, has made it mandatory that the students be given projects to do in the 6th semester. Accordingly, the teachers of the respective departments give projects to the students on selected topics and the students are required to submit a report after completing the project which is evaluated by the teachers of the concerned departments.

The assessment approaches enumerated above have had a positive impact on improving the quality of the teaching-learning process. It has ensured regularity of the students in the classes and has also contributed to improving the performance level of the students.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.

- **The college always strives to ensure transparency in the internal assessment. Since the last four years the various departments of the college have made it a point to hold the internal examinations as per the declared schedule. The results of the internal examinations are announced within 15 days. The answer scripts of the internal examinations are shown to the students with the teachers' feedback/suggestions for rectifying the mistakes, if any, made by the students. The marks secured by each student are displayed in the departmental notice board. If any complaint or grievance relating to internal examinations is received from any student, the same is promptly redressed by the concerned faculty members.**

2.5.6 What are the graduate attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

- **The attributes that a graduate of the college is expected to acquire are the skills of problem solving, employability, dynamism, leadership, sense of good citizenship and so on.**

The college strives to ensure that its various programmes and activities help the students to acquire the stated graduate attributes which are specified by the college and the affiliating university. Keeping this objective in view, the college, in addition to carrying out the usual teaching learning activities, organises various co-curricular activities such as games and sports, debate, quiz, seminar, role play etc. and students are encouraged to take part in these activities.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- **If any complaint or grievance relating to evaluation at the college level is received from any student, the same is immediately sent to the Internal Examination Committee of the college for necessary enquiry and redressal. The Examination Committee looks into the grievance and if found to be genuine, takes prompt action. If the complaint relates to evaluation done by the University, the principal makes a preliminary enquiry into it and if found to be genuine, the same is forwarded to the Controller of Examination, Gauhati University with necessary recommendation for taking necessary action as early as possible.**

2.6. Student performance and Learning Outcomes:

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

- **While designing the curriculum the affiliating university clearly states the learning outcomes of a particular curriculum. The aims and objectives of studying a particular course are made known to the students and the teachers through the syllabus as well as through the prescribed text books wherein the learning outcomes are clearly stated.**

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

- **The college regularly monitors the progress and performance of students through the duration of the course/programme. The faculty members of each department of the college reviews the performance of the students after every internal as well as university examination. The evaluated answer scripts of the internal examinations are shown to students with necessary feedback from the teachers. Moreover, every department at the departmental level and the IQAC at the college level make analysis of students' results as a part of our effort to monitor the progress and performance of students. Students who show poor performance in terms of marks are taken extra care for improvement in subsequent semesters. Moreover, remedial coaching/revision classes are also taken for the poor performers.**

Results of the college:

Programme	Year	Pass percentage	Division/Class			Remarks
			I	II	III	
B.A.	2010-11	74.90%	06	93	98	
	2011-12	92.78	06	84	103	
	2012-13	59.32%	09	122	63	
	2013-14	80.96	57	42	169	
B.Com	2010-11	91.67%	-	11	-	
	2011-12	90%		9	-	
	2012-13	94.73%	-	48	-	
	2013-14	66.66%	-	02	08	

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- **The college always strives hard to ensure that the teaching, learning and assessment strategies adopted in the college are so structured that it can facilitate the achievement of the intended learning outcomes. The courses designed by the university and offered by this college are relevant to the need of the time and are not only helpful in imparting theoretical knowledge but also help to develop various skills. Field study programmes arranged and project works given by the departments help to promote creativity, critical thinking and research aptitude among the students.**

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

- **As already stated, the courses offered by this college are relevant to the need of the time. The courses, besides imparting theoretical knowledge, also help to develop various skills which are necessary for an individual to compete in the rapidly**

changing world. The Career Counselling cell and the Employment Cell of the college organise various programmes from time to time that help the students to have access to various placement opportunities in different sectors. Field study programmes arranged and project works given by the departments help to promote creativity, critical thinking and research aptitude among the students.

2.6.5 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

- **The college makes assessment of students' learning outcomes through result analysis. After declaration of the results, the faculty members of each department make an analysis of the performance of the students. Thereafter, the IQAC and all the Heads of the departments also discuss and analyse the results of the college as a whole. The departments whose students are found to have shown poor performance are advised to take remedial measures for improving the same in the next examination.**

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

- **The college in coordination with the IQAC and the Academic Committee monitors the teaching learning activities of the college. The said committee meets periodically to review the quality and progress of various programmes being offered by the college. The problems faced by any department in teaching learning matters are discussed and necessary remedial measures are chalked out. Similarly, the achievement level of the students is also reviewed by the Academic Committee to ensure that learning outcomes of the students are up to the mark.**

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

- **Yes. The institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning. For example, faculty members of each department of the college reviews the performance of the students after every internal as well as university examination. The evaluated answer scripts of the internal examinations with necessary correction and feedback from the teachers are shown to students. Moreover, every department at the departmental level and the IQAC at the college level make analysis of students' results as a part of our effort to monitor the progress and performance of students. Students who show poor performance in terms of marks are paid special attention for improvement in subsequent semester. Moreover, remedial coaching/revision classes are also taken for the poor performers.**

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

- **NIL**

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

Promotion of Research

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

- **No. the institution does not have any recognized research centre/s of the affiliating University or any other agency/organization.**

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- **Yes. The college has recently constituted a Research Committee to monitor and address the issues of research. The composition of the committee is as follows:**

1.Principal-	Chairman
2.Co-ordinator, IQAC-	Member
3.Four teachers having research experience-	Members

- **The Research committee motivates the faculty members to pursue research works in the area of their interest.**
- **The faculty members are encouraged to publish their research findings in reputed research journals.**
- **It also encourages the faculty members to apply to the UGC and other funding agencies for research grants.**
- **The Research Committee has so far recommended two Minor Research projects and forwarded the same to the UGC, NE Regional Office.**

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities

- any other
- **Till date no research project has been sanctioned to the college although two of our faculty members have submitted proposals for Minor Research Projects. However, the college is ever ready to take every necessary measure for facilitating smooth progress and implementation of research schemes/ projects if and when sanctioned by the competent authority.**

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- **Being an undergraduate college there is little scope for research works at the undergraduate level. However, the students are engaged in various research oriented activities like preparation of seminar papers, field studies, surveys etc. for developing scientific temper, and research culture and aptitude among them. Moreover, as per the requirements of the Gauhati University syllabus, the students of 6th Semester(Major) are given to do project works on selected subjects which involves preparation of questionnaire, collection and analysis of data, and making recommendations on the basis of the findings. These project works help to develop scientific temper and research culture and aptitude among students.**

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- **Till date, no teacher of our college has been given recognition as Research Guide by the University. Similarly, so far no research projects have been sanctioned to our college although two of our faculty members have already submitted proposals for Minor Research Projects to the UGC.**
- **The following teachers of this college are presently engaged in research works for Ph.D. degree.**

Sl.No	Name	Department	Remarks
1	Abdul Karim	History	Thesis submitted
2	Nur Jaman	Arabic	Thesis submitted
3	Deepak Kalita	Economics	Under UGC FIP
4	JakirHussainChoudhury	Philosophy	Thesis submitted
5	Missira Parbin	Assamese	
6	Aparajita Devi	Sanskrit	
7	R.U. Ahmed	English	Thesis submitted
8	S.A.Islam	Hindi	

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

- **The college from time to time organises seminars and workshops in the institutional level to focus on capacity building in terms of research and imbining research culture among the staff and students. The teachers who have completed their research works disseminate the knowledge of the research work through participation in Seminars organised in the college where the teachers and the students participate. Sometimes, Scholars and researchers from the university are invited to share their expertise and research knowledge with the participants.**

Details of seminars organised by the college during last four years are given below.

Year	No. of Seminars organised	Level	Organised by
2010-11	4	Institutional	Seminar Cell & IQAC
2011-12	3	Institutional	Seminar Cell & IQAC
2012-13	5	Institutional	Seminar Cell & IQAC
2013-14	6	Institutional	Seminar Cell & IQAC

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

- **The prioritised research areas of the college are socio-economic issues relevant to the local society, bio-diversity, art and culture, literature, folklore etc.**

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- **In order to motivate the teachers and the students to develop a research culture the college from time to time invites eminent researchers from various universities and organisations to visit our college and interact with teachers and students of the college.**

Names of Researchers who visited the college.

SI No	Name and address	Date of visit
1	Dr. Jagat Sargaiary , HoD of Education G.U.	06-08-2012
2	Dr. Hari Chandra Deka , Former Vice Principal Deptt. Of Education, Mangaldai College	17-09-2012
3	Dr. Manuj Nayak , Course coordinator Deptt. Of Education, IDOL, G.U.	22-01-2013
4	Chandra Choudhury , HoD of Education, Sipajhar College.	19-04-2013
5	Dr. Bobita Sharma , HoD of Education, Mangaldai College	12-08-2013
6	Nazibur Rahman , Ex- Principal, DIET, Dalgaon and academic Counselor, KKHSOU	23-01-2014
7	Dr. Debabrata Bordoloi. HoD, English Sipajhar College	06-06-2011

8	Dr. Khargeswar Deka, Principal Goreswar College	12-01-12
9	Prof. Kandarpa Das, Director. IDOL, Gauhati University	12-01-12
10	Prof. Dilip Bora, Professor, Deptt. of MIL, GU	13-05-13
11	Prof. Jogen Ch Kalita, Director, CDC, G.U.	19-7-14
12	Dr. Nagendra Nath Sarmah, Rtd. Professor, Mangaldai College	21-9-12
13	Dr. Dilip Ch. Nath, Professor of statistics, G.U.	7-1-13
14	Prof. S.C. Gautam, Dean of faculty of Com, GU	7-1-13
15	Prof. Achyut Sarma, HoD, Deptt of Hindi, GU	6-1-12
16	Prof. Kamaluddin Ahmed, Deptt. Of MIL, GU	11-3-14
17	Dr. Ghanashyam Nath, Principal, Gauhati Commerce College	6-1-12
18	Prof Rajendra Nath Sarma, Deptt of Sanskrit, GU	5-01--14
19	Dr. Indira Saikia Bora, Deptt of Sanskrit	5-01--14
20	Dr. Dilip Kr. Medhi, HoD, Deptt. of Hindi, GU.	24-12-13, 5-02-14
21.	Dr. Abdul Mazeed Nadawi, HoD, Deptt. of Arabic, GU.	30-05-11

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

- So far only one teacher of the college has availed of Sabbatical Leave for pursuing research activities. Mr. Deepak Kalita, Associate Professor, Department of Economics has been pursuing research in Gauhati University by availing Study Leave under UGC Faculty Development Programme.

It is worth mentioning that the other faculty members have pursued/are pursuing research on part-time basis without disrupting their scheduled teaching learning activities.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

- The teachers who complete their research share their research findings with the other teachers and students of the college. For this purpose, seminars are organised in the college where the teachers and the students participate and can interact with the researcher teachers. The teachers at their individual level share their research findings with the community by participating in public talks, workshops etc. In future, the college plans to publish the research findings of its teachers so as to disseminate them to the community at large.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

- **Being a rural college having very limited financial resources at its disposal, it has not been possible so far to earmark any fund/budget for the purpose of research.**

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

- **No. owing to paucity of financial resources of the college it has not been possible so far to provide any seed money to the faculty for research. However, the college has a plan to take steps in this respect in the days to come.**

3.2.3 What are the financial provisions made available to support student research projects by students?

- **There is no scope to undertake research works at the under graduate level. Hence the college does not provide any financial support for student research projects.**

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

- **The teachers of this institution have not undertaken any inter-disciplinary research till date.**

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- **Being a rural Under Graduate College, there are very limited facilities in this college for research works. However, the college has a well-equipped library with a rich stock of reference books and journals which can be used by the interested teachers and students for research purpose. Moreover, there are internet facilities in the college through which the teachers and students can have access to e- resources for carrying out research works.**

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

- **No. the college has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.**

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of on-going and completed projects and grants received during the last four years.

- **The college extends all possible support to the faculty members who come forward to apply for research funds from any funding agencies. However, so far no teacher of this college has applied for the same.**

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects	-	-	-	-	--	-
Major projects	-	-	-	-	-	-
Interdisciplinary projects	-	-	-	-	-	-
Industry sponsored	-	-	-	-	-	-
Students' research projects	-	-	-	-	-	-
Any other	-	-	-	-	-	-

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

- **Being a rural Under Graduate College, there are very limited research facilities in this college. However, the college has a well-equipped library with a rich collection of reference books and journals which can be used by the interested teachers and students for research purpose. Moreover, there are internet facilities in the college through which the teachers and students can have access to e- resources for carrying out research works.**

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- **Although presently there are very limited research facilities in this college, the college authority has a plan to approach different funding agencies like U.G.C,ICSSR, Ministry of H.R.D.etc. to get the necessary fund for planning, upgrading and creating infrastructural facilities to meet the needs of the researchers in the college.**

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

- **No. the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.**

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

- **Interested researchers of this college may use the District Library of Darrang district which is situated at a short distance from the college as well as the K.K. Handique Central Library of Gauhati University which have a huge collection of reference books and other research materials. The research laboratories of the university can also be used by the researchers.**

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

- **The college central library has a good collection of reference books which are useful for the researchers. Moreover, the central library subscribes 15 Nos of printed journals. The internet services available in the central library can be availed by the researchers free of cost.**

3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

- **So far the college has not been able to build up any collaboration with any agency for creating research facilities in the college.**

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

*Patents obtained and filed (process and product)

- **Nil**

*Original research contributing to product improvement

- **Nil**

*Research studies or surveys benefiting the community or improving the services

- **The Economics Department of the college conducts socio-economic surveys in the neighbouring area of the college. Similarly, the Extension Cell of the college also undertakes surveys in the adopted village based on selected parameters.**

*Research inputs contributing to new initiatives and social development

➤ Nil

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

➤ **No. the college does not publish or partner in publication of any research journal. However, the college has a plan to publish such a journal either on its own or in collaboration with other institutes in future.**

3.4.3 Give details of publications by the faculty and students:

*Publication per faculty

***Number of papers published by faculty and students in peer reviewed journals (national / international)**

Sl No	Name of Teacher	Department	Title of papers	Name of Journal
1.	Abdul Awal	English	1.Role of college teachers in educating the youths in the changing society(.pp 116-118)	<i>Journal of Education and Practice</i> Vol 3,No13 ISSN No2222-1735
2.	Dr. Amzad Hussain Mazumdar	Education	1.Values and present Scenario (121-126)	International Journal of Educational and Allied Sciences (Jan-June-2011) ISSN No-0975-8380
			2.Role of Teachers on Philosophical perspectives. (57-58)	International Journal of Educational and Allied Sciences (Jan-June-2013) ISSN No-0975-8380
			3.Role of Teacher in the present context (41-42)	International Journal of Educational and Allied Sciences (July-Dec-2013)
3	Dr. P.K. Datta	Sanskrit	1.Medical science in the Agnipurana 61-74	PRĀCYAVĪKṢĀ
			2.Woman in Tantra 26-34	PRĀCYĀ, ISSN 2278-4004
			3.Crime & punishment in the light of the Dharmaśāstrā 62-65	PRĀCYA, ISSN2319-8974

			4.Glympses into the Vedanta Philosophy and the Tantric Philosophy 24-35	PRACYĀ, ISSN 2278-4004
4	Joy Bhattacharjee	Comme rce	1.“Impact of Elimination of Interview from Selection Process- A Study Based on Provincialized Colleges of Assam”, pp.24-29	Intercontinental Journal of Human Resource Research Review ISSN No.-2320-9704 Impact Factor: 0.61 5
5.	Joy Bhattacharjee	do	2.“Employee Absenteeism in education Sector of Assam- A Study Based on employees of Private Colleges of Jorhat District” pp.23-24.	PARIPEX- Indian Journal of Research, ISSN No.-2250-1991 Impact Factor: 1.6714
6	A.Aziz	Do	Feasibility of FDI in Retail Trade in Darrang District, Assam	IOSR Journal of Economics And Finance 2321-5925
7	Dr. D.Sutradhar	Econo mics	Sectoral Analysis of FDI in India	International Academic Research Journal of Business and Management, Vol. No. 1, Issue No. 6, UAE, ISSN NO. 2227-1287

*Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

➤ **Nil**

Monographs

➤ **Nil**

*Chapter in Books

Sl No	Name of Teacher	Name of Book and publisher	Title of chapter/Article	Remarks
1	A. Awal	<i>Socio-Economic Development in N.E. India: A Comprehensive Approach</i> ed By Dr. Jayanta Baruah, Published by Krantikalaa Prakashan	Problems of industrialization in Assam(pp103-109)	ISBN NO. 978-93-81694-24-4
2	Do	<i>Changing Socio- political Scenario of North-East India: A Study in Wider Perspective</i> ed By Dr. Jayanta Baruah, Published by Ganesh Printers, Guwahati	Role of Micro Finance in Rural Development(pp 178-183)	ISBN No.978-81-928118-1-9
3	Do	<i>Neo-Vaishnavite Movement in N.E. India</i> , published by Abhayapuri College, Bongaigaon	Role of Mahapurush Sankardeva in the formation and integration of Assamese society.	978-81-930006-0-1
3	Abul Bashir Ahmed	Changing Socio-Political -Scenario of North-East India, a study in wider perspective	Empowerment of Rural Women through education page: 344	ISBN No 928118-1-9
4	Dr. Amzad Hussain Mazumdar	Dimensions of Rural Development in North-East India : A critical study (Jan-2012)	Role of NGO's in Rural Development with special reference to Darrang District of Assam (256-261)	
5	Do	Socio-Economic Development North-East India : A Comprehensive Approach (July-2012)	Quality of Higher Education Role of Teachers in the context of Economics Development (238-243)	ISBN No 978-93-81694-24-4
6	Do	Changing Socio-Political Scenario of North-East India: A study in wider perspective (Jan-2014)	Status of Women in the context of Globalization with reference to Higher Education (83-86)	ISBN No 928118-1-9
7	S. A. Islam	1.Madhyayugin Kavyadhara: (Bhaktikavya) ed. by Dr. Satyajit Kalita Assam Book Hive Guwahati-01 2.Adhunic Kavyadhara ed. by Dr. Satyajit Kalita Assam Book Hive	Sumitranandan Pant:Kavyagat Visheshatayen (Parivartan Kavita ke Sandarbhamain) Page No. 107 Ghananand:Kavyagata visheswatya (pp 155)	ISBN: 978-93-80247-15-1.

		Guwahati-01 3. Madhyayugin Kavyadhara: (Bhaktikavya) ed. By Dr. Satyajit Kalita Assam Book Hive Guwahati-01	Mahakavi Surdas aur Unki Bhakti Bhavna, Page No. 139	
8	Dr. K.D. Sarma	Crime pattern analysis of Brahamaputra Valley during and around the period of Assam Agitation	EBS Publisher, Guwahati	
9	Dr. M.Rahman	1.Dimensionsof Rural Development in N.E. India. Page no.-420 to 424 Edited by- Dr. JayantaBaruah 2.Socio-Economic Development in N.E. India Edited by-Dr. Jayanta Baruah Page no-332 to341.(July/12 3. Changing Socio- political scenario of N.E. India. Edited by- Dr. JayantaBaruah	‘Role of SHGs in Rural Development. Special reference to Darrang District of Assam.’ ‘Low level of Fertilizer consumption in Assam.’ ‘Economic Development & Environment. (Page no.- 223 to 229.)	
10	D.Kalita	Proceeding book of the UGC sponsored National Seminar on- ‘Changing Perspectives of the Socio-Economic Condition of the Rural Women of India and Measures for Upliftment of their status with Special Reference to North Eastern Region’ organised by Women’s Cell, DKDF College, Dergaon, 2013.	Millennium Development Goals and Human Development Performance in N.E. India:	:ISBN 978-81- 924389 -1-7
11	Dr.M.S.Kalit a	Proceeding book of the UGC sponsored National Seminar on- ‘Changing Perspectives of the Socio-Economic Condition of the Rural Women of India and Measures for Upliftment of their status with Special Reference to North Eastern Region’	Millennium Development Goals and Human Development Performance in N.E. India	:ISBN 978-81- 924389 -1-7
12	D.Sutradhar	Handbook of Management and Behavioural Science, Vol. 7, Wisdom Publication, Delhi,	Foreign Direct Investment and Regional Development in India.	ISBN NO. 978-93- 81505- 37-3

13	A.Karim	<p>1.Exploration Publisher- Seminar Cell, Kharupetia College</p> <p>2.Importance of Women Education for upliftment of Rural Society published by Planet Ink,M.K.College, Chenga.</p> <p>3.Changing Socio- Political Scenario in NE India, Edited by- Dr. JayantaBaruah</p>	<p>Tackling Terrorism</p> <p>History of Women Education In NE India.</p> <p>Social Hazards And Women Empowerment with special reference to NEI</p>	<p>ISBN No- 978-81- 921469 -6-6 ISBN No- 978-81- 928118 -1-9</p>
14	K.L. Saikia	Yudhuttar Yugar Asomiya Sutigalpor Artha-Xamajik Jeevonor Pratifalan	a)Yodhuttar Yugar Asomiya Sutigalpar Naribadi Chinta. 2013, Vol-1 Issue-1, Page-	261, ISBN- 978-81- 910812 -8-2
15	Dr. A.Begum	Women and Human Rights	Domestic Violence Against Women in the Light of Protection of Human Rights.Page No. 69	ISBN No. 819235 804-6
16	Joy Bhattacharyee	New Approach in Human Resource and Marketing Management, Edited by –Dr. Bijoy Prakash and Raj Kumar Sah..”	“Bringing Positivity may also lead to Negativity- A Study on Talent Management in Private Colleges of Assam	ISBN NO.978 -93- 81212- 80-6
17	Do	Media and Society, edited by- Dr. Rubi Nath.	“ICT as a tool for Development of Higher Education –A Study Based on Colleges of Jorhat District”	ISBN NO: 978-93- 82030- 65-2.
18	Do	Proceedings of the UGC- SAP (DRS-I) National Seminar on Managing rural development in North East India: perspectives, policies and experiences. Edited by- Debabrata Das & Anjan Bhuyan.	Thinking Beyond Existing-Way to build Entrepreneurs, A Study on rural entrepreneurship development in Darrang district Assam.	ISBN No 978-93- 81563- 57-1

19	R.U. Ahmed	Dimensions of Rural Development in North-East India : A critical study (Jan-2012)	1) Role of the Masses in Rural Development in Assam	
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*Books Edited :**Nil**

*Books with ISBN/ISSN numbers with details of publishers

Sl No	Name of Author	Name of Book	Publisher	ISBN/ISSN No.
1.	Dr. P.K. Datta	i)Tantra its relevance to modern times ii)Studies in Taratantra	PunthiPustakBidhanSarani Kolkata, West Bengal, India. Do	13:978 818679 1837 0:9381 209154
2	Dr. K.D. Sarma	Geography of crime ,	EBS Publisher, Guwahati	978938 026107 2

*Citation Index

➤ **Nil**

*SNIP

➤ **Nil**

*SJR

➤ **Nil**

*Impact factor

➤ **Nil**

*h-index

➤ **Nil**

3.4.4 Provide details (if any) of

*research awards received by the faculty

➤ **Nil**

*recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:

- **Nil**

*incentives given to faculty for receiving state, national and international recognitions for research contributions.

- **The college always encourages and motivates the faculty to strive for receiving state, national and international recognitions for research contributions. The college has the provision to grant special leave to faculty members for receiving awards etc. in recognition of their research contribution.**

3.5 Consultancy:

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- **As of now, the college has not been able to establish institute-industry interface although necessary steps in this regard are proposed to be taken in future.**

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

- **Being an Arts college where only traditional subjects are taught, the faculty members have hardly any scope to promote consultancy. However, the teachers provide their limited expertise on consultancy to the students and the members of the public in an informal manner without charging any fee for the same.**

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- **The college always encourages the staff to develop their expertise and utilize it for consultancy services. But as already mentioned above, being an Arts college where only traditional subjects are taught, the faculty members have hardly any scope to promote consultancy.**

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

- **The college does not provide any formal consultancy services and hence, no revenue could be generated by providing such services.**

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

- **Since the college does not generate any revenue through consultancy, the need of framing any policy for sharing income has not been felt till date.**

3.6 Extension Activities and Institutional Social Responsibility (ISR):

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- **The college is very much aware of its Institutional social responsibility. With a view to discharging its commitment to the society the college organises various need based extension activities aimed at community service. For this purpose, the college has an Extension Education Cell which is entrusted with the responsibility to undertake various extension programmes in the neighbourhood of the college. The NSS unit of the college also organises community service programmes from time to time. Free health check up camp, blood donation camp, cleanliness drive, plantation programmes etc. are organised from time to time wherein the students and the teachers actively participate. As a matter of fact, such community works provide the students a platform for practical involvement with community and thereby get an opportunity to build an attitude for community service. Such community works also go a long way in promoting qualities of good citizenship besides ensuring holistic development of students.**

The college has adopted a village named *Nadirmukh* which is quite adjacent to the college and various community welfare programmes are undertaken in this adopted village from time to time.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- **Besides the Extension Education Cell, the NSS unit of the college always motivate the students to take part in social movements/activities which will help them to grow as good and responsible citizens in future.**

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- **The college has a mechanism to obtain feedback from the students, parents and the alumni on the overall performance and quality of the institution. Based on the feedback received from the stakeholders, necessary measures are taken for improving the overall performance and quality of the institution**

➤

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

- **The college plans and organises its extension and outreach programmes through the Extension Education Cell and the NSS unit. Sometimes, other cells and departments of the college also collaborate with the Extension Education Cell in organising extension programmes.**

Details of extension and outreach programmes organised during last four years:

Year	Programmes	Organised by	Budget
2010-11	1.Free Health check-up camp on 14-03-11 2.AIDS awareness programme on 11-02-12	Extension Education Cell -Do-	Rs.3000/- 9000/-
2011-12	1. Cleanliness Drive in college campus on 13-04-12 2.Socio-Economic Survey on 11-08-12	-Do- -Do-	- -
2012-13	1.AIDS awareness and free Health check-up camp on 30-03-13 2.Tree plantation programme in Nadirmukh village on 10-05-13	-Do- Do-	12680/- 1000/-
2013-14	1. Free Health check-up camp inBologarah Village on 15-05-14 2.Tree plantation at Nadirmukh Approach Road on 5 th June,2014	Do- NSS and Extension Cell	6000/- 2000/-

The extension and outreach programmes organised by the college have had great impact on the overall development of the students. They have helped the students by imbuing in them a community feeling, a sense of social responsibility as well as awareness about various social issues. It helps to inculcate in them qualities of good citizenship, leadership and team spirit.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- The college always encourages and motivates the students and faculty members to participate in extension activities as part of the effort to discharge social responsibility. The need and benefits of undertaking such extension programmes are explained to them from time to time so that they feel motivated to take part in such activities.

➤

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- The college through its Extension Education Cell, NSS and other cells organises various extension programmes like health check-up, cleanliness drive, awareness programmes etc. as a part of its endeavour to ensure social justice and empower students from under-privileged and vulnerable sections of society. Details of the extension programmes undertaken by the college have been shown at Para 3.6.4 above.
- The Economics Department of the college under the aegis of Socio-economic Study Centre also conducts social surveys from time to time.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- **The extension activities and outreach programmes organised by the college go a long way in supplementing students' academic learning experience by helping to inculcate in them certain essential values and qualities. For example, participation in these activities has helped the students by imbibing in them a community feeling, a sense of social responsibility as well as awareness about various social issues. It helps to inculcate in them qualities of good citizenship, leadership and team spirit.**

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- **The college makes effort to ensure the involvement of the community in its outreach activities. For this purpose, the help of local NGOs and other organisations are taken in organising outreach programmes. To ensure optimal involvement of the community, wide publicity is given in the local area when such programmes are organised.**

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- **The college has not yet signed up for any formal collaboration with any other institutions of the locality for working on various outreach and extension activities. However, the NGOs are involved from time to time in organising such activities.**

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- **This college has not received any award for extension activities and/contributions to the social/community development during the last four years.**

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

- **So far the college has not been able to build up any collaboration with any with research laboratories, institutes and industry for research activities.**

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

- **The college is yet to make any collaborative arrangements with any institution of national importance/other universities/ industries/Corporate (Corporate entities) etc.**

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

- **Although there is no formal collaboration with any industry etc., the benevolent members of the local community as well as different organisations extend their helping hand in creating/ developing the infrastructural facilities of the college from time to time. For example, in the year 2003 the Oil Merchants' Association of Kharupetia provided help in the form of construction materials worth Rs. 25000/- (Twenty five thousand) for construction of the Principal's chamber. Similarly, several donors from the local society donated steel Almirah and book shelves to the central library of the college. The Local Branch of the SBI also donated 10000/- rupees for developing the infrastructure of the college. Similarly, the Kharupetia Branch of the ASCARD Bank also extended its helping hand to the college by donating a bundle of books worth Rs. 6000/- It is worth mentioning that public contribution in terms of cash and kinds amounting to Rs.80000/- (Eighty thousand) was received in the year 2003 when a special drive was undertaken by the college to develop the infrastructure of the college. Mentionably, the Teaching and non-teaching staff of the college contributed a sum of Rs.384233/- (Three lakh eighty four thousand two hundred thirty three)for renovation of the infrastructure of the college in the year 2003.**

It deserves special mention that one Mr. Mahabir Sethi, a generous citizen of Kharupetia town has constructed a student's waiting shed attached to the college office in the year 2013 involving an expenditure of Rs.50,000/- which has been personally borne by him. Mention may also be made that the same donor donated the college gate of the college in the year 2003.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

- **The college has not organised any national and international conferences till date.**

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated.

a) Curriculum development/enrichment

Nil

b) Internship/ On-the-job training	Nil
c) Summer placement	Nil
d) Faculty exchange and professional development	Nil
e) Research	Nil
f) Consultancy	Nil
g) Extension	Nil
h) Publication	Nil
i) Student Placement	Nil
j) Twinning programmes	Nil
k) Introduction of new courses	Nil
l) Student exchange	Nil
m) Any other	Nil

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

- **So far, the college has not been able to take any initiative in planning, establishing and implementing linkages/collaborations.**

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

- **Nil**

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- **The college authority always strives to provide the required infrastructure that facilitates effective teaching and learning. For this purpose, the available resources of the college are mobilised. In addition to the Building fund raised by way of students fee, grants received from the Govt, UGC and LAD fund of M.Ps and MLAs are also utilised for creation and enhancement of infrastructural facilities in the college. The teachers and employees of the college also contribute substantially by way of donations and physical labour towards creation and enhancement of infrastructure of the college. In the year 2003, the teachers and non-teaching staff of the college contributed Rs.3,84233,/(Three lakh eighty four thousand two hundred thirty three)-for renovation of the college building. It is worth mentioning that the entire infrastructure of the college which were built up since the inception of the college were destroyed in a devastating fire that broke out in the college building on the fateful night of 20th November,2010. It was a mega disaster for the college in which the entire college building including the central library were gutted. College assets worth several crores of rupees were burnt into ashes. Besides, many valuable records and documents were gutted in the fire. Almost half of the existing stock of books in the central library were burnt into ashes. The college has been trying to recreate the devastated infrastructure, but there still remains a lot to be done.**

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The College has adequate facilities for carrying out its curricular and co-curricular activities. Some of the facilities are mentioned below.

Classrooms :	26 Nos.
Laboratory :	2 Nos.
Seminar/Conference Hall :	01 No.
ICT classroom :	1No.
LCD Projectors:	3 Nos.
Computers:	35 Nos.
Microphones	2 sets

In addition to the above mentioned facilities, the college authority is making all out efforts to create a digital class room very shortly.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The college has the following facilities for extra –curricular activities :

- **Playground**
- **Indoor Sports Complex cum Auditorium (Under construction)**

- **Gymnasium**
- **Public Address system**
- **Computer Centre**
- **Yoga centre**
- **Health centre**
- **Boys’ common room**
- **Girls’ common room**
- **Canteen**
- **NSS**
- **Scout and Guide**

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (**Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any**).

- **The college authority makes meticulous planning in order to ensure that the available infrastructure is in line with its academic growth and is optimally utilized. Efforts are made to augment the infrastructural facilities to keep pace with its academic growth. Every expansion in these facilities is made as per the Master plan.(The Master Plan of the Institution / campus indicating the existing facilities as well as the future expansion is enclosed as ANNEXURE –III)**

- **The details of the infrastructural facilities developed/augmented and the amount spent during the last four years are shown in the following Table.**

Year	Facilities developed/augmented	Amount spent	Source of fund
2010-11	1.Renovation of burnt building of the College.	1064925/-	College fund
	2. Making of Desks-benches, Tables-Chairs etc.	565929/-	College fund
	3.Renovation of Library building	490000/-	State Govt.
2011-12	1. Renovation of burnt building of the College.	1521999/-	College Fund
	2. Making of desks-benches.	154292/-	-Do-
	3.Purchase of 10 KVA Generator	319960/-	UGC& College fund
	4. Construction of Water supply facilities	191237/-	State Govt.

	5. Renovation of Library Building 6. Purchase of computers and Public Address system 7. Purchase of Laboratory Apparatus 8. Purchase of Steel Almirahs 9. Purchase of Library books 10. Purchase of Photostat machine	115348/ 1463326/- 483175/- 112269/- 314375/- 50000/-	State Govt. UGC. UGC. UGC. UGC. UGC.
2012-13	1. Construction of new Administrative building. 2. Renovation of Library Building 3. Water supply facilities 4. Making of desks-benches etc. 5. Purchase of Sports items 6. purchase of computer sets 7. Purchase of Inverter sets 8. Renovation of college building including erection of ceiling, electrification of whole building etc. 9. Purchase of Library books	1483669/- 328787/ 333254/-- 212763/- 40000/- 286700/- 290924/- 2111684/- 256053/-	State Govt. State Govt. State Govt. College Fund College Fund UGC. UGC. UGC. UGC.
2013-14	1. Renovation of burnt building of the College 2. Purchase of laptops 3. Purchase of inverter set, Refrigerator, Photostat machine, geological equipment, white, green board 4. Renovation of building 5. Construction of Indoor sports Facilities 6. Construction of Administrative building. 7. Extension of College canteen 8. Making of Conference Table 9. Electrification extension 10. Purchase of furniture	716354/- 672000/- 289800/- 705863/- 2975000/- 457520/- 45900/- 54402/- 57592/- 22269/-	College fund UGC. UGC. UGC/State Govt. UGC. State Govt. College fund College fund College fund College fund

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- **The college takes care to see that the students with physical disabilities do not face any difficulty in attending classes and other activities of the college. The classes of such students are arranged in single storey building. Moreover, during examinations, special sitting arrangements are made for the disabled students in the ground floor of the college building. The plan of constructing ramps for physically handicapped students is under the active consideration of the college Management.**

4.1.5 Give details on the residential facility and various provisions available within them:

•Hostel Facilities :

➤ **Two Girls' Hostel are under construction.**

•Recreational facilities, gymnasium, yoga centre, etc.

•Computer facility including access to internet in hostel

•Facilities for medical emergencies

•Library facility in the hostels

•Internet and Wi-Fi facility

•Recreational facility-common room with audio-visual equipment

•Available residential facility for the staff and occupancy Constant supply of safe drinking water

•Security

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

➤ **There is no full -fledged Health centre in the college. At present the college has only the first aid facilities. However a part-time local Physician visits the college periodically to take stock of the health and hygiene aspect of the students. In case of any casualty, the college requisitions the '108' Ambulance services which is freely available round the clock. It may be mentioned that the college as submitted necessary proposal to the UGC under XII Plan for establishing a Health Centre in the college.**

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

➤ **The college has provided separate office room for the IQAC which is well-furnished having all the essential facilities including Internet connectivity.**

➤ **Grievance Redressal Cell, Women's Cell, Information and Career Counselling Cell, Extension Education Cell and NSS Unit are presently functioning from temporary offices attached with the respective departments to which the Coordinators of the cells belong. However, the college authority is planning to provide separate space and accommodation to these cells in near future.**

- **There is separate space with necessary facilities for the canteen.**
- **Recreational facilities for students and teachers include sports facilities for both outdoor and in-door games, cultural activities, common room for boys and girls having necessary recreational facilities and separate common room for teachers with Television sets etc.**
- **The college has made provision for safe drinking water facilities for teachers and students.**
- **A multi- purpose auditorium is under construction.**

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- **Yes. The college library has an Advisory Committee which consists of the following persons:**

1.Principal	Chairperson
2.Librarian	Secretary
3.Vice- Principal	Member
4.Two senior teachers from Arts Stream	Members
5.One Senior teacher from Commerce Stream	Member

4.2.2 Provide details of the following:

*Total area of the library (in Sq. Mts.)

- 1692.6 Sq.Mts.

*Total seating capacity

- 50

*Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Working hours of the library

On working days	9A.M.- 4 P.M.
On holidays	-----
Before examination days	9A.M.- 4 P.M
During examination	9A.M.- 4 P.M
During vacation	9A.M.- 4 P.M.

*Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Enclosed as *Annexure IV*

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

- **At the beginning of each academic session, the concerned Heads of Departments of the college place requisition to the Librarian enlisting the books to be purchased. The Librarian who is also the secretary of the Library Advisory Committee places the requisition in the committee's meeting. The Library Advisory Committee in its meeting decides as to how the required books and titles are to be purchased. In some cases, books are purchased from the local book sellers and sometimes book exhibitions are held in the college premises itself to facilitate the selection of books by the faculty members for purchase. It may be mentioned that the quantity of books purchased for each department depends on the amount allotted to it by the Library Committee.**
- **The print and e- journals are subscribed by the Library Advisory Committee after discussing with the Concerned Heads of the Departments.**

**Amount spent on procuring
New books, journals and e-resources during the last four years**

Type of holding	2010-11		2011-12		2012-13		2013-14	
	No.	Total cost	No.	Total cost	No.	Total cost	No.	Total cost
Text books	-	-	4485	233478/-	825	1,31,478/-	1969	189204/-
Reference books			1114	3,82,097/-	826	3,77,780/-	200	19302/-
Journals	08	4080/-	08	4080/-	08	4080/-	08	4080/-
e-resources			-	-	-	-	-	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **The process of computerisation of the library has been started. The SOUL software has already been procured and the same is being installed. The internet connectivity has also been provided to the central library. As soon as the installation of the SOUL is completed the college library will be in a position to subscribe to the N-LIST programme of INFLIBNET. It is hoped that the process of subscribing to N-LIST programme of INFLIBNET will be completed within this academic session.**

*OPAC

- **The OPAC facilities will be available as soon as the on-going computerisation process in the library is completed.**

*Electronic Resource Management package for e-journals

- **To be subscribed after completion of on-going computerisation process in the library.**

*Federated searching tools to search articles in multiple databases

- **For the time being it can be done with the help of internet facilities which are already available in the library. But as soon as the on-going computerisation process is completed, the teachers and students will be able to have access to e-journals through the N-LIST- INFLIBNET by opening individual accounts.**

*Library Website

- **The college library does not have its own website. However, necessary information about the library is uploaded in the college website from time to time.**

*In-house/remote access to e-publications

- **The college has already initiated the process of subscribing to N-LIST-INFLIBNET through which the students and the faculty members of the college will have access to e- publication by opening an account in the N-LIST-INFLIBNET.**

*Library automation

- **The process of Library automation is going on.**

*Total number of computers for public access

- **At present there is only one computer in the library for public access.**

*Total numbers of printers for public access

- **One**

*Internet band width/ speed 2mbps 10 mbps **1 gb (GB)****

*Institutional Repository

- **The college has initiated the process of developing an Institutional Repository, where all the publications of its faculties and students will be preserved for public access.**

*Content management system for e-learning

➤ Nil

*Participation in Resource sharing networks/consortia (like Inflibnet)

➤ **The process of subscribing to NLIST INFLIBNET is going on.**

4.2.5 Provide details on the following items:

*Average number of walk-ins: **150**

*Average number of books issued/returned: **160**

*Ratio of library books to students enrolled: **6:1**

➤ *Average number of books added during last three years:**3139**

*Average number of login to opac (OPAC)

➤ Nil

*Average number of login to e-resources

➤ **10**

*Average number of e-resources downloaded/printed

➤ **5 Nos.**

*Number of information literacy trainings organized:

➤ **One programme every year.**

*Details of “weeding out” of books and other materials

➤ **Usually books are not weeded out. But in the year 2010 nearly 8000 books were burnt/partially damaged in the fire that broke out in the entire college building including the library. Those burnt and damaged books were weeded out from the library.**

➤

4.2.6 Give details of the specialized services provided by the library

*Manuscripts

➤ Nil

*Reference

- **3573 Nos**

*Reprography

- **One Photostat Machine.**

*ILL (Inter Library Loan Service)

- **The college has made arrangement for Inter Library Loan Service with one of the neighbouring colleges of the district.**

*Information deployment and notification (Information Deployment and Notification)

- **The college library has the provision to disseminate library related information through notification. There is a Notice Board outside the Central Library where the relevant information is displayed. Dates and hours fixed for issue and return of books are prominently displayed for the information of the students. Moreover, the new arrivals of books, titles etc. are also displayed in the appropriate places. It may be mentioned that there is a practice of displaying a word with meaning under the caption 'THE WORD OF THE DAY' in the Display Board within the Reading Room.**

*Download

- **Students and teachers can download the required e-resources by using the internet facilities available in the library.**

*Printing

- **Printing facilities are provided to the students by charging a nominal fee of Rs.5/- per copy.**

*Reading list/ Bibliography compilation

- **The facility for Reading list/ Bibliography compilation is provided free of cost.**

*In-house/remote access to e-resources

- **This facility is going to be introduced in this very academic session.**

*User Orientation and awareness

- **One User Orientation and awareness programme for the newly enrolled students is organised every year.**

*Assistance in searching Databases

- **Necessary assistance for searching Databases is provided to those who need the same.**

*INFLIBNET/IUC facilities

- **Subscribing to NLIST-INFLIBNET is under process.**

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- **The library staff extends all necessary support and cooperation to the students and teachers of the college so as to enable them to make optimal utilisation of the library resources.**
- **The Librarian arranges one User Orientation programme at the beginning of each academic session in order to familiarise the newly enrolled students with the rules and regulations regarding use of library facilities.**
- **The library staffs assist the students in locating and searching the required books from the stacks.**
- **The library staffs also cooperate with the students in the process of lending-borrowing of books by providing prompt services.**
- **The library staffs ensure that complete silence prevails in the reading room and for this purpose they keep strict vigil in the reading room.**

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- **The library staff provides special support to the visually/physically challenged persons by giving them priority in issuing books etc. When such persons visit the library, they are given to be seated in a safe place and the books and materials required by them are searched by the library staff on their behalf and necessary formalities of lending and borrowing of books are done by the staff on behalf of the disabled persons. Moreover, such persons are allowed to keep the books with them for the whole academic session.**

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

- **The library obtains feedback from the users on the quality of services/facilities provided by the library. The feedback is analysed and the results of feedback analysis are discussed in the Library meeting. Necessary remedial measures are taken for removing the problems/inconvenience faced by the users. Suggestions for further improvement of the library services are implemented as promptly as possible.**

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

•Number of computers with Configuration (provide actual number with exact configuration of each available system

Location (Where used)	No.of System	CPU	Speed	RAM	Hard Disc	Bite	Type of Printer
Deptt.of Geography	01	Pentium Dual core CPU	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Hindi	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Education	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Arabic	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of History	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Philosophy	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Pol.Sc	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Economics	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of English	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt. of Mathematics	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt.of Assamese	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt. of Sanskrit	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer
Deptt. of Commerce	01	Do	3.2 GHZ	2 GB	500 GB	32	Laser Printer

Central Library	04	Do(1 No.of Server)	3.2 GHZ	2 GB	500 GB+(Server-External HD 1 TB)	32	Laser Printer-1 and 1combined Copier, Printer and Scanner
Principal's office	04	Pentium Dual core	3.2 GHz	2 GB	500 GB	32	Laser Printer
IQAC Office	01	Pentium Dual core	3.06GHz	2 GB	500 GB	32	Laser Printer
UGC Network Resource Centre	09	Pentium Dual core	3.06GHz	2 GB	500 GB	32	1combined Copier, Printer and Scanner
Spare stock	03	Do	3.2 GHZ	2 GB	500 GB	32	-

- Computer-student ratio

- **1:5**

- Stand alone facility

- **Nil**

- LAN facility

- **Nil**

- Wifi facility

- **Nil**

- Licensed software

- **All the computers of the college are installed with licensed software.**

- Number of nodes/ computers with Internet facility

- **18 Nos.**

- Any other

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- **The college has adequate numbers of computers for the use of the office, faculty, library and the students in the computer laboratory. Moreover, 18 Numbers of internet connections are available with every department, the office, the library, IQAC being provided with internet connectivity. Besides, all Heads of the Departments have also been provided with one Laptop each in addition to one desktop installed in each department.**

It may be mentioned that the interested students are freely allowed to use the computer and internet facilities in the college campus for academic purposes.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- **The college uses its resources in procuring the necessary ICT items and creates the required infrastructure to keep pace with its academic growth. In future, the college has a plan to further upgrade the college computer laboratory by adding more computers to it and also to provide the LAN facility. Creation of a digital class room and digitalisation of the library is also part of the future plan of the college.**

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year	Amount	Remarks
2010-11	-	-
2011-12	218900/-	
2012-13	1419026/-	
2013-14	672000/-	

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- **The college authority encourages the faculty to make optimal and extensive use of the ICT resources available in the college. The college has provided adequate number of computers and LCD projectors for use in the classroom. The teachers make optimal use of such facilities by preparing computer-aided teaching/ learning materials and presenting the same in the class room.**

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- **ICT enabled classrooms/learning spaces etc provided by the college help a great deal in creating a congenial teaching learning environment in the college. In fact, the use of ICT resources creates a student centred learning environment where the students can form the habit of independent learning and thereby render the role of a facilitator for the teacher.**

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

- **The college has not yet availed of the National Knowledge Network connectivity. In future, we have a plan to avail the same.**

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

- **The college always ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the facilities viz. Building, Furniture, Equipment etc. It may be mentioned that the financial resources for creation and upkeep of building come from the UGC, the State Govt. and the revenues generated by the college by collecting development fee from the students. The cost of maintenance and upkeep of furniture and equipment is made from the college fund.**

The amount allocated and utilized under these heads is shown below:

Sl. No.	Head	2010-11	2011-12	2012-13	2013-14
a	Building.	1904872/-	2148919/-	1781779/-	716354/-
b	Furniture	380076/-	154292/-	4050/-	22269/-
c	Equipment	-	1232000/-	290624/-	961800/-
d	Computers	-	1419026/-	286700/-	672000/-
e	Vehicles	19590/-	73586/-	105463/-	51975/-
f	Any other (Water Supply facilities)	-	191237/-	333254/-	-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- **The college authority makes necessary arrangement for monitoring the maintenance and upkeep of the infrastructure facilities and equipment of the college. For this purpose, the required staffs are engaged by the college authority. The cost of maintenance and upkeep of the infrastructural facilities is met from the college development fund. In case of maintenance work which involves huge expenses, the competent authorities like the State Govt, the UGC are approached for release of required fund.**

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

- **The college takes up calibration and other precision measures for the equipment/ instruments of the institute as and when required by engaging local technicians/ expertise.**

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- **The college has a three-phase power supply with 10 KW load capacity provided by APDCL. Moreover, in order to ensure uninterrupted power supply to the college office, classrooms, library and the computer laboratory two Generators (one of 10 KVA and the other of 1KVA) have been installed in the college.**
- **In order to ensure constant supply of water a large reservoir of 5000 litre capacity has been installed from which water is supplied to the entire college building.**

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

- **Nil**

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Students Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- **Yes. This college publishes its updated prospectus annually. The prospectus contains the following information:**
- **Profile of the college**
 - **Goals and Objectives(Vision, Mission) of the college**
 - **Programmes/ courses of study offered and their structure**
 - **Detailed list of elective options available**
 - **Admission procedure**
 - **Examination rules**
 - **Cash awards and incentives**
 - **Supports services available**
 - **Information about scholarships.**
 - **Study centres of Distance Learning courses**
 - **Rules of discipline**
 - **Fee for different courses**
 - **List of members of the College Governing Body**
 - **List of faculty members**
 - **List of non-teaching staff.**
 - **List of members of the Students' Union**

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Year	Type of scholarship	No. of Beneficiaries	Amount	
2010-11	State govt.	15	48725/-	
	Central Govt.	49	204340/-	
	Institutional	68	35000/-	
2011-12	State govt.	12	38685/-	
	Central Govt	-	-	
	Institutional	236	46400/-	
2012-13	State govt.	12	28000/-	
	Central Govt.	12	50815/-	
	Institutional	201	67300/-	
2013-14	State govt.	-	-	
	Central Govt.	170	814730/-	
	Institutional	410	92310/-	

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Percentage of students receiving financial assistance



Source	Percentage
State Government	9%
Central Government	2%
Other national agencies	Nil

5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- **Reservation at the time of admission for various courses as per Reservation Policy of the Government.**
- **Financial support in the form of scholarships and freships.**
- **Remedial classes**
- **Book Bank facilities**

b. Students with physical disabilities

- **Reservation of seats at the time of admission as per Govt. policy**
- **Book Bank facilities**
- **Special sitting arrangements in the examination.**
- Overseas students
- **There are no overseas students in the college.**
- Students to participate in various competitions/National and International
- **The college always encourages its students to participate in various competitions. There is provision to allow free refreshments and conveyance to the participants in various State/national competitions.**
- Medical assistance to students: health centre, health insurance etc.
- **There is a First Aid Centre in the college. Moreover, a part-time physician visits the college periodically to take care of the health and hygiene aspect of the students.**
- **Free health check-up of students are done periodically.**
- **There is no health insurance facility for the students in this college.**

- Organizing coaching classes for competitive exams
- **No.**
- Skill development (spoken English, computer literacy, etc.,)
- **The college has opened Spoken English and computer literacy courses in order to ensure skill development of the students.**
- Support for “slow learners”
- **The college arranges tutorial and remedial coaching classes for the slow learners”**
- Exposures of students to other institution of higher learning/ corporate/business house etc.
- **A few departments of the college have tied up with the neighbouring colleges for students exchange programmes to give exposures to the students to other institutions of higher learning.**
- Publication of student magazines
- **The college publishes its student magazines annually. In addition to the Annual Magazine, a few Departmental Wall Magazines are also published by the various Departments.**

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- **So far, the college has not taken any formal initiative with regard to facilitation of entrepreneurial skills among the students. However, the teachers at their individual level provide counselling to the students about acquiring entrepreneurial skills.**

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- ✓ additional academic support, flexibility in examinations
- **The college organises annual college week programmes which include various sports, viz. in-door and out-door games, cultural events like songs and music, drama where all the students can participate. It may be mentioned that while arranging such extracurricular and co- curricular activities, every care is taken to see that the academic and examination schedules do not conflict with them. Moreover, additional academic supports are also provided and flexible schedules are made for internal examinations for students engaged in extra-curricular activities.**

- ✓ special dietary requirements, sports uniform and materials
- **The college authority provides free food to the outstanding sports persons during inter class sports competitions organised in the college. The sports uniform is also provided to the sportspersons who are selected to represent the college in various competitions/tournaments organised outside the college. Moreover, various sports materials viz, football, volley ball, badminton sets, etc. are also supplied by the college authority free of cost. When the students join any outside tournament/completion, their entire cost of food and lodging is borne by the college.**

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defence, Civil Services, etc.

- **Being an undergraduate college, our students are not eligible to appear in competitive examinations like UGC-CSIR- NET, UGC-NET, SLET etc. However, students are motivated and guided by the teachers for appearing in selection tests for State Govt jobs, Defence services etc. The career counselling cell of the college organises programmes with external Resource Persons who provide necessary tips and guidance as to how to succeed in those selection tests. The details of such programmes organised so far have been given in the relevant para of the SSR. Moreover, three workshops were organised in the college under the aegis of Entry Into Services Cell in the year 2012. It may be mentioned that 50 students from this college appeared in the Teachers Eligibility Test (TET) conducted by the State Education Department in the year 2012, out of which 15 students came out successful, the success rate being 30%. These students have already been appointed as Teachers in various schools. Moreover, one student has cleared the Bank Probationary Officer's Examination this year and has been appointed in a Nationalised Bank.**

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

- **The college makes effort to provide academic, personal, career and psycho-social counselling to its students in various ways.**
 - **Academic counselling is provided at the beginning of each academic session. On the day of admission the faculty members provide necessary counselling to the students regarding selection of subject combinations by explaining the prospects of different subjects with regard to higher studies and placement opportunities.**
 - **The faculty members also provide academic counselling to the students in selection of Major subjects.**
 - **Academic counselling is given to those students who are required to prepare project reports on their field study in different subjects.**
 - **Personal counselling is provided by the faculty members at their individual level and such counselling continues for the whole year in an informal manner.**
 - **Career counselling is provided by the Career Counselling Cell of the college which organises programmes with external resource persons who provide necessary tips and guidance with regard to choice of programmes for further studies.**
 - **Psycho-social counselling is also provided by the teachers in an informal manner at their individual level.**

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- **The college has a Career Counselling and Guidance Cell which organises different counselling programmes from time to time to help the students to choose appropriate career options and search for job opportunities. The Entry into Services Cell (Employment Cell) of the college also organises workshops from time to time to help the students to prepare themselves for interview.**
- **As on date, there is no provision to arrange campus interview in the college.**

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

- **Yes. The college has a grievance redressal cell to look into the grievances of the students, teachers and the staff.**

List of the Grievances Reported and Redressed:

Year	Students		Teachers		Staff	
	Reported	Redressed	Reported	Redressed	Reported	Redressed
2010	01	01	-	-	-	-
2011	02	02	-	-	-	-
2012	01	01	-	-	-	-
2013	02	02	-	-	-	-

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

- **Issues pertaining to sexual harassment are dealt with by the Grievance Redressal Cell.**

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- **Yes. There is an anti-ragging committee in the college. No case of ragging was reported during the last four years.**

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- **The college has a Students' Aid Fund from where financial assistance is provided to the students who come from poor family.**
- **Books are provided from the college Book Bank to the poor but meritorious students.**
- **The faculty members at their individual level help the needy students by giving freeships and also by giving books and uniform.**
- **Free health check-up of students is arranged by the college periodically.**

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

- **Yes. The college has an Alumni Association. But the Alumni Association is not active enough to make any major contribution for institutional, academic and infrastructure development of the college. Over the years, no major contribution was made by the Association except organising a few extension programmes.**

5.2 Student Progression

5.2.1 providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	30%
PG to M.Phil.	10%
PG to Ph.D.	10%
Employed	
• Campus selection	0%
• Other than campus recruitment	25%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Programme wise pass percentage of Kharupetia College and its comparison with other colleges of the district.

Kharupetia College			Mangaldai college	Sipajhar College
Year	Programme	Pass%	Pass%	Pass%
2010-2011	B.A	74.90%	69.4%	85%
	B.Com	80%	-	-
2011-2012	B.A	92.78%	58.3%	73%
	B.Com	66.67	-	-
2012-2013	B.A	59.32%	73.3%	91%
	B.Com	100%	-	-
2013-2014	B.A	80.96%	86.3%	93%
	B.Com	66.66%	-	-

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- **The college provides all possible supports to facilitate student progression to higher level of education or towards employment.**
- **The faculty members of all the departments provide personal counselling to the students on various opportunities of higher studies in various institutes in the state and outside the state.**
- **There is a career counselling Cell in the college which also organises counselling programmes in the college from time to time to help the students choose suitable options of higher education.**
- **Special counselling programmes are also organised from time to time to apprise the students of various employment opportunities available in different sectors.**

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- **In order to reduce the rate of failure and drop out of students, the college provides support in different forms.**
- **Students who are financially weak are provided assistance from the college aid fund so that they do not have to discontinue their studies for want of money. Such students are also provided with Book Bank facilities from the college library.**
- **The faculty members at their individual level also extend financial aid to the poor and needy students.**
- **Remedial and tutorial classes are arranged for those students who are at the risk of failure and drop out owing to their weak academic base.**
- **The problems of drop out are discussed in the Parent –Teachers’ meet to identify the causes of drop out and work out remedial measure thereof.**

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

- **In order to ensure all-round development of the students the college encourages and provides all necessary support and facilities for various extracurricular activities. For example, the college organises its annual college week programme every year in order to give the students opportunities to take part in wide variety of sports, games, cultural and other extracurricular activities. For this purpose, necessary facilities and equipments are provided by the college authority. Some of the sports, games, cultural and other extracurricular activities available to students are listed below:**
 - **Badminton,**
 - **Table Tennis,**
 - **Volley Ball,**
 - **Chess,**
 - **Carom,**
 - **Football**
 - **Cricket**

- **Drama**
- **Dance**
- **Songs**
- **Debate**
- **Quiz**
- **Literary competitions**

➤ **The extra-curricular activities are normally organised in the month of January every year.**

5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

➤ **Nil**

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

➤ **The college obtains feedback from the outgoing students on the quality of teaching imparted and the other facilities provided by the college during the period of their study in this institution. The feedback is analysed and necessary corrective/remedial measures are taken to improve the performance and quality of the institutional provisions.**

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

➤ **The college encourages and motivates the students to get involved in different types of creative activities. The college publishes its annual magazine to which the students contribute write-ups viz. Stories, poems, articles, etc. It may be mentioned that the Editor of the college Magazine is selected from the students through democratic process. Moreover, a few Departments of the college publish Wall Magazines where the writings of the students of the concerned department are published.**

Year-wise publications brought out by the students

Year	Name of publication	Editor
2010-11	<ul style="list-style-type: none"> • Kharupetia College Magazine(Vol-IV) • Wall Magazines published by: <ul style="list-style-type: none"> • Deptt. of English, • Deptt. Education, • Deptt. Economics • Deptt. Assamese 	Mafidul Islam Ilias Ali Abdul Qadir Abdulla A.Mamun Kutubuddin
2011-12	<ul style="list-style-type: none"> ▪ Kharupetia College Magazine(Vol-V) • Wall Magazines published by: • Deptt. of English, 	Rafiqul Islam Soleman Hoque

	<ul style="list-style-type: none"> • Deptt. of Education, • Deptt. of Economics • Deptt. of Assamese 	Rafiqul Islam M.Begum M.Alom
2012-13	<ul style="list-style-type: none"> • Kharupetia College Magazine(Vol-VI) • Wall Magazines published by: Deptt. of English, • Deptt. of Education, • Deptt. of Economics • Deptt. of Assamese 	AkramHussain Mohsina Begum J. Ahmed A.Mamun J.Hussain
2013-14	<ul style="list-style-type: none"> ▪ Kharupetia College Magazine(Vol- VII) ▪ Wall Magazines published by: Deptt. of English, • Deptt. of Education, • Deptt. of Economics • Deptt. of Assamese 	MazidulHoque I.Ali M.Rahman A.Alom N.Ali

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

- **Yes. There is a students' council in this college which is named as 'Kharupetia College Students' Union'.**
- **The Students' Union is constituted through general election held every year. The election is conducted by an Election Board in accordance with the recommendations of the Lyngdoh Commission.**
- **The composition of the Students' Union is as follows:**
 - i. **President(Principal of the college)**
 - ii. **Working President(Vice-Principal of the college)**
 - iii. **General Secretary**
 - iv. **Assistant General Secretary**
 - v. **Cultural Secretary**
 - vi. **Games (Out-door) Secretary**
 - vii. **Games (In-door) Secretary**
 - viii. **Magazine Secretary**
 - ix. **Debate& Symposium Secretary**
 - x. **Girls' Common Room Secretary**
 - xi. **Boys' Common Room Secretary**
 - xii. **Social Service Secretary**

Activities of the Students' Union:

- **To work for maintaining a conducive and healthy academic environment of the college**
- **To work for the welfare of the students of the college.**
- **To co-ordinate with the college authority and the students by apprising the authority about various problems/grievances of the students and work out their solutions.**
- **To assist the college authority in the admission process.**

- **To organise various extra-curricular, co-curricular and extension activities.**

- **To celebrate different festivals in the college.**

Funding:

- **Necessary fund for the functioning of the Students' Union is raised from the students by way of compulsory fee at the rates fixed by the College authority from time to time.**

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- **The following committees of the college have student representatives on them.**
 - **Grievance Redressal Cell**
 - **Anti-Ragging committee.**
 - **Anti-Sexual Harassment Committee**

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution?

- **The college maintains a close co-ordination with the Alumni and former faculty of the Institution. The members of the Alumni Association visit the college from time to time. The college authority invites the eminent alumnae of the college on different special occasions viz. Freshmen's social, Prize Distribution Ceremony, College Foundation Day etc. Moreover, suggestions are also sought from the alumnae for qualitative improvement of the institution.**
- **Similarly, the former faculty members of the college are also invited to the college from time to time and their valuable suggestions are always solicited for improving the quality of the teaching learning.**
- **On some occasions like the College Foundation Day, the former faculty members are given special felicitation in recognition of their past services to the institution.**

Any other relevant information regarding Student Support and Progression which the college would like to include.

- **Nil**

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

- **The college has a clearly defined vision and in order to realise that vision, a few well-articulated missions have been set.**

Vision-

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

Mission-

- 1.To develop human resources in such a way so that they can participate in the nation building process.**
- 2.To bring social change in a desired way by using education as a tool for change.**
- 3.To provide employability to the youths through vocational and employment oriented courses.**
- 4.To inculcate human values and sense of good citizenship among the youths.**
- 5.To promote leadership qualities among the youths.**
- 6.To bring this institution closer to the community by means of various extension activities.**

The college plans and carries out all its academic, co-curricular and extra-curricular activities in such a way so that these can contribute to the realisation of its stated vision and mission.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- **The Governing Body (G.B) is the apex authority in matters of college management. The Governing Body is constituted by the Director of Higher Education with an academician as the Chairperson. The Principal is the ex-officio Secretary of the Governing Body which comprises of representatives from the Guardians, the teachers and the Staff besides having a donor member and two nominees from the V.C. of the affiliating University. The Governing Body is responsible for formulating the quality policies and plans of the college and their implementation. However, opinions and suggestions from all stakeholders including teachers, guardians, alumni etc. are invariably taken by the Governing Body before finalising any developmental plans of the college. The IQAC of the college plays a vital role in designing and implementing**

the quality policies and plans of the college. The principal is entrusted with the responsibility to maintain liaison between the Management and the other stakeholders. In some cases, however, views and directives of the State Higher Education Department and the UGC have to be taken into account in planning and implementing the development policies and plans of the College management.

6.1.3 What is the involvement of the leadership in ensuring

- the policy statements and action plans for fulfilment of the stated mission
- **The Governing Body of the college takes the leading role in designing necessary policy statements and action plans for fulfilment of the stated mission of the college.**

•formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

- **The Governing Body of the college discusses in its meetings the action plans for developmental activities in academic or infrastructural areas and implements it with the co-operation and co-ordination of all concerned.**

•Interaction with stakeholders

- **The Principal takes the necessary initiatives in maintaining a co-ordination with various stakeholders. For this purpose, periodic meetings with the parents and alumni are convened to seek their views and suggestions in matter of overall growth of the institution.**

•Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

- **The Principal, in coordination with the Governing Body, always makes a need analysis before formulating any policy and planning in different areas of the institution. All the stakeholders extend their support and cooperation in this regard.**

•Reinforcing the culture of excellence

- **In keeping with its declared policy of ensuring quality education to this socio-economically backward region, the college authority spares no pains to reinforce the culture of excellence in the institution. For this purpose, regular monitoring of various activities is done by the college authority with the support of the IQAC and other cells of the college. Collecting feedback from different stakeholders, making analysis of the same and taking suitable actions thereon are part of the strategies adopted by the Management for reinforcing the culture of excellence in the college.**

•Champion organizational change

- **To keep pace with the changing time and to meet the demands of the new knowledge based global economy, the management strives to introduce organizational changes in the institution whenever such a need arises. For this purpose, various cells and committees are reconstituted from time to time to ensure the acceleration of their activities.**

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- **The IQAC of the college reviews from time to time the policies and plans pertaining to academic development and other matters in order to ensure their effective implementation and improvement. To cope with the changing need of time, necessary modifications in plans and policies are suggested to the Management (Governing Body) which discusses the same in the meeting and takes suitable steps in this regard.**

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- **The college management provides full freedom to the faculty in planning and implementation of various plans and policies in academic matters. There is an Academic Committee in the college comprising of all the Heads of the Departments which is entrusted with the responsibility to plan and execute the teaching learning process of the institution and suggest necessary measures for quality improvement as and when necessary. Under the supervision of the Academic Committee the faculty members carry out their academic activities. Moreover, the college authority constitutes different committees and Cells to look after various aspects of the day to day functioning of the college, and these committees are manned by the faculty members who carry on their assigned duties and responsibilities quite independently. For example, the Admission Committee, the Examination Committee, The Routine Committee, the Seminar Cell, the Extension Education Cell which are constituted with the faculty members act independently without any interference from the top management.**

6.1.6 How does the college groom leadership at various levels?

- **The college strives to assign leadership to different categories of persons involved in the college. For example, the teachers are assigned leadership role by allowing them to plan and execute various academic activities in the college. The Heads of the Departments are entrusted with the responsibility to monitor the teaching leaning activities of their respective departments. The senior most faculty member of the college is designated as the Vice-Principal and is assigned the duty of supervising the overall academic ambience of the college. The administrative aspect of the college is taken care of by concerned staffs who are assigned certain responsibilities as per their expertise. The senior most Upper Divisional Clerk is designated as the Head Assistant who plays the role of a leader in supervising the administrative activities of the college.**

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- **The college authority always encourages and ensures a decentralized governance system in the institution. For this purpose, necessary operational autonomy is provided to the various departments / units of the institution.**
- **The respective academic departments are given full autonomy to design and plan their teaching learning activities. The Academic Committee comprising of all the Heads of the Departments is fully empowered to plan and review the academic programmes as per the need of the college. The Examination Committee has been delegated with the authority to conduct internal examinations of the college as per the schedules designed by it. Similarly, the other cells and committees of the college also enjoy full autonomy in their functioning without interference from the college management.**

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

- **Yes. The college promotes a culture of participative management. As a part of the strategy of participative management, the college constitutes various cells and committees to co-operate with the Principal and the management. This practice of involving the teachers, staff and the students in the various activities of the college helps a great deal in the smooth functioning and growth of the institution.**

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- **Yes. The college has a formally stated quality policy which is clearly stated in the vision and mission of the college. The quality policy of the college is developed, driven, deployed and reviewed by the college Management (Governing Body) with full co-ordination of the IQAC and other cells and committees constituted for this purpose. The IQAC of the college is the nodal agency in the quality enhancement process of the college. The IQAC, in consultation with the teachers and staff of the college works out various plans for quality improvement in different aspects and recommends the same to the college management for taking necessary measures for their implementation. The IQAC arranges for holding of periodic meetings with the Academic Committee of the College for making plans and policies in academic matters. Similarly, the views of concerned cells/ committees are taken before working out other quality improvement plans. The College Management discusses the recommendations made by the IQAC and takes suitable actions for executing the same. Again, it is the IQAC which is responsible for reviewing any quality policy related to any aspect of the college.**

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- **Yes. The college does have a perspective plan for development. All developmental activities of the college are carried out in accordance with the Master Plan. While preparing the perspective plan for development, the following aspects are considered:**

- **Physical facilities presently available**
- **Need of future growth in academic and infrastructural aspects**
- **Spaces available for future expansion**
- **Resources available**
- **Avenues of resource generation**
- **Socio-economic condition of the local society.**

6.2.3 Describe the internal organizational structure and decision making processes.

- **The Governing Body (G.B.) of the college is the apex body in the internal organizational structure and decision making processes of this institution. The Governing Body is headed by the Chairperson who is an academician. The Principal is the ex-officio Secretary of the Governing Body. The G.B. also comprises of the Vice-Principal, two representatives from the teachers, one representative from the non-teaching staff, two Guardian members one of whom is a woman, besides a donor member and two nominees of the Vice- Chancellor of the affiliating university.**
- **All major decisions regarding overall management of the college are taken by the Governing Body in its formal meetings held periodically. However, there are a few committees in the college viz. The Academic Committee, the Examination Committee, the Extension Cell, the Seminar Cell, Information and Career Guidance Cell, Grievance Redressal Cell etc. which are authorised to take decisions in their concerned subject areas. The Academic Committee takes decisions relating to teaching learning process; the Examination Committee looks after the internal assessment and evaluation process; the Seminar Cell is entrusted with the responsibility to organise various levels of seminars and workshop etc. Similarly, the Information and Career Guidance Cell and Grievance Redressal Cell organises counselling programmes for the students and looks into grievances of the students and staff respectively. It may be mentioned that the co-operation and co-ordination of the teachers, staff, the principal and the G.B. is the vital factor in the internal organizational structure and decision making processes of this college.**

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

• **Teaching & Learning**

- **The college is very much concerned about the need of quality improvement in spheres. In order to ensure quality improvement in Teaching and Learning the IQAC prepares the Academic Calendar for every academic session. The teachers of various departments prepare schedule of work. The syllabus is proportionately divided among the teachers and accordingly, classes are allotted to individual teachers .The concerned teachers make every possible effort to complete the allotted syllabus within the stipulated time.**
- **The teachers prepare teaching plan at the beginning of every academic year for each class/ semester. Based on the teaching plan the academic activities i.e. classes, examinations, seminars etc. are carried out. At the end of every month, every teacher**

has to prepare a monthly report reviewing the progress of the teaching plan made by him/her and submit the same to the concerned Head of the Department (HoD).

- **Internal examinations are conducted periodically to assess the level of academic achievements of the students. . The Academic Committee from time to time reviews the progress made regarding the completion of the syllabus in time.**
- **In order to derive optimal results from the teaching-learning process, efforts are always made to provide learner-centred education for which participative methods of teaching are encouraged. With this end in view, teachers often give assignments and projects to the students besides involving them in Group Discussions, quizzes, seminars, etc. to promote their skill development.**
- **The college authority also motivates the faculty to use innovative methods of teaching by making optimal use of ICT equipments for which necessary facilities are provided by the college authority.**

•Research & Development

- **The college authority makes efforts to create a research environment in the college. Accordingly, teachers are encouraged to pursue research in their area of interest. Teachers are granted study leave for pursuing research. They also keep contributing to different research journals.**
- **The college has constituted a Research Committee which works for creating a research culture in the college. The committee motivates the faculty to undertake research works in their area of interest. The said committee is also entrusted with the responsibility to examine and recommend research proposals of the faculty to the concerned higher authority.**

•Community engagement

- **The college is very much aware of its social responsibility. With a view to discharging its commitment to the society the college organises various need based extension activities aimed at community service. For this purpose, the college has formed an Extension Education Cell which is entrusted with the responsibility to undertake various extension programmes in the neighbourhood of the college. The NSS unit of the college also organises community service programmes from time to time. Free health check-up camp, blood donation camp, cleanliness drive, plantation programmes etc. are organised from time to time wherein the students and the teachers actively participate.**
- **The college has adopted a village which is quite adjacent to the college and various community welfare programmes are undertaken in this adopted village.**

•Human resource management

- **The college authority leaves no stone unturned to ensure proper management of the available human resource in the college. Efforts are made to appoint and retain the faculty members of the best quality. In order to derive optimal output, the faculty members are encouraged to go for various faculty development programmes like Refresher Courses, Orientation Programmes and short term courses so that they can update their subject knowledge.**

- **The college organises staff orientation programmes for the administrative staff to improve their skills and competency.**
- **The college has the provision to obtain periodic performance-appraisal reports from the faculty and the staff which helps to sustain their professional competency.**

•Industry interaction

- **As on date, the college has not been able to facilitate Industry interaction.**

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- **The Principal who is the Head of the institution takes necessary steps to keep the management and the stakeholders abreast of the various activities of the institution. For this purpose, the Principal collects necessary inputs by way of feedback from different sources and also from personal contacts. He holds periodic meetings with the faculty, staff, students and guardians in order to know their perception of and expectation from the institution.**
- **It may be stated that information about the day to day developments in the institution is disseminated to all concerned informally while any input regarding major activities of the college are given to the top management in black and white.**
- **Similarly, any proposal for change of any existing policy is placed before the Management by convening formal meetings as and when felt necessary.**

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

- **The college management always encourages and supports the active involvement of the staff in various activities of the college. As a part of the strategy of participative management, the college constitutes various cells and committees to co-operate with the Principal and the Management. Certain powers are delegated to the committees so that they can work with some freedom and share a part of the responsibility of the Management. This practice of involving the teachers and staff in the various activities of the college helps a great deal in improving the effectiveness and efficiency of the institutional processes.**

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

List of resolutions adopted by the Governing Body of Kharupetia College during the year 2013-14

Sl. No.	Date of meeting	Resolutions	Status of implementation
1	7-10-2013	Resolved to construct the boundary wall of the college with the grants received from the state Govt. and necessary plan and estimate be prepared for this purpose.	Boundary wall is under construction.

2	7-10-2013	Resolved to introduce two career oriented courses i.e. BCA and BBA and necessary proposal for creation of posts be sent to the Higher authority immediately.	Proposal has been sent to the Director of Higher Education and the same is pending at the Govt. level.
3	7-10-2013	Resolved to extend the library building by erecting veranda on the back side.	Work is in progress.
4	6-01-2014	Resolved to request the Govt. of Assam to grant exemption to the college from depositing the 70% Govt. share of Tuition fee.	Proposal is pending at Govt level.
5	6-01-2014	Resolved to grant study leave under UGC FIP to Mr. Deepak Kalita, Associate Professor, Deptt. of Economics to pursue research work.	Leave has been granted and the Teacher has already been released to enable him to start research work.
6	6-01-2014	Resolved to approve the reports of the DPC for placement of the 12 nos. Of faculty members in Selection Grade Scale of Pay under CAS.	Proposal has been forwarded to the Higher authority for necessary approval and the teachers have been given the placement as proposed.
7	6-01-2014	Resolved that the college be assessed by NAAC in Cycle 2 and necessary steps be taken to submit LOI etc. as required.	LOI has been submitted and SSR is being prepared for uploading in the web site in time.
8	6-01-2014	Resolved that if fund permits, steps be taken to install CCTV camera in the college premises to keep surveillance on the day to day activities in the college.	CCTV camera will be installed as soon as fund permits.
9	6-01-2014	Resolved to allow Time Scale promotion to Mr. N.H. Sarker.	The teacher has already got the promotional benefits.
10	06-02-2014	Resolved to approve the reports of the DPC for placement of the 08 nos. of faculty members in Associate Grade of Pay under CAS.	Proposal for placement in Associate Grade of Pay has been sent to the Higher authority for necessary approval and the teachers have been given the promotional benefits.
11	06-02-2014	Resolved to allow weekly leave to the non-teaching staff on Saturday on rotation basis as per State Govt. circular.	Already being implemented.
12	31-05-2014	Resolved to cancel the advertisement inviting applications for the post of Asst. Professor in Political science in order to adjust the temporary teacher working against that post.	Advertisement cancelled.
13	31-05-2014	Resolved to authorise the Principal to pay the bills of the contractors for construction works of college boundary walls and Approach Road after proper scrutiny and technical clearance.	A part of the bills has been paid to the concerning contractors.
14	31-05-2014	Resolved that the fund provided by the	Being implemented.

		UGC under GDA in XII Plan be utilised for creating/renovating the necessary infrastructural facilities of the college.	
15	31-05-2014	Resolved that a one-time fee of Rs. 100/- (UG students) and Rs. 50/- (HS students) be collected from the students for renovating the infrastructural facilities that were damaged in the fire.	Implemented.
16	31-05-2014	Resolved to approve the report of the DPC for placement of A. Awal, Asst. Prof, Deptt. of English in Selection Grade Scale of Pay under CAS.	Proposal for placement has been sent to the DHE, Assam.
17	31-05-2014	Resolved to enhance the honorarium of the non-sanctioned teachers and employees of the college @ 25% of their existing salary.	Implemented.
18	31-05-2014	Resolved that in view of the demands and appeals from the local community and the organisations, additional shift be opened to accommodate the excess students in B.A. Ist Semester.	Additional Shift opened.
19	31-05-2014	Resolved that a teacher be appointed against Commerce stream (Management) and necessary advertisement for the same be issued.	The teacher has been appointed after following the due procedures.
20	31-05-2014	Resolved that in pursuance of the recommendation made by the IQAC the "Best Student Award" be introduced from the current academic session.	The award has been introduced and necessary announcement to this effect has been made in the college prospectus.
21.	31-05-2014	Resolved that as suggested by the IQAC, provision be made for free admission to the Rank holders in the H.S. and HSLC examinations and also to the outstanding sports persons having records of representing in state level sports competitions.	Freeships already introduced.
21	31-05-2014	Resolved that a Fishery Development Committee be constituted to look after the management of the two college ponds.	Committee has already been constituted.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

➤ **No. the Gauhati University has no provision for according the status of autonomy to an affiliated institution.**

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

- **In order to ensure prompt and effective redressal of grievances/complaints the college has a functional Grievance Redressal Cell. As soon as a grievance or complaint is reported from the students, staff or parents, the convenor of the Cell convenes a meeting to examine the genuineness of the grievance. After hearing all the parties concerned, the grievance/complain is resolved.**
- **Yes. It is the Grievance Redressal Cell which analyses the nature of grievances for promoting better stakeholder relationship**

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

Details of Court Cases with issues involved are given below:

Sl. No	Court case filed by	Issues involved	Decisions
1	B.M.Hamidur Rahman	The petitioner filed the case seeking release of his pension.	The court directed the Govt. of Assam to allow him pension by making necessary amendments in the Pension Act to remove the anomalies for which the petitioner is not getting pension.
2	A. Wahid	The petitioner filed the case seeking a direction from the court to adjust him against the vacant post of Asst. Professor in the Department of Political science of the college.	The case has been dismissed on withdrawal by the petitioner.
3	Nur Mohammad	The petitioner, a contractual employee of the college filed the case claiming his regularisation as permanent employee.	The matter is sub judice.

6.2.11 Does the Institution have a mechanism for analysing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- **The college has a mechanism for obtaining and analysing students' feedback on the overall performance and quality of the institution. The IQAC takes the feedback in every academic session and analyses the same. Based on the feedback received from the students, necessary measures are taken for improving the overall performance and quality of the institution.**

So far, the outcome and response of the institution to such an effort has been very encouraging.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- **The college makes every possible endeavour in order to enhance the professional development of its teaching and non-teaching staff. Accordingly, all the faculty members are encouraged to go for faculty development programmes like Refresher Courses, Orientation Programmes and short term courses organised by different universities so that they can update their subject knowledge. Necessary leave for this purpose is allowed to the faculty members to enable them to participate in faculty development programmes. Moreover, the faculty are also encouraged to participate in National and International Seminars/conferences and present research papers therein.**

Similarly, the college organises staff orientation programmes for the administrative staff of the college to improve their skills and competency. They are also encouraged to join short term orientation programmes organised by the university.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- **The college sincerely strives to work for faculty empowerment by providing necessary facilities to them. Although , the college has not organised any faculty empowerment training so far, it encourages the teachers to participate in refresher courses, orientation programmes, short term courses etc. to help them to update their subject knowledge and also to know about the latest trends in their respective field. Teachers are also encouraged to participate in National and International Seminars/conferences and present research papers therein.**

As already mentioned above, the college organises orientation programmes for the non-teaching employees to improve their competency and to ensure proper discharge of their responsibilities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- **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 with the assistance of the IQAC. Moreover, there is also the mechanism to collect and analyse students' feedback on the performance of the teachers. Such feedback helps a lot to take appropriate measures for improving the performance of the teachers.**

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- **The mechanism of obtaining and review of the performance appraisal reports has had a positive impact on the overall performance of the institution. As already mentioned above, 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. It may be mentioned that the review reports on the performance appraisals are communicated to the teachers by the Principal through personal interaction.**
- **The Performance appraisal reports of the teachers are also sent to the Directorate of Higher Education, Assam from time to time in sealed covers along with the proposal for Career Advancement of the concerned faculty members.**

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- **There is a Thrift Society in the college in the name and style of Teachers' and Employees' Mutual Benefit Fund. The teachers and employees of the college are extended financial loan from this fund in time of their need. There is another fund which has been newly formed by the name of 'Teachers' Welfare Fund' with the aim of providing assistance to the teachers in time of medical emergency like accident, serious illness etc. Most of the staff members avail the benefit of such schemes. Moreover, there is also the provision of providing salary advances to the teachers and employees on the occasion of major festivals etc. in case their Govt. Salary cannot be drawn and disbursed on time due to some unforeseen reasons.**

Percentage of teaching and non-teaching staff availing the benefit of welfare schemes:

Year	No of beneficiaries from teaching staff	Percentage	No of beneficiaries from non-teaching staff	Percentage
2010	12	52.17%	5	50%
2011	9	39.13%	3	30%
2012	22	95%	7	70%

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- **The college is governed by the Assam College Employees' Provincialization Act,2005 and Rules framed there under. As per the provisions of the said Act and Rules, there are no inter -cadre transfer of faculty members. However, the college authority always endeavours to select the best, talented and brilliant teachers to ensure an effective and**

vibrant teaching learning ambience in the college. Once the faculty are recruited, efforts are always made to retain them in the institution by providing all necessary facilities and a congenial academic ambience.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- **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. Efforts are made to stick to the estimated budget as far as practicable. The Governing Body of the college has to approve the major expenditures incurred from time to time. Moreover, the income and expenditures are audited annually by external Govt. auditors. In some cases, audit is done by registered Chartered Accountants as per the guidelines of the UGC.**

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- **Prior to the coming into force of the Assam College Provincialization Act, there was a provision of mandatory internal audit. But after provincialization of the college, only external audit is done. External audit is done by the auditors of the Directorate of Audit(Local Fund),Govt. of Assam.**
- **The last audit of the college was done by Govt. auditors in the year 2012 the report of which has been received.**

Details of Audit objections and their compliance:

Year	Nature of objections	Compliance
2010-11 Audited in the year 2012	G.B.'s approval to expenditure incurred in connection with earth filling works in college complex was wanting.	G.B.'s approval was taken later on.
	Quotation with comparative statement and work order in file was wanting.	The required Quotation with comparative statement and work order has been obtained and filed in office records.
	Stock of stationery items wanting	Stocks have been updated.
	Quotation with comparative statement of furniture wanting	The required Quotation with comparative statement and work order has been obtained and filed in office records.
	Approval of G.B. for purchase of 20 Nos of bamboo wanting.	G.B.'s approval was taken later on.

	GB's approval to expenditure for construction of Approach road wanting	G.B.'s approval was taken later on.
	Stock of stationery articles wanting	Stocks have been updated.
	Printed manuscript Cash Receipt for Pleader's fee to be replaced with Printed Receipt.	Done.
	Stock and utilisation of building materials for Rs.16138/-wanting.	The building materials in question have been used for the purpose for which the same were purchased.
	Amount paid to HoDs for purchase of books-stocks wanting.	Stock of books has been updated.
	Printing of Students' I/Card- Quotation with comparative statement wanting	The required Quotation with comparative statement and work order has been obtained and filed in office records.
	Purchase of electric appliances- stock wanting	Stock has been updated.
	Expenditure incurred for making table, desk-benches-approval of GB wanting.	Approved by the GB later on.
	Labour payment for development works-Thumb impression of payee not attested.	Attestation has been done.
	Expenditure incurred in connection with repairing works-approval of GB wanting	Approved by the GB later on.
	Development works involving Rs. 40000/-- Detailed estimate wanting.	Detailed estimate obtained and filed in office records.
	Purchase of two Almirahs- authority of purchase wanting and stock not updated.	Authority obtained and stock updated.
	Making charge of desks and benches - GB's approval wanting.	Approved by G.B. later on.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- The major sources of institutional receipts/funding are as follows:
 - **Students' fees**
 - **Grants received from State Government**
 - **UGC grants**
 - **Donations**
 - **Occasional deficits are managed through inter -fund borrowing within the college.**

- **Reserve Fund as on 01-11-2014: Rs.20,24,055/-**

➤ **Income and expenditure statement of Kharupetia College for the last four years:**

Year	Fund	Income	Expenditure
2010-11	General	3420727/- <u>OB-1280338/-</u> Total-4701065/-	4007829/- <u>CB-693236</u> Total-4701065/-
	UGC	3764000/-	156224/- <u>CB-3607776/-</u> Total= 3764000
	Reserve	-	-
2011-12	General	4445259/- <u>OB- 693236</u> Total-5138495/-	4374931/- <u>CB-763564/-</u> Total-5138495/-
	UGC	2129000/- <u>OB-3607776/-</u> Total 5736776/-	4354621/- <u>CB-1382155/</u> Total=-5736776/-
	Reserve	-	-
2012-13	General	10644861/- <u>OB- 763564/-</u> Total- 11408425/-	5956068/- <u>CB- 5452357/-</u> Total- 11408425/-
	UGC	3318775/- <u>OB-1382155/-</u> Total-4700930/-	3173896/- <u>CB-1527034/-</u> Total-4700930/-
	Reserve	850000/- <u>OB : 124055/-</u> Total 974055/-	-
2013-14	General	11049555/- <u>OB- 5452357/</u> Total- 16501912/-	5296352/- <u>CB- 11205560/-</u> Total-16501912/-
	UGC	7265834/- <u>OB 1527034/-</u> Total-8792868/-	4665318/- <u>CB-4127550</u> Total -8792868/
	Reserve	1050000/- <u>OB /-974055/-</u> Total 2024055/-	

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

- **The college leaves no stone unturned to secure additional funding from different sources to facilitate all round development of the college. Sometimes, the Local MLAs and MPs are approached seeking grants from their Local Area Development Fund. If**

sanctioned, the fund is utilized as per the relevant guidelines and utilization certificates, duly countersigned by the competent auditors.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

➤ **Yes. Internal Quality Assurance Cell (IQAC) has been established in November, 2009.**

The college has a very clear institutional policy with regard to quality assurance. The IQAC acts as the central monitoring agency of quality assurance mechanism. The IQAC in association with various committees and cells works out strategic plans for improvement of quality in different aspects. For example, the Academic Committee which comprises of all the Heads of the Departments takes care of the quality assurance process in academic activities. There is also an Internal Examination Committee which is entrusted with the responsibility of smooth conduct of different examinations. The IQAC holds periodic meetings with the Academic Committee to review and work out strategies for quality improvement in teaching learning process. The views, suggestions and co-operations received from the cells, the teaching and non-teaching staff have contributed a lot in institutionalizing the quality assurance processes in the college.

- b) How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

➤ **So far, the management has approved all the major decisions of the IQAC and the same have been implemented.**

- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

➤ **Yes. There are two external members in the IQAC. The external members extend their best possible co-operation in any initiative taken by the IQAC in quality related matters.**

- d. How do students and alumni contribute to the effective functioning of the IQAC?

➤ **The IQAC takes the views and suggestions of the students and alumni of the college and if found to be useful, the same are actively considered while implementing various quality related measures.**

- e. How does the IQAC communicate and engage staff from different constituents of the institution?

➤ **The IQAC keeps itself in constant touch with the staff of different constituents of the college. For example, the IQAC constitutes different cells and committees which are**

manned by the faculty members, the library staff as well as other non-teaching staff. The staff engaged by the IQAC in different cells extends necessary support and co-operation to it by organising various activities and submitting reports thereon from time to time. Based on the reports received from these cells, the IQAC makes necessary documentation for future use.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

- **The college does have an integrated framework for Quality assurance of the academic and administrative activities. The IQAC being the nodal agency of quality assurance mechanism acts in association with various committees and cells and works out strategic plans for improvement of quality in different aspects. For example, the Academic Committee which comprises all the Heads of the Departments takes care of the quality assurance process in academic activities. There is also an Internal Examination Committee which is entrusted with the responsibility of smooth conduct of different examinations. The IQAC holds periodic meetings with the Academic Committee to review and work out strategies for quality improvement in teaching learning process. The views, suggestions and co-operations received from the cells, the teaching and non-teaching staff have contributed a lot in operationalisation.of the quality assurance of the academic and administrative activities of the college.**

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

- **Yes. In order to ensure effective implementation of the quality assurance procedures the college arranges orientation programmes for its staff from time to time. Such orientation programmes have helped to generate awareness among the staff about the Quality assurance procedures.**

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

- **The college has an Academic Committee which, in collaboration with the IQAC, conducts internal review of the academic provisions of the college. Moreover, Gauhati University and the Director of higher Education, Assam also conduct periodic inspection of the various academic activities of the college. The observations and suggestions made by the inspecting authority are given due importance and the same are implemented with all sincerity to improve the quality of institutional activities.**

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

- **The quality assurance mechanism of the college has been operationalised with a view to improving the academic and administrative activities. It may be mentioned that this college being a provincialized and affiliated institution is run as per the quality guidelines issued by the University, State Govt. and the State Higher Education Department from time to time. Moreover, since the college is recognised by the UGC under Sections 2(F) and 12(B) of the UGC Act, the rules and guidelines issued by the**

UGC are followed *in toto*. In keeping with its declared policy of all round quality assurance, the college volunteered for assessment by NAAC in cycle 1 in the year 2004.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

- **The teaching learning process of the college is carried out in accordance with the Academic Calendar which is prepared by the IQAC. The teachers prepare teaching plan at the beginning of every academic year for each class/ semester. Based on the teaching plan the academic activities are carried out. At the end of every month, every teacher has to prepare a monthly report reviewing the progress of the teaching plan made by him/her and submit the same to the concerned Head of the Department (HoD).**
- **The Academic Committee from time to time reviews the progress made regarding the completion of the syllabus in time. The said committee also invites suggestions from the faculty members regarding measures to improve the quality of teaching learning process. Suggestions received from the departments concerned regarding teaching learning process are discussed in the meeting and necessary recommendations are made to the Governing Body to take suitable steps in this regard.**
- **The Governing Body examines the suggestions/recommendations made by the Academic Committee and accord necessary approval to them authorising the Principal to execute them at the earliest convenience.**
- **The IQAC collects students' feedback on teachers every year, and the results of the feedback analysis are communicated to the teachers concerned so that they can rectify their drawbacks, if any, and thereby improve their teaching skills.**
- **The mechanism of continuous review of the teaching learning process has resulted in considerable quality improvement of in this vital area.**

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- **The college makes efforts to communicate its quality assurance policies, mechanisms and outcomes to the internal and external stakeholders through the college prospectus which is published annually.**

Necessary information about the quality assurance policies is also disseminated through the college web site which is updated regularly.

Moreover, in some cases, information is also communicated to the stakeholders through the college Notice Board.

The College uploads some of the information pertaining to various activities of the college in Data Capture Format(DCF) as a part of the AISHE conducted by HRD Ministry, Govt. of India.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

- **Nil**

CRITERION VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

- **Yes. The college has constituted a committee named Environment Awareness Cell which looks after the environment aspect of the college. The said committee conducts an environmental survey in and around the college campus every year. The committee has done marking of all the trees existing in the college campus as a part of the initiative to protect and preserve the plantations. Efforts are made by the college authority to keep the campus green, clean and eco-friendly by undertaking beautification works in the college campus. The World Environment Day is observed in the college every year and the occasion is marked by plantation of trees in and around the college premises.**

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- **Kharupetia College is located in a rural place with sylvan surrounding. There is hardly any scope of environmental pollution in the college campus. Nevertheless, the college makes concerted efforts for making the campus eco-friendly. Periodic plantation programmes are undertaken within the college premises as part of the beautification process to keep the campus green. There is also the system of waste management in the college. Awareness is created among the students to avoid the use of plastic and other bio-degradable items in the college campus.**
- **The Environment Cell and the Extension Cell of the college organises cleanliness programmes in the college campus from time to time.**

***Energy conservation**

- **The college authority is very much aware of the need and importance of energy conservation and does everything possible towards energy conservation. Awareness is created among the students about the importance of energy conservation. Strict vigil is maintained in the college campus to ensure that electricity energy is not wasted in any way. Students are instructed to switch off the lights and fans in the classrooms when the rooms are not in use. Classrooms are provided with sufficient cross ventilation and light so that the use of electricity can be minimized. CFL bulbs are used as far as practicable as a part of the energy conservation initiative.**

***Use of renewable energy**

- **Nil**

***Water harvesting**

- **Nil**

*Check dam construction

➤ Nil

*Efforts for Carbon neutrality

➤ Nil

*Plantation

➤ **The college through the Extension Cell, Environment Cell and the NSS Unit undertakes plantation programmes in the college campus every year.**

*Hazardous waste management

➤ Nil

*e-waste management

➤ E-wastes like defective and unusable computers, monitors and printers and other accessories are scrapped and disposed of accordingly.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

- During the last four years, the college has taken a number of initiatives which have created a positive impact on the functioning of the college. For example,
- Adequate ICT facilities have been provided so as to improve the quality of teaching learning activities.
 - Skill development courses like Computer Literacy course and Spoken English Course have been introduced.
 - Remedial coaching classes have been organised for the weak and slow learners.
 - More emphasis has been put on participatory methods of teaching.
 - Substantial number of text books and reference books has been procured for the Central Library.
 - Internet connectivity has been provided to the library as well as to all the Departments of the college to enable the students and the teachers to have access to e- resources.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

BEST PRACTICE- I

Name of the Practice: DEPARTMENTAL CLASS DIARY OF TEACHERS

1.Goals:

- **To keep records of daily activities of individual teachers.**
- **To ensure accountability of faculty members in the teaching learning activities.**
- **To ensure teachers' involvement in various curricular and co-curricular activities.**

2. The Context :

Teaching learning activity is the most crucial of the activities to be performed by the teachers in an institution of higher education. In addition to teaching learning, teachers have to remain involved in various co-curricular activities. In order to ensure accountability of the teachers in discharging such pivotal responsibilities there has to be a mechanism in the institution. With this end in view, the IQAC suggested this practice of maintaining the Departmental Class Diary of the Teachers. By this mechanism, it is possible to put on record all the activities of a teacher –both curricular and co-curricular during his stay in the college and thereby ensure his/her accountability.

3. The Practice :

In order to implement this healthy practice, every Academic Department of the college is provided with a Departmental Class Diary in every academic session. This Class Diary is used to record the daily activities of the teachers of the concerned Department. Among other information, it records the time of arrival and departure of teachers, classes allotted to him/her for the day, topic taught in the different classes, reasons of cancellation of classes, if any, tutorial classes taken, other co-curricular activities where the teacher is involved, time given by the teacher in any committee and so on. Every teacher has to sign this Diary in the appropriate column both on arrival as well as at the time of his/her departure. The Head of the Department signs this Diary every day in token of having carried out the required check.

4.Evidence of Success:

The Best Practice described above has proved to be successful to a great extent. Introduction of the Departmental Diary has made the teachers more sincere and accountable. Every teacher has made it a point to record the time of their arrival in and departure from the college. As the classes to be taken and the topic taught are to be invariably recorded in the Diary, a teacher has little scope to neglect his/her assigned curricular or co-curricular duties. The compulsory signing of the Diary by the concerned Head of the department serves as a check on the timely discharge of assigned duties of the teachers. This practice has also increased the involvement of the teachers in co-curricular activities besides ensuring timely completion of course.

5.Problems Encountered and Resources Required:

This practice has its own problems and limitations. There are some teachers who occasionally forget to record their daily activities owing to their engagement in extramural activities. Sometimes,

not even a single student is found present in the class particularly in the late hour classes although the concerned teacher remains present. This poses a problem for the teacher who finds himself/herself in a dilemma whether to record the particular class as being held or cancelled. Frequent unexpected '*bandhs*' calls given by different organizations cause disruption in holding scheduled classes thereby making it difficult to keep records in the Diary.

The practice does not require much of financial resources for implementation. What requires most in implementing this practice is the will and sincerity of the teachers. The necessary printed format for the Departmental Class Diary is supplied by the college authority as and when required.

Contact Details:

Name of the Principal : Dr. Buddhin Ch. Hazarika

Name of the Institution : Kharupetia College

P.O. Kharupetia Dist. Darrang

State : Assam PIN – 784115

Accredited Status : C+

Website : www.kharupetiacollege.org

Mobile :9435087533

E-mail : kharupetiacollege@gmail.com

BEST PRACTICE- II

Name of the Practice: Cash Award to the Best Performers in Examinations.

1.Goals:

1. To improve the level of students' academic performance.
- 2.To encourage healthy competitiveness among the students.

2.The Context:

Kharupetia College is the only institution of higher learning in the minority dominated region of Darrang District of Assam. The socio-economic condition and the educational status of the people of the locality are very poor. Hence, the college does not get meritorious students at entry point. The quality of the students at entry level being poor, the college has to work hard to ensure satisfactory performance of the students in the examinations. The teachers spare no pains to impart quality teaching to the students with the available facilities. But still, there is a need to provide some sort of incentives to the students in order to motivate them to perform well in the

examinations. It is in this context that the IQAC mooted the idea of introducing Cash Awards to the best performer in the University Examinations.

3.The Practice:

It is announced in the college prospectus that as a part of the quality enhancement mechanism in teaching learning, a cash award of Rs. 1000/-(One thousand) will be given to the student securing highest marks/CGPA in the final examination of each 'Major' programme. Accordingly, the best performers of the college both in Arts and Commerce Stream are given this cash award. Likewise, the student who secures highest marks in the HS(+2)Final examination is also given a cash incentive of Rs. 1000/-.In addition to this, the student securing highest marks/CGPA in each Major Subject is given cash incentive of Rs.1000/-(One thousand). It is worth mentioning that the amount of cash award given to the departmental best performer is borne by the faculty members of the respective departments. The awards mentioned above are formally given on the Freshmen's Social Function every year.

4.Evidence of Success:

The practice of giving Cash Award to the students for their outstanding academic performance has been successful in the institution. It has had a positive impact on improving the quality of teaching learning process in the institution.

5. Problems Encountered and Resources Required:

The implementation of the practice does not involve any major problem. Selection of the awardees is done by comparing the marks/grade secured by the students. The total cash value of the award amounts to Rs.9000/-(Nine thousand) per year. This amount is quite affordable for the college.

Contact Details:

Name of the Principal : Dr. Buddhin Ch. Hazarika

Name of the Institution : Kharupetia College

P.O. Kharupetia Dist. Darrang

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Mobile :9435087533

E-mail : kharupetiacollege@gmail.com

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF POLITICAL SCIENCE.

1.Name of the department: **Political Science.**

2.Year of establishment: **1981.**

3.Mission and vision of the department:

- a)To impart quality education on Political Science and its different branches
- b) To develop human resource in the field of Political Science in order to make them aware in respect of nation building mission.
- c) To make our students politically conscious as to the current issues of importance.
- d) To make students aware of the fundamental rights and duties.
- e) To impart knowledge on different local, national and international socio-political affairs.
- f) To take all possible measures so as to inculcate the sense of good citizenship among the students in general.
- g) To enable the students to acquire constitutional, administrative, legislative and judicial knowledge, so that they might face the real life challenges boldly and effectively

4.Names of Programmes/Courses offered (UG/PG etc.):**HS (10+2) and UG (B.A Major and General Courses.**

5.Names of interdisciplinary courses and the departments/units involved: The department of Political Science teaches its respective subjects and is also involved with the Environmental studies in the college.

6.Annual/semester/choice based credit system (programme wise):UG Courses (Major and General) offered with six semesters in three years durations, (10+2) Courses are conducted Annual basis.

7.Participation of the department in the courses offered by other departments: No.

8.Courses in collaboration with other universities, industries, foreign institutions etc.: No.

9.Details of courses/programmes discontinued (if any) with reasons: No.

10.Number of teaching posts:

Category	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	01	Filled
Asst. Professors	02	Filled

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.

Name	Qualification	Designation	Specialization	No.of years of experience	No. of Ph.D. students guided
Dr. N. Islam	M.A, B.Ed, M.Phil, Ph.D.	Associate Professor	Panchayati Raj, Asian	23 yrs	

			Govt. & politics		
HabiburRahman	M.A.	Asst. Professor	Public administration	26 yrs	
Abdul Wahid	M.A, M.M, M. Phil.	Asst. Professor	Political Sociology	yrs	

12. List of senior visiting faculty: 1. Dr. Monirul Hussain, Professor, Gauhati University
2. Dr. Nagendra Nath Sarmah, Rtd. Prof, Mangaldai College.
3. Dr. Nani Gopal Mahanta, Professor, G,U
4. Ramani Saharia, Rtd. Associate Prof., Mangaldai College.

13. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty: **Lecturers handled by temporary faculty. B.A (20%) & H.S classes (25%)**

14. Student-Teacher ratio (programme wise):

Name of the Courses	Teacher	Student	Ratio
B.A .general.	03	430	163.3
B.A (Major Course)	03	30	10
H.S(10+2)	03	300	100

15. Number of academic support staff (technical) and administrative staff, sanctioned and filled: **Nil**

16. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./ M.Phil. / PG:

Name of Faculty	D.Sc/D.Litt/Ph.D/M.Phil/P.G
Dr. Nurul Islam	M.A, B.Ed, M.Phil, Ph.D
Md.HabiburRahman	M.A.
Abdul Wahid	M.A, M.M, M.Phil.

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **No**

18. Departmental projects funded by DST – FIST; UGC, ICSSR, etc. and total grants received: **No**

19. Research Centre/Facility recognized by the University: **No**

20. Publications:

Publication per faculty:

- Number of papers published in peer reviewed journals (national/ international) by faculty and students:

Name of Faculty	Publications
Dr.N.Islam	<i>a) Panchayati Raj in Assam</i> , Sree Sankara Journal of Arts Science & Commerce, Oct-Dec, 2011, Vol-I, Issue-I, ISSN.2250-3706 <i>b) Right to Information in</i>

	<i>India</i> , Scholar'View, A Journal of Multidisciplinary Research, Jan-July, 2013, Vol-I, No-02, Research Forum, Chaiduar College, Sonitpur, Assam
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- Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences, Dictionary, EBSCO host, etc.): **Nil**.
- Monographs: **Nil**
- Chapter in Books: **Nil**
- Books edited: **Nil**.
- Books with ISBN/ISSN numbers with details of publications: **Nil**
- Citation Index: **Nil**
- SNIP: **Nil**
- SJR: **Nil**
- Impact factor: **Nil**
- H-index: **Nil**

21. Areas of consultancy and income generated: **No**.

22. Faculty as members in: **No**.

- a) National committees b) International Committees c) Editorial Boards....

23. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: **Nil**

24. Awards/Recognitions received by faculty and students: **No**.

25. List of eminent academicians and scientists/visitors to the department: **(Mentioned in SL.No.12)**

26. Seminars/Conferences/Workshops organized & the source of funding: **No**.

a) National:

b) International:

27. Student profile programme/course wise:

Name of the Course/Programme		Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
BA (Gen)	2014-15	600	440	300	140	Yet to appear in Final Exam
B.A (Maj)	2014-15	60	31	26	05	Yet to appear in Final Exam

B.A(Gen)	2013-14	500	400	250	150	81.77%
B.A(Maj)	2013-14	65	30	24	06	100%
B.A(Gen)	2012-13	500	377	242	135	86.29%
B.A(Maj)	2012-13	62	30	25	05	90%
B.A(Gen)	2011-12	500	360	270	90	77.40%
B.A(Maj)	2011-12	50	30	24	06	100%
B.A(Gen)	2010-11	500	350	245	105	74.85%
B.A(Maj)	2010-11	49	30	23	07	100%
B.A(Gen)	2009-10	390	345	250	95	50.43%
B.A(Maj)	2009-10	52	30	26	04	85.71%

28.Diversity of students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
BA, General	100%	0%	0%
BA, Major	100%	0%	0%
HS Course	100%	0%	0%

29.A) Programme-wise Results of the Department (Last 5 years): **GENERAL COURSE**

YEAR	Result in Final Examination		PC of pass
	Total Appeared	Total Passed	
2013-14	151	128	81.77%
2012-13	218	188	86.29%
2011-12	208	161	77.40%
2010-11	175	131	74.85%
2009-10	230	116	50.43%

B) Programme-wise Results of the Department (Last 5 years): **MAJOR COURSE**

YEAR	Result in Final Examination		PC of pass
	Total Appeared	Total Passed	
2013-14	20	20	100%
2012-13	10	09	90%
2011-12	06	06	100%
2010-11	04	04	100%
2009-10	07	06	85.71%

30..How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?:**01 student has cleared state competitive examinations such as Civil Services.**

31.Students progression:

Student progression	Against % enrolled
• UG to PG	10%
• PG to M.Phil.	02%
• PG. to Ph.D.	02%
• Ph.D to Post-Doctoral	Nil

<ul style="list-style-type: none"> • Employed • Campus selection • Other than campus recruitment 	Campus- Nil Other than Campus- 40%
<ul style="list-style-type: none"> • Entrepreneurship/Self-employment 	50%

32. Details of infrastructural facilities:

a) **LIBRARY:** There is a departmental Library in this department. It was started in the year 2000. At the initial stage it contained around 200 nos. of books. Since then we have been helping our students of Major Course by issuing 2 books each for a month. The student has to renew the same after the month is completed. We maintain the records of the library with care.

b) **INTERNET FACILITY & THE STUDENTS:** The department has been facilitated with round the clock internet facility for the Faculty members and allowed for the Major students as well.

c) Class room with ICT facility: No

d) Laboratories: No

33. Number of students receiving assistance from college, university, government or other agencies:
Around 200 students Per year (College Poor Fund)

34. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: Nil

35. Teaching methods adopted to improve student learning: Describe and Analysis Method, Unit test, Home Assignment, Group discussion, Remedial class, Periodic Revise, Departmental Seminar etc.

36. Participation in Institutional Social Responsibilities (ISR) and Extension activities:

37. SWOC analysis of the department and Future plans:

STRENGTH: Political Science department is one of the important departments in the college. It is, in fact, one of the important branches of Social Science. Since its inception in this college, the department has offered Pass Course whereas; it started offering Major course of study since 1991. Results have been thoroughly found satisfactory. Both in H.S level and B.A level students' strength is quite remarkable. Teacher-student co-ordination is an important feature of this department. Moreover, the faculty members are co-operating who work for a common goal here.

WEAKNESS: Being it a rural based college, in many respects, the department has some weakness. For instance, the dept. does not have sufficient staff members since one of our esteemed colleague Mr. Rupjyoti Dutta, who had been working in Sanctioned post, died a sudden death in 2012. Since then we have been conducting classes with the help of Abdul Wahid, a Non-Sanctioned Lecturer besides two other part-time teachers. Due to lack of sufficient teachers, very often we find uneven teacher-student ratio. Another problem of the dept. is insufficient books in departmental library. We are in need of uplifting the library as early as possible.

OPPORTUNITY: Study of Pol. Science definitely gives new job and self-employment opportunities to the common students. Though we are not in a position to make arrangement for campus recruitment programs for our pass out students, still we try our bit of duty to guide to them to be well skilled in order to face day to day challenges. We have sufficient future plans to organize career counselling programs in association with different agencies, experts and entrepreneurs so as to make our students efficient leaders, administrators, patriots in future.

CHALLENGES: Due to the locational backwardness of the college, we face the following challenges as far as the entire circumstances are concerned:

- Low level of motivation on the part of the students.

- Lack of farsightedness on the part of parents and students as regards the subject.
- Scarcity of updated books, journals, magazines etc.

FUTURE PLANS:

- We have following future plans for the upliftment of the department.
- To increase the number of Major students in the department from the next session
- To make relevant books, journals, political magazines available in order to acquaint our students with updated knowledge.
- To organize departmental seminars both in college level and national level.
- To open P.G level courses in the department if the Management of the institution feels the need.
- To take all necessary steps for the overall development of the department.

Signature of HoD
Deptt.of Political Science

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF EDUCATION

1. Name of the department : Department of Education, ,
2. Year of Establishment : 1981
3. Mission and Vision of the Department : **Vision:**
 - To develop the socio-economic condition of the surrounding areas of the college.
 - To provide equal opportunity to the people in every aspect of human rights.
 - To spread the real education to remove the baseless belief from the mind of the people of local areas.
 - To develop the all-round development of the society through the knowledge of science and technology.

Mission: Following are the mission of the Department;

 - Quality based Education.
 - Value based Education.
 - All-round development of personality.
 - Equal opportunities to the people of the surrounding area in particular and country in general.
 - Proper use of ICT in the field of Education.
 - Changes the attitudes of the people for removing the baseless believes, anti-social activities etc. from the society.
 - Skill development programme.
4. Names of Programmes/Courses offered (UG/PG) :
 - i) B.A. Major and General Courses
 - ii) H. S. Classes
5. Names of Inter disciplinary courses and the Departments/units involved : Nil.
6. Annual/semester/choice based credit system (programme wise) :
 - i) B.A. Semester system
 - ii) H. S. Annual system
7. Participation of the department in the courses offered by other departments: Nil
8. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil.

9. Details of course/programmes discontinued (if any) with reasons : Nil.

10. Number of Teaching posts :

Category	Sanctioned	Non-sanctioned	Filled
Professors	Nil	Nil	Nil
Associate Professors	02	Nil	02
Asst. Professors	01	01	02

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.)

Sl.No.	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided
1	Abul Bashar Ahmed	M.A.	Associate Professor	YOGA Education.	20 Yrs	
2.	Mrs. Jahida Sultana	M.A., B.Ed.	-do-	School Organization	18 Yrs	
3	Dr. AmzadHussainMazumder	M.A., B.Ed., M.Phil, Ph.D.	Asst. Professor (SG)	Methodology of Educational Research and Statistics	18 Yrs	
4	Md. LutfurRahman	M.A., B.Ed, M.Phil.	Asst. Professor	School Organization	14Yrs	

12. List of senior visiting faculty : Nil.

13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 10 % lectures delivered by Temporary faculty.

14. Student-Teacher Ratio (programme wise) : i) B.A. Classes – 342 : 1
ii) H. S. Classes- 165:1

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

16. Qualifications of teaching faculty with DSc/

D.Litt/Ph.D./M.Phil/PG/B.Ed. :

Sl. No	Name	Qualification	Designation	Remarks
1	Abul Bashar Ahmed	M.A.	Associate Professor	
2.	Mrs. Jahida Sultana	M.A., B.Ed.	-do-	
3	Dr. AmzadHussainMazumder	M.A., B.Ed., M.Phil, Ph.D.	Asst. Professor (SG)	

4	Md. LutfurRahman	M.A., B.Ed, M.Phil.	Asst. Professor	
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17.Number of faculty with ongoing projects

from (a) National (b) International funding agencies and grants received : Nil

18.Departmental projects funded by DST –

FIST; UGC, DBT, ICSSR, etc. and total grants Received : Nil

19.Research centre/faculty recognized by the

University : Nil

20.Publications :

A) Publication per faculty :

Sl. No	Name of the Teachers	Title of the Paper Published	Name of Journal with Publisher	Remarks
1	A.B. Ahmed	EMPOWERMENT OF RURAL WOMENT THROUGH EDUCATION Page: 344	Changing Socio-Political-Scenaric of North-East India, a study in wider perspective	ISBN No-928118-1-9
2	Jahida Sultana	Women Education During the Ahom Reign. P. No – 69 – 75.	Manavayatan the Human sphere.	2249-0612
		Source of Islamic Law & Lights of a Muslim Women Vital to her Life. P.No – 36	Journal of Juridical and Social Science	2231-4636
		The Introduction of Female Education in Assam at college level Page 88-90	Kharupetia College Magazine 5 th Volume 2009-10	Volume - I
		BodoKachariJanagushthir Utsav-Parvan:AtiChamu Alokpat Page 38-43	Kharupetia College Magazine 6 th Volume 20-11-12	
		Material Conditions of Teaching. Page No-63 - 70	Explorations (A collection of Seminar papers, 2002-2004), Published by Seminar Cell, Kharupetia College	
3	Dr. A.H. Mazumdar	Values and present Scenario (121-126)	International Journal of Educational and Allied Sciences (Jan-June-2011)	ISSN No-0975-8380 online ISSN No-2231-4733

	Teachers Role in Value Development (34-35)	SreeSankara Journal of Arts Science and Commerce Oct-Dec. 2011	ISSN No-22503706
	Teaching Effectiveness of Teachers in Relation to their Job satisfaction (109-110)	Education Today. An International Journal of Education and Humanities (Jan-June-2012)	ISSN No-2229-5755
	Role of Teachers on Philosophical perspectives. (57-58)	International Journal of Educational and Allied Sciences (Jan-June-2013)	ISSN No-0975-8380 online ISSN No-2231-4733
	Role of Teacher in the present context (41-42)	International Journal of Educational and Allied Sciences (July-Dec-2013)	ISSN No-0975-8380 online ISSN No-2231-4733
	Value Education: core components (87-88)	Kharupetia college Magazine 2011-12	Vol. VI
	Role of NGO's in Rural Development with special reference to Darrang District of Assam (256-261)	Dimensions of Rural Development in North-East India A critical study (Jan-2012)	ISBN No-978-93-81694-14-5
	Quality of Higher Education and Roe of Teachers in the context of Economics Development (238-243)	Socio-Economic Development North-East India : A Comprehensive Approach (July-2012)	ISBN No-978-93-81694-24-4
	Status of Women in the context of Globalization with reference to Higher Education (83-86)	Changing Socio-Political Scenarios of North-East India: A study in wider perspective (Jan-2014)	ISBN No-928118-1-9

B) Publication by students : Nil

* Number of publications listed in International Database (for e.g. Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) : Nil

* Monographs : Nil

* Chapter in Books :

Sl. No	Name of the Teachers	Title of the Paper Published	Name of Journal with Publisher	Remarks
1	Abul Bashar Ahmed	Empowerment of Rural Women through education page: 344	Changing Socio-Political -Scenario of North-East India, a study in wider perspective	ISBN No-928118-1-9
2	Mrs. Jahida Sultana	Women Education During the Ahom Reign. P. No – 69 – 75.	Manavayatan the Human sphere.	2249-0612
		Source of Islamic Law & Lights of a Muslim Women Vital to her Life. P.No – 36	Journal of Juridical and Social Science	2231-4636
3	Dr. A.H.Mazumdar	Role of NGO's in Rural Development with special reference to Darrang District of Assam (256-261)	Dimensions of Rural Development in North-East India : A critical study (Jan-2012)	ISBN No-978-93-81694-14-5
		Quality of Higher Education and Roe of Teachers in the context of Economics Development (238-243)	Socio-Economic Development North-East India : A Comprehensive Approach (July-2012)	ISBN No-978-93-81694-24-4
		Status of Women in the context of Globalization with reference to Education (83-86)	Changing Socio-Political Scenario of North-East India: A study in wider perspective (Jan-2014)	ISBN No-928118-1-9

* Books Edited : Nil
 * Books with ISBN/ISSN numbers with details of publishers : Nil
 * Citation Index : Nil
 * SNIP : Nil
 * SJR : Nil
 * Impact factor : Nil
 * H-index : Nil

21. Areas of consultancy and income generated : Nil
 22. Faculty as members in :
 a. National committee : Nil
 b) International Committee c) Editorial Boards : Nil
 c) Editorial Board :

Sl. No	Name of the teachers	Name of Journal	Remarks
1	Dr. A.H.Mazumdar	Socio-Economic Development North-East India: A Comprehensive Approach (July-2012)	ISBN No- 978-93-81694-24-4

23. Student Project : Nil.
 a) Percentage of student who have done in-house projects including inter department/programme : Nil
 b) Percentage of student placed for

project in organization outside the institution i.e. in Research laboratories/ other agencies

: Nil

24. Awards/Recognition received by faculty and Students : Nil

25. List of eminent academicians and scientists/ visitor to the department :

Sl.No-	Name of visitors	Date of visit	Remarks
1	Dr. JagatSargaiary , HoD of Education G.U.	06-08-2012	
2	Dr. Hari Chandra Deka , Former Vice Principal Deptt. Of Education, Mangaldai College	17-09-2012	
3	Dr. ManujNayak , Course coordinator Deptt. Of Education, IDOL, G.U.	22-01-2013	
4	Chandra Choudhury , HoD of Education, Sipajhar College.	19-04-2013	
5	Dr. Bobita Sharma , HoD of Education, Mangaldai College	12-08-2013	
6	NaziburRahman , Ex- Principal, DIET, Dalgaon and academic Counselor, KKHSOU	23-01-2014	

26. Seminars/Conferences/workshops organized & the source of funding.

a) National : Nil

b) International : Nil

27. Student profile programme/course wise :

i. B.A. (Major)

Sl. No	Session	Name of the Course/ programme	Applications received	Selected	Enrolled		Total Pass	Pass %	Remark
					Male	Female			
1	2009-10	B.A. (Annual system)	03	03	01	02	03	100	
2	2010-11	B.A. (Annual system)	12	10	07	03	09	90	
3	2011-12	B.A. Semester system	30	25	16	09	24	90	
4	2012-13	B.A. Semester system	25	20	12	08	20	100	Up to 4 th semester
5	2013-14	B.A. Semester system	40	34	20	14	34	100	Up to 2 nd semester

ii. B.A. (General)

Sl. No	Session	Name of the Course/ programme	Applications received	Selected	Enrolled		Total Pass	Pass %	Remark
					Male	Female			
1	2009-10	B.A. (Annual system)	103	82	48	34	57	69.51	
2	2010-11	B.A. (Annual system)	160	130	72	58	89	68.46	
3	2011-12	B.A. Semester system	180	152	71	81	123	80.92	
4	2012-13	B.A. Semester system	380	342	202	140	198	57.09	Up to 4 th semester
5	2013-14	B.A. Semester system	505	460	270	190	326	70.87	Up to 2 nd semester

28. Diversity of students :

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
U.G.	100%	Nil	Nil

29. Programme-wise Result of the Department (Last 5 years) :

i) B.A. (Major)

Sl. No	Year	Name of the Programme	Pass %	Remarks
1	2009-10	B.A. Part III (annual system)	100%	
2	2010-11	-do-	100%	
3	2011-12	-do-	100%	
4	2012-13	-do-	90%	
5	2013-14	B.A. 6 th semester	100%	

ii) B.A. (General)

Sl. No	Year	Name of the Programme	Pass %	Remarks
1	2009-10	B.A. Part III (annual system)	44.09%	
2	2010-11	-do-	78%	
3	2011-12	-do-	69.51%	
4	2012-13	-do-	68.46%	
5	2013-14	B.A. 6 th semester	80.92%	

30. How many student have cleared national and state competitive examination such a NET, LET, GATE, Civil service. Defence service, etc.? : Nil

31. Student progression :

Student progression	Against % enrolled
UG to PG	40%
PG to M.Phil	30%
PG to Ph.D	2%
Ph. D. to Post-Doctoral	Nil
Employed	12%
<ul style="list-style-type: none"> • Campus election • Other than campus recruitment 	
Entrepreneurship/self-employment	50%

32. Details of Infrastructural facilities

- a) Library : Departmental Library
 b) Internet facilities for staff & student : For staff and students
 c) Class rooms with ICT facility : One common ICT facility class room
 d) Laboratories : One Psychological Laboratory Practical Room

33. Number of students receiving financial assistance from college, university, government or other agencies :

Sl. No	Source of Financial Assistance	Number of the students	Remarks
1	Students' Poor Aid Fund, Kharupetia College	40	
2	Minority Scholarship, Govt. of India	25	

34. Details on student enrichment programmes

(special lectures/workshop/ seminar) with external experts : special lectures was delivered on environmental awareness by Dr. H. Chandra Deka on 17-09-2013 at Kharupetia College

35. Teaching methods adopted to improve student learning : Project Method, Lecture Method, Discussion Method and Question Method

36. Participation in Institutional social Responsibility (ISR) and Extension activities : Department of Education organized an Educational Awareness Programme at NadirMukh Village on 23-01-2014.

37. SWOC analysis of the department and Future plans :

a) Strength :

- i) The pass percentages of the students are satisfactory in both major and general courses.
- iii) Dedicated, cooperative and sincere teachers.
- iv) Excellent Academic Career
- v) Good relationship between teacher and students
- vi)

b) Weakness:

- i) Lack of Well Equipped Laboratory.
- ii) Shortage of text and reference books in Departmental Library.
- iii) Shortage of Teacher

c) Opportunities:

- i) Better Opportunities for Teacher Training Course such as D.El.Ed, B.Ed. etc.
- ii) Motivated towards teaching profession

d) Challenges:

- i) Over crowded class rooms
- ii) High students teacher ratio in general courses.

e) Future Plans:

f)

- i) Departmental seminars – quarterly.
- ii) Well Equipped Laboratory.
- iii) Departmental Library.
- iv) Guidance and Counseling for exceptional students.
- v) Remedial Classes for slow learners.
- vi) Organizing of the National Seminars.
- vii) Organizing of the Educational Excursion to the different part of India.
- viii) Formation of Parents Teachers Association.

Abul Bashar Ahmed
HoD
Department of Education

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF ECONOMICS

1. Name of the department: **ECONOMICS**
2. Year of Establishment: **1981**

3. Mission and vision of the Department

Mission :
To motivate the students to learn Economics.

Vision:
To create an environment for better understanding of the socio-economic problems of the society.

To make the students competent enough to get themselves absorbed in the field of employment opportunities in the era of globalization

4. Names of Programmes /Courses offered (UG/PG etc):

Programmes/ courses offered		
UG	PG	Others
BA course (major + general)	--	HS (10+2)

5. Names of Interdisciplinary courses and the departments/units involved:

Environmental Studies

6. Annual/semester/choice based credit system (programme wise)

Programmes	Semester /Annual
BA Course	Semester
HS course	Annual

7. Participation of the department in the courses offered by other departments:

8. Courses in collaboration with other universities, industries, foreign institutions, etc.:

Universities/Institutions	Courses offered in collaboration with other university
K.K.Handique Open University	PG and D.El Ed
IDOL, GU	BA and PG

9. Details of courses/programmes discontinued (if any) with reasons:

Nil

10. Number of Teaching posts:

Category	Sanctioned	Filled
Professors	-	-
Associate Professors	3	3
Asst. Professors	1(substitute teacher)	1
Temporary faculty (Contractual teacher)	-	1

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No.of Years of Experience	No. of Ph.D. Students guided
Deepak Kalita	M.A. (Eco)	HOD, Associate Professor	Demography	23yrs	-
Dr. Mausumi Saha Kalita	M.A.(Eco),Ph.D	Associate Professor	Demography	22 yrs	-
Dr. Mizanur Rahman.	M.A.(Eco),Ph.D	Associate Professor	Banking	18yrs	-
Dr. Debabrata Sutradhar	M.A.(Eco),Ph.D	Assistant Professor	Econometrics	1year	-
Priyanka Saha	M.A.(Eco)	Temporary Faculty	Mathematics	1 year(Joined in the department on 12/08/14)	-

12. List of senior visiting faculty:

Nil

13. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty:

Temporary faculty	% of lectures to be delivered in a week
Dr.Debabrata Sutradhar (Substitute Teacher)	27.9%
Priyanka Saha (Contractual Teacher)	23.5%

14. Student -Teacher Ratio (programme wise):

Programme (2014-15)	Total No. of students	Total No. of teachers	Teacher's Student's Ratio
BA 1 st Semester (general)	129	03	1:43
BA 1 st Semester (major)	18	03	1:6
BA 3 rd Semester (general)	16	03	1:5
BA 3 rd Semester (major)	03	03	1:1

BA 5 th Semester (General)	29	03	1:8
BA 5 th Semester (major)	01	03	3:1
TOTAL	196	03	1:65

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

16. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name	Qualification	Designation
Deepak Kalita	M.A. (Eco), Gauhati University	HOD, Associate Professor
Dr. Mausumi Saha Kalita	M.A.(Eco), Gauhati University. Ph.D, Gauhati University.	Associate Professor
Dr. MizanurRahman.	M.A.(Eco), L.N.Mithila University Ph.D, Singhania University.	Associate Professor
Dr. DebabrataSutradhar	M.A.(Eco), NEHU, Shillong Ph.D, NIT, Silchar	Substitute Teacher, Assistant Professor
PriyankaSaha	M.A.(Eco), Gauhati University.	Temporary Faculty (Contractual Teacher)

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Name	Projects	Grants
Deepak Kalita	Nil	-
Dr. Mausumi Saha Kalita	Nil (A proposal for MRP has been submitted to UGC in 2014)	-
Dr. MizanurRahman.	Nil	-
Dr. DebabrataSutradhar	Nil	-
PriyankaSaha	Nil	-

18. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

19. Research Centre /facility recognized by the University: Nil

20. Publications:

* a) Publication per faculty:

* Number of papers published in peer reviewed journals (national /international) by faculty and students:

Faculty	Sectoral Analysis of FDI in India, pp. 78-85	International Academic Research Journal of Business and Management, Vol. No. 1, Issue No. 6, UAE, ISSN NO. 2227-1287
Debabrata Sutradhar		

* Number of publications listed in International Database (Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs

* Chapter in Books:

Deepak Kalita	<ul style="list-style-type: none"> • Millennium Development Goals and Human Development Performance in N.E. India: ISBN: 978-93-81-38-1: KrantikaalPrakashan, Nagaon, Assam, 2012 • Proceeding book of the UGC sponsored National Seminar on- ‘Changing Perspectives of the Socio-Economic Condition of the Rural Women of India and Measures for Upliftment of their status with Special Reference to North Eastern Region’ :ISBN 978-81-924389-1-7 ; Published by Women’s Cell, DKDF College, Dergaon, 2013.
Dr. Mausumi Saha Kalita	<ul style="list-style-type: none"> • Millennium Development Goals and Human Development Performance in N.E. India: ISBN: 978-93-81-38-1Krantikaal Prakashan, Nagaon, Assam, 2012 • Proceeding book of the UGC sponsored National Seminar on- ‘Changing Perspectives of the Socio-Economic Condition of the Rural Women of India and Measures for Upliftment of their status with Special Reference to North Eastern Region’:ISBN 978-81-924389-1-7 ;Published by Women’s Cell, DKDF College, Dergaon, 2013.
Dr. MizanurRahman	<ul style="list-style-type: none"> • Dimensions of Rural Development in N.E. India. Edited by- Dr. JayantaBaruah, Page no.-420 to 424 (January/ 2012).; ISBN • Socio-Economic Development in N.E. India Edited by- Dr. JayantaBaruah, Page no-332 to341.(July/12); ISBN • Changing Socio- political scenario of N.E. India. Edited by- Dr. JayantaBaruah, Page no.-223 to 229. (January/2014); ISBN
Dr. DebabrataSutradhar	<ul style="list-style-type: none"> • Foreign Direct Investment and Regional Development in India, Edited by- Dr. Sunil Kumar, Dr. ShyamLataJuyal, Dr. Prashant D. Deshpande and Dr. Rupali Kumar in Handbook of Management and Behavioural Science, Vol. 7, Wisdom Publication, Delhi, ISBN NO. 978-93-81505-37-3

* Citation Index:

* SNIP:

Nil

* SJR:

Nil

* Impact factor:

Nil

* h-index:

Nil

21. Areas of consultancy and income generated:

22. Faculty as members in:

a) National Committees(b) International Committees (c) EditorialBoards....

Name of the faculty	Membership
Deepak Kalita	Life member of NEEA (NORTH EASTERN ECONOMIC ASSOCIATION)
Dr. Mausumi Saha Kalita	Life member of NEEA (NORTH EASTERN ECONOMIC ASSOCIATION)
Dr. MizanurRahman.	Life member of NORTH EASTERN ECONOMIC ASSOCIATIONand INDIAN ECONOMIC ASSOCIATION

23. Student projects:

Socio - Economic Status of inhabitants of Bologarah area, Kharupetia.

a) Percentage of students who have done in-house projects including inter departmental/programme: 100% participation of students in B.A. (major) programme

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies:

Nil

24. Awards / Recognitions received by faculty and students:

Nil

25. List of eminent academicians and scientists / visitors to the department:

Nil

26. Seminars/ Conferences/Workshops organized & the

Nil

source of funding:

Nil

a) National:

b)International:

27. Student profile programme/course wise:

	Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
				M	F	
BA /TDC (Major)	BA semester (2011-14)	10	06 (appeared = 06)	04	02	100%
	TDC part III (2010-13)	05	01	01	--	100%
	TDC part III (2009-12)	08	02	01	01	100%
	TDC part III (2008-11)	-	-	-	-	-
	TDC part III (2007-10)	-	-	-	-	--
BA/TDC (General)	BA semester (2011-14)	15	8 (appeared = 08)	6	2	100%
	TDC part III (2010-13)	08	01	01	00	100%
	TDC part III (2009-12)	12	02	01	01	100%

	TDC part III (2008-11)	34	28	20	08	39.3%
	TDC part III (2007-10)	32	21	17	04	42%

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG, BA semester	100%	Nil	Nil

29. Programme-wise Results of the Department (Last 5 years):

Year	Programme (Major)	Result	Programme (Gen)	Result
TDC III (2008-09)	-	-	Appeared = 07	Passed = 07 (100%)
TDC III (2009-10)	-	-	Appeared = 09	Passed = 08 (89%)
TDC III (2010-11)	-	-	Appeared = 11	Passed = 11 (100%)
TDC III (2011-12)	Appeared = 02	Passed = 02 (100%) 1 st class= 01 2 nd class= 01	Appeared = 14	Passed = 14 (100%)
TDC III (2012-13)	Appeared = 01	Passed = 01 (100%)	Appeared = 07	Passed = 06 (85.7%)
BA 6 th Semester (2013-14)	Appeared = 05	Passed = 05 (100%) 1 st class= 05	Appeared = 06	Passed = 06 (100%)

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.

Competitive Examination	No. of student cleared	Name of the students	Year of passing
Probationary Examination in Nationalized Bank	01	Miss Srijia Jha	2013
TET	03	Shah Jalal Intaj Ali Saddam Hussain	2011 2012 2012

31. Student progression

Student Progression	Against % Enrolled
UG to PG.	45% (100% in 2013 and 2014)
PG to M.Phil	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil

Employed	
• Campus selection	Nil
• Other than campus recruitment	30%
Entrepreneurship/Self-employment	70%

32. Details of Infrastructural facilities:

- a) Library: Central Library and Departmental Library
b) Internet facilities for Staff & Students Yes
c) Class rooms with ICT facility: Yes
(one class room with ICT facility commonly used by the faculties)
d) Laboratories: NA

33. Number of students receiving financial assistance from college, university, government or other Agencies:

Nature of financial assistance	Total No. of students of the department availed financial assistance		
		Major	General
Minority Merit cum means Scholarship(2013-14)	BA 1 st Sem	02	20
	BA 3 rd Sem	01	05
	BA 5 th Sem	06	05
Student's Aid Fund (2013-14) (funded by College)	BA 1 st Sem	03	15
	BA 3 rd Sem	00	12
	BA 5 th Sem	03	07

34. Details on student enrichment programmes (special lectures/workshops/seminar) with External Experts: Nil

35. Teaching methods adapted to improve student learning:

Class Lecture, Group Discussion, Slide Presentation, Seminar Presentation, Class Test, Unit Test and Remedial Class.

36. Participation in Institutional Social Responsibility(ISR) and Extension activities:

- 1) Conducted Field Study under **Socio-Economic Study Centre**, Department of Economics; Arranged Health awareness Programme etc. Use of Fertilizers and Pesticides and Agricultural Production, Besimari Kharupetia, 2004.
- 2) Socio-Economic Status of Women in Bahabari, Kharupetia, 2005.
- 3) Occupational Pattern of the People in Urban and Rural Kharupetia, 2006.
- 4) Education, Health and Hygiene Amongst the Women in Mowamari Village, Mangaldai, Darrang, 2011.

- 5) Consumption Behavior amongst the Students in Kharupetia College, 2012.
- 6) Health and Hygiene amongst the people in rural Kharupetia, 2013.

37.SWOC analysis of the department and Future plans:

Strength:

- i) Competent faculty
- ii) Healthy relation between Faculties and the Students
- iii) Dynamic subject

Weakness:

- i) Students are weak in English and Mathematics
- ii) Department does not enjoy the freedom to introduce vocational course of its own.
- iii) Department does not enjoy the freedom to frame the syllabus of the subject as per the needs of the society.

Opportunity:

- i) Scope for job opportunities
- ii) Scope for self employment.
- iii) Scope for skill development
- iv) Students can understand socio-economic problems of the society in a better way through field work and can help policy makers to implement governmental schemes.

Challenges

- i) Socio-economic backwardness of this region affects the learning process
- ii) Fearing of fall in enrolment future due to the old structured syllabus of the University.
- iii) Poor knowledge in English language and Mathematics restricts enrolment in the Economics subjects.

Future Plan:

- i) To intensify more on departmental surveys on current Socio-economic issues of the region.
- ii) To hold ICSSR/UGC sponsored national Seminar in future to create interests in the Subject amongst the students and faculty.
- iii) To introduce vocational/short term courses in collaboration with outside agencies or non-academic institutions to promote self employment opportunities.

HoD

Department of Economics

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF HISTORY

1. **Name of the department :** Department Of History
2. **Year of establishment :** 1981
3. **Mission and vision of the department:**

The Department of history is opened with the inception of the college in the year 1981 and the major in history is opened in 1993. As we are the teacher of history, we have a strong mission and vision.

Vision: -

1. By imparting the knowledge of history to the students actually we want to keep alive the past which is gradually passing in to oblivion.
2. Analysis of the different ethnic problems, awareness programme on national integration, introduce traditional culture, achievements of various prominent social leaders, philosophers etc. for inspiring the mass people.
3. We have the vision to create something new at present with special reference to the past. It is well known to all that the present is best on the past and history always discuss about the past as the past is old and old is gold.
4. The history department has the vision to recognize the liberal arts as a preparation for living.
5. The history department seeks to continue its tradition of excellence in teaching, serving our growing number of students who are preparing for a variety of career, including law, business, government and education.
6. Gain exposure to the history of world civilizations including their political institutions, philosophies, religions, and social structures.

Mission:-

1. Our main mission is to train students to understand the forces which have shaped our world, to identify current problems based on historical thinking and to communicate effectively.
2. Both in a strong core curriculum and in the major program we offer a variety of courses, which both in content and methodology provides training in responsible citizenship and serious scholarship.
3. Develop critical thinking abilities, read perceptively, and write effectively.
4. Develop analytical and research skills.
5. To give them practical knowledge through the excursion to the places of historical importance.

4. Names of Programmes/Courses offered (UG/PG etc):

Programme Level	Name of the Course
U.G.	B.A. (Major)
U.G.	B.A. (General)
+ 2	H.S.

5. **Names of interdisciplinary courses and the departments/units involved:** Nil.

6. **Annual/Semester/choice based credit system (programme wise):**

Programme Level	Name of the course	Semester/Annual
U.G.	B.A. (Major)	Semester
U.G.	B.A. (General)	Semester
	H.S.	Annual

7. **Participation of the department in the courses offered by other departments:**

The Department of History has participated every year in some other courses like- U.G. and P.G. classes offered by Kharupetia College Study Centre under IDOL, Gauhati University and some other classes offered by Krishna Kanta Handique National Open University respectively. As we are the teacher of history department, we have also taken some training classes of DL.ED trainees conducted by Kharupetia College KKHSOU centre. The department have also involved in the inter- disciplinary courses like environmental studies etc.

8. Courses in collaboration with other universities, industries, foreign institutions etc.: Nil.

9. Details of courses/programmes discontinued (if any) with reasons: Nil.

10. Number of teaching posts:

Category	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	3	3
Asst. Professors	Nil	Nil

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.

Name	Qualification	Designation	Specialization	No.of years of experience	No. of Ph.D. students guided
Abdul Karim	M.A.,B.Ed.,M.Phil	Associate Professor	Group-C (Modern)	25Years	Nil
Jalal Uddin Ahmed	M.A.,M.Phil.	Associate Professor	Group-C (Modern)	22Years	Nil
Abdul Hannan	M.A.	Associate Professor	Group-A (Ancient)	20Years	Nil

12. List of senior visiting faculty: Nil

13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

14. Student-Teacher ratio (programme wise): 80:1

15. Number of academic support staff (technical) and administrative staff, sanctioned and filled: Nil.

16. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./ M.Phil. / PG:

Sl.Nos.	Name of Teaching Faculty	Qualifications	Remarks
1	Abdul Karim	M.A.,B.Ed.,M.Phil.	Already registered for Ph.D.
2	Jalal Uddin Ahmed	M.A.,M.Phil	
3	Abdul Hannan	M.A.	

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

18. Departmental projects funded by DST – FIST; UGC, ICSSR, etc. and total grants received: Nil

19. Research Centre/facility recognized by the University: Nil

20. Publications:

a) Publication per faculty:

Sl.Nos.	Name of Faculty	No. Of Publications	National/ International
1	Abdul Karim	05	National-04, International- 01
2	Jalal Uddin Ahmed	Nil	
3	Abdul Hannan	Nil	

b) Number of papers published in peer reviewed journals (national/ international) by faculty and students: Nil

c) Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences, Dictionary, EBSCO host, etc.): Nil.

d) Monographs: Nil

Chapter in Books:

Name of Teacher	Topic	Name of books and publisher	No. of ISSN/ ISBN
Abdul Karim	Tackling Terrorism	Books-Exploration Publisher- Seminar Cell, Kharupetia College	Nil
Do	History of Women Education In NEI	<i>Importance of Women Education for upliftment of Rural Socceity</i> Publisher- Planet Ink, M.K. College, Chenga.	ISBN No-978-81-921469-6-6
Do	Social Hazards And Women Empowerment with special reference to NEI	<i>Changing Socio-political Scenario of NEI.</i>	ISBN No-978-81-928118-1-9

e) Books edited: Nil

f) Books with ISBN/ISSN numbers with details of publications: Nil.

g) Citation Index: Nil.

h) SNIP: Nil.

- i) SJR: Nil.
- j) Impact factor: Nil
- k) H-index: Nil.
- 21. Areas of consultancy and income generated: Nil.
- 22. Faculty as members in:
 - a) National committees b) International Committees c) Editorial Board: We all are the member of Editorial Board of College Magazine.
- 23. Student projects:
 - a) Percentage of students who have done in-house projects including inter departmental/programme: We have done a departmental project.
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies. Nil.
- 24. Awards/Recognitions received by faculty and students: Nil.
- 25. List of eminent academicians and scientists/visitors to the department: Some Visitors visited our department time to time from Director of Higher Education and Gauhati University.
- 26. Seminars/Conferences/Workshops organized & the source of funding:
 - a) National: Nil
 - b) International: Nil

27. Students' profile programme/course wise:

Year	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
2010-2011	B.A. (Major)	6	4	4	00	100%
	B.A. (General)	48	48	30	18	90.9%
2011-2012	B.A. (Major)	16	11	09	2	72.75%
	B.A. (General)	77	77	50	27	72.65%
2012-2013	B.A. (Major)	38	28	26	02	90.68% (4 th Semester)
	B.A. (General)	81	81	50	31	67% (4 th Semester)
2013-2014	B.A. (Major)	19	11	9	2	88.89% (2 nd Semester)
	B.A. (General)	125	125	90	35	62% (2 nd Semester)

28. Diversity of students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
U.G.	100%	Nil	Nil
H.S.	100%	Nil	Nil

29. Programme-wise Results of the Department (Last 5 years):

Table:-A

Session	Programme	Total Appeared		Total Passed		Pass Percentage	
		Major	General	Major	General	Major	General
2009 -- 2010	U.G(1+1+1)Part-III	03	09	03	06	100%	66.6%
2010 -- 2011	Do	02	18	01	15	50%	83.3%

2011 -- 2012	Do	04	13	04	12	100%	92.3%
2012 -- 2013	Do	02	22	02	20	100%	90.9%
2013 -- 2014	Semester System	08	30	07	25	87.5%	83.3%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?: Nil.

31. Students progression:

Student progression	Against % enrolled
UG to PG	30%
PG to M.Phil.	2%
PrdG. to Ph.D.	Nil
Ph. to Post-Doctoral	Nil
Employed	
• Campus selection	Nil
• Other than campus recruitment	50%
Enterperunership/Self-employment	40%

32. Details of infrastructural facilities

- a) Library: **Departmental Library with 110 Books**
- b) Internet facilities for staff & students: **We have Internet facilities for Staff.**
- c) Class room with ICT facility: Nil.
- d) Laboratories

33. Number of students receiving assistance from college, university, government or other agencies: **15 Students are receiving Minority Scholarship from Govt.**

34. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: **Workshops held under Career Counseling Cell of the College.**

35 . Teaching methods adopted to improve student learning: **We have Teaching Method to improve the students learning.**

36. Participation in Institutional Social Responsibilities (ISR) and Extension activities: **We have an Extension Education Cell under which we have organized some students support service or activities like free Eye Check-up, free Health Check-up Camps etc.**

37. SWOC analysis of the department and Future plans:

Strength:

1. We have three sanctioned (Associate Professor) Professor and one non-sanction contractual teacher in the department.
2. At present the students' strength of the department of history are more or less satisfactory.
3. We have a separate departmental room, a departmental library with 110 books, a desktop and a laptop supplied by college authority.

4. From the very beginning of the department till today so many students from history department have engaged in various govt., semi govt. and self employed and some are studying in higher educational institutions for higher studies.

Weakness:

1. The major weakness of the department is the student strength. The students' enrollment in the department is very poor and it is due to the non inclusion of history subject in the primary and high school level course curriculum.

2. Another weakness of the department is teaching staff. We have no sufficient teacher in the department as required.

3. We have digital class room in particular and no sufficient general class room as a whole.

Opportunity.

1. The students of history department have the more opportunity to sit in the competitive examinations.

2. They have the opportunity to do the administrative job more than the other.

Challenge.

1. Day by day the students of history department are decreasing and the enrollment of the department is becoming poor and low. It is happening due to unavailability of the subject in the primary and high school level educational institutions.

2. We have no sufficient teaching staff in the department. It is another challenge to the department. Due to lack of sufficient teacher in the department we can't take the classes effectively.

3. The state government is failed to appoint sufficient teaching staff in the department and also failed to fill up the other needs of the department in particular and the college as a whole and so that we can't do the more better result as expect .

4. As our college is a new one and situated in a very backward minority area, we are facing so many problems to develop academic career of the students in particular and atmosphere of the college as a whole.

Future Plans:

1. Our future plans are to explain individual and group behavior. The history is the important part of social science. Studying the history or social sciences develops the capacity for critical and analytical thinking about human behavior, community dynamics and social policies in terms of cultural and cross-cultural contexts. Those who studies the history often go on to careers in social work, social/ human services, student development, legal professions, human resources and the professional pastorate.

2. To form Parent – Teacher Association.

3. To develop students – teachers co-operation.

4. To give quality education to the students by adopting some new method of teaching.

5. Departmental Seminar to be held.

(A. Karim)
HoD
Deptt.of History

EVALUATIVE REPORT OF DEPARTMENT

1. Name of the department : PHILOSOPHY
2. Year of Establishment : 1981
3. Mission and vision of the Department :
 - Mission**
 - i) To create interest in learning philosophy among students.
 - ii) To make students know the rich cultural heritage of India enshrined in philosophy books.
 - iii) To popularize philosophy among students.
 - Vision**
 - i) To bring back the glorious position of philosophy.
 - ii) To make all students know the importance of philosophy.
 - iii) To morality the society.
4. Names of Programmes/Courses offered (UG/PG etc) : UG i) Major ii) General
5. Names of Interdisciplinary courses and the departments/units involved : NIL
6. Annual/semester/choice based credit system (programme wise) : Semester
7. Participation of the department in the courses offered by other departments : Environmental Studies
8. Courses in collaboration with other universities, industries, foreign institutions etc. : NIL
9. Details of courses/programmes discontinued (if any) with reason : NIL
10. Number of Teaching posts :

Category	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors	Three	Three

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Lit./Ph.D./M.Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years Of Experience	No. of Ph.D. students guided
JyotishSaharia	M.A.	Asstt. Professor	Logic	16 years	
PranatiDutta	M.A.	Asstt. Professor	Logic	16 years	
JakirHussainChoudhury	M.A., B.Ed., M.Phil, L.L.B.	Asstt. Professor	Logic	12 Years	

12. List of senior visiting faculty : NIL
 13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Contractual teachers – 10%
 14. Student Teacher Ratio : 153 : 1
 15. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NIL
 16. Qualification of teaching faculty with D.Sc./D.Litt./Ph.D./M.Phil./PG : M.Phil, P.G.

Name	Qualification	Designation
JyotishSaharia	M.A.	Asstt. Professor
PranatiDutta	M.A.	Asstt. Professor
JakirHussainChoudhury	M.A., B.Ed., M.Phil, L.L.B.	Asstt. Professor

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : NIL
 18. Departmental projects funded by DST – FIST; UGC, DBT, ICSSR etc. and total grants received : NIL
 19. Research Centre/facility recognized by the University : NIL
 20. Publications :
 * a) Publication per faculty :
 * Number of papers published in peer reviewed journals (national/international) by faculty and students : J. H. Choudhury

Sl. No.	Title with page nos.	Journal	ISSN/ISBN No.	Whether Peer Reviewed Impact Factor, if any
01	Influence of Gandhi in India's foreign policy. page no-46	Sree Sankara Journal of Arts, Science & Commerce	ISSN-2250-3706	

- * Number of publications listed in International Databases (For Eg : Web of Science, Scopus, Humanities International, Dare Database-International Social Sciences Directory, EBSCO host etc.)
 * Monographs : NIL

* Chapter in Books :

Jakir Hussain Choudhury

Sl. No	Title of Chapter	Name of book	ISBN No	
01	Terrorism and its Measures. page no-397	Socio Economic Development in North-East India : A comprehensive Approach.	ISBN-978-93-81649-24-4	
02	Emergence of Regional Political Parties and their role. Page no.-58	Changing Socio-Political Scenario of North-East India : A study in wider perspective	ISBN-81-928118-1-9	

Pranati Dutta:

Sl. No.	Title with page nos.	Journal	ISSN/ISBN No.
01	“DOMESTIC VIOLENCE AGAINST WOMEN IN THE LIGHT OF PROTECTION OF HUMAN RIGHTS” Page No.-69	WOMEN AND HUMAN RIGHTS	ISBN:978-81-923580-0-0

* Books Edited

* Books with ISBN/ISSN numbers with details of publishers : NIL

* Citation Index : NIL

* SNIP : NIL

* SJR : NIL

* Impact factor : NIL

* h-index : NIL

21. Areas of consultancy and income generated : NIL

22. Faculty as members in : NIL

a) National committees b) International Committees c) Editorial Boards

23. Student projects :

a) Percentage of students who have done in-house projects including inter departmental/programme : NIL

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies.
24. Awards/Recognitions received by faculty and students : NIL
25. List of eminent academicians and scientists/visitors to the department : NIL
26. Seminars/Conferences/Workshops organized & the source of funding : NIL
- a) National :
- b) International
27. Student profile programme/course wise :

Year	Name of the course/programme	Application received	selected	Enrolled		Pass percent age	Remarks
				Male	Female		
2009-10	B.A. (Major)	03	03	02	01	100%	
	B.A. (General)	06	06	05	01	83.33%	
2010-11	B.A. (Major)	04	04	04	00	100%	
	B.A. (General)	04	04	03	01	750%	
2011-12	B.A. 1 st Semester(M)	06	06	04	02	100%	
	B.A. 1 st Semester(G)	06	06	06	00	100%	
2012-13	B.A. 1 st Semester(M)	13	13	08	05	100%	Up to 4 th sem.
	B.A. 1 st Semester(G)	74	74	37	37	50%	Up to 4 th sem.
2013-14	B.A. 1 st Semester(M)	24	24	16	08	100%	Up to 2nd sem.
	B.A. 1 st Semester(G)	76	76	40	36	100%	Up to 2nd sem.

28. Diversity of students :

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A.	100%		
H.S.	100%		

29. Programmes wise result of the Department (Last 5 years)

Sl. No.	Name of the class	year	No. of student appeared in Final Examination	Result	Pass percentage	Remarks
				Pass		
01	B.A. Part-III (M)	2009-10	02	02	100%	
02	Do	2010-11	04	04	100%	
03	Do	2011-12	03	03	100%	
04	Do	2012-13	03	03	100%	
05	Do	2013-14	06	06	100%	

Sl. No.	Name of the class	year	No. of student appeared in Final Examination	Result	Pass percentage	Remarks
				Pass		
01	B.A. partIII(G)	2009-10	06	05	83.33%	
02	B.A. partIII(G)	2010-11	04	03	75%	
03	B.A. partIII(G)	2011-12	06	06	100%	
04	B.A. partIII(G)	2012-13	74	37	50%	
05	B.A. partIII(G)	2013-14	13	13	100%	

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defend services etc? : NIL

31. Student progression :

Student progression	Against %enrolled
UG to PG	5%
PG to M.Phil	NIL
PG to Ph.D.	
Ph.D. to Post-Doctoral	NIL
Employed	5%
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	75%

32. Details of Infrastructural facilities

- a) Library : Central Library, Departmental Library
b) Internet facilities for Staff & Students : Only for staff and students
c) Class rooms with ICT facility: NIL
d) Laboratories : NIL

33. Number of students receiving financial assistance from college, university, government or other agencies/Individual : 10

34. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

1) Total number of departmental seminars held

Year	No. of seminars held	Level
2010	02	Departmental
2011	02	
2012	02	
2013	02	

35. Teaching methods adopted to improve student learning : Lecture Method, Discussion Method, Question-Answer Method.

36. Participation in Institutional Social Responsibility(ISR) and Extension activities :
Awareness Program regarding AIDS, CANCER, POLLUTION
37. SWOC analysis of the department and Future plans.

Strengths :

- i. Cordial relation between students and teachers.
- ii. Dedicated teachers.
- iii. Devoted students.

Weaknesses

- i. Students have no philosophy background
- ii. Most of the students are economically background
- iii. Lack of philosophy text and reference books in Assamese Medium.

Opportunities :

- i. Philosophy students may be appointed to the post of philosophy teachers in central schools and other private institutions run by the organizations like Ramkrishna Mission, Bharat SevashramaSangha, Art of Living, Satya Sai Mission, AryaSamaj, Srimanta Sankardeva Mission, Maharshi Mahesh Yogi etc.

Challenges :

- i. Philosophy is not taught in feeder schools and educational institutions.
- ii. Lack of job opportunities in future in Assam.
- iii. Growing disinterest in philosophy among students.

Future Plan :

- i. To organize inter departmental seminars with external experts.
- ii. To motivate students to learn the new trends of philosophy.

Jyotish Saharia
HoD
Deptt. of Philosophy

EVALUATIVE REPORT OF DEPARTMENT
DEPARTMENT OF ENGLISH

1. Name of the department : **English**
2. Year of establishment : **1981**
3. **Vision** : Our vision is to equip the common students with quality education and enable them to cope with the challenges of day to day life.
- Mission** : a) **To inculcate the habit of Communicating in English.**
b) **To help students to acquire four language skills with their practical applicability.**
c) **To inculcate soft and interpersonal skills among the students and enable them to contribute to the nation building mission.**
4. Name of Programmes/Course offered (UG/PG etc):
- a) **B.A- Major**
 - b) **B.A- General**
 - c) **H.S.**
 - d) **Spoken English Course**
5. Name of Interdisciplinary Course and the departments/Units involved: **Nil**
6. Annual/semester/choice based credit system (Programme wise): **Annual Examination for H.S and Semester System (CBCS) for B.A**
7. Participation of the departments of the courses offered by other departments: **Nil**
8. Courses in collaboration with other universities, industries, foreign institutions etc: **Nil**
9. Details of course/programmes discontinued (if any) with reasons: **Nil**
10. Number of teaching posts:

Category	Sanctioned	Filled
Professor	Nil	
Associate Professor	Nil	
Asst. Professor	03 (Three)	03
Asst.Professor(Non-Sanctioned)	01	01

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil.etc.) :

Name	Qualification	Designation	Specialization	No. Of Year of Experience	No. Of Ph.D Students guided
Md.Abdur Rahim	M.A,B.Ed,	Asst.Prof	Literature	30 Yrs	--
Abdul Awal	M.A,B.Ed,LL.B,M.Phil	Asst.Prof	Literature	20 Yrs	--
Mala Chakraborty	M.A,B.Ed,M.Phil	Asst.Prof	Language	20 Yrs	--
Md.Rukan Uddin Ahmed	M.A, M.Phil, LL.B	Asst.Prof (Non-Sanctioned)	American Literature.	10 Yrs.	--

12. List of senior visiting faculty: **Nil**

13. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty: **20% lectures delivered by lecturers engaged every year on PART-TIME basis.**

14. Student-Teacher Ratio (Programme wise):

Programme	Teachers	Students	Ratio
B.A(Ist Sem) Major	04	30	8:1
B.A.I st Sem, (Gen)	04	1007	252:1
B.A(3rd Sem) Major	04	15	04:1
B.A (5 th sem) Major	04	02	05:1
H.S Ist	04	300	75:1
H.S 2 nd	04	388	97:1

15: Number of academic support staff (technical) and administrative staff; sanctioned and filled: **Nil**

16. Qualifications of teaching faculty with DSc/D.Litt/PhD/M.Phil/PG:

Name of Faculty	Qualification
Md.Abdur Rahim	M.A.,B.Ed
Abdul Awal	M.A, B.Ed,M.Phil,LLB
Mala Chakraborty	M.A.,B.Ed.,M.Phil
Md.Rukan Uddin Ahmed	M.A.,M.Phil.,LL.B

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **Nil**

18. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received: **Nil**

19. Research Centre/ faculty recognized by the University: **Nil**

2. Publications: The department publishes one Wall Magazine annually.

*a) Publication per faculty:

S1 No	Name	Title of the Paper	ISSN/ISBN
01	Abdul Awal	1.Role of college teachers in educating the youths in the changing society(.pp 116-118) Published in <i>Journal of Education and Practice</i> <i>Vol 3, No13</i> 2.A Comparative study of the essays of Francis Bacon and Charles Lamb Published in <i>Panaroma vol-1</i> 3. Bacon's Essays: A Thematic Analysis Published in <i>Panaroma vol-III</i>	ISSN No2222-1735 ISBN No. 978-1-62590-050-0 ISBN No. 978-1-62590-050-0
03	Mala Chakraborty	1.Chande Je Mala Gethechi (Bangali)	ISBN:978-93-80382-79-1
04	Md.Rukan Uddin Ahmed	1)Teachers Role to Teach English in Rural Mixed Ability Class. Published in 'International Reasearch Mirror' 2) Insurgency and Its Adverse Effects in NE India with special reference to Assam.published in 'Scholar's View'	ISSN-2250-253x(print) 2013 ISSN-1320-1096 2013.

*Number of papers published in peer reviewed journals (national/international) by faculty and students:

Faculty -01

Students- Nil

*Number of publications listed in International Database (For Eg: web of science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) **01**

*Monograph: **NIL**

*Chapter in books:

Name of Teacher	Title of chapter	Book Title, editor & publisher	ISSN/ISBN No.
Abdul Awal	1.Problems of industrialization in Assam(pp103-109)	<i>Socio-Economic Development in N.E. India: A Comprehensive Approach</i> ed By Dr. Jayanta Baruah, Published by Krantikala Prakashan	978-93-81694-24-4
	2.Role of Micro Finance in Rural Development(pp 178-183)	Changing Socio- political Scenario of North-East India: A Study in Wider Perspective ed By Dr. Jayanta Baruah, Published by Ganesh Printers, Guwahati	978-81-928118-1-9
	3. Role of Mahapurush Sankardeva in the formation and integration of Assamese society.	<i>Neo-Vaishnavite Movement in N.E. India</i> , published by Abhayapuri College, Bongaigaon	978-81-930006-0-1
R.U.Ahmed	Role of the Masses in Rural Development in Assam	Dimensions Of Rural Development in India: A Critical Study.published by Krantikal Prakashan,	ISBN-978-93-81694-14-5 2012

*Books Edited: **NIL**

*Books with ISBN/ISSN numbers with details of publishers; **NIL**

*Citation Index: **NIL**

*SNIP:**NIL**

*SJR:**NIL**

*Impact factor;**NIL**

*h-index: **NIL**

21. Areas of consultancy and income generated: **NIL**

22. National committees b) International committees c) Editorial boards..

23. Student projects: **NIL**

a) Percentage of students who have done in-house projects including inter departmental/programme: **NIL**

b) Percentage of students placed for projects in organizations outside the institution i,e in Research laboratories/Industry/ other agencies: **NIL**

24. Awards/recognitions received by faculty and students: **NIL**

25. List of eminent academicians and scientists/ visitors to the department: **1.Dr. Debabrata Bordoloi, HoD-English, Sipajhar College,**

2. Prof. Manimugdha Borthakur, Associate Prof., Magaldai College, Darrang,

3. E.H. Ansary, HoD-English, Dhekiajuli College, Sonitpur. Dr. N. Misra, HoD-English, Mangaldai College, Darrang.

26. Seminars/ Conferences/workshops organised & the source of funding:

a) National: **NIL**

b) International: **NIL**

27. Student profile programme wise/ Course wise:

Name of the course/ programme	year	Application Received	Selected	Enrolled		Pass percentage
				Male	Female	
B.A(Major)	2009-10	30	15	10	05	72.7%
B.A (Gen)	2009-10	505	499	299	200	69.3%
B.A (Major)	2010-11	32	18	12	06	78.5%
B.A (Gen)	2010-11	510	445	299	146	66%
B.A (Major)	2011-12	31	18	11	07	79.2%
B.A (Gen)	2011-12	511	500	289	211	70%
B.A (Major)	2012-13	30	20	13	07	80.2%
B.A (Gen)	2012-13	520	501	301	200	78.2%
B.A (Major)	2013-14	30	21	14	07	81%
B.A (Gen)	2013-14	900	806	532	247	75%
B.A (Major)	2014-15	40	30	21	09	----
B.A (Gen)	2014-15	1200	1007	657	350	----
Programme	Year	Appeared	Passed	Percentage		

28. Diversity of Students:

Name of the Course	% students from the same state	% of students from other States	% of students from abroad
B.A (Gen)	100%	Nil	Nil
B.A (Major)	100%	Nil	Nil

29. Programme wise Results of the department (Last 5 years):

Programme/Course	Year	Appeared	Passed	Result
B.A (Major)	2009-10	15	10	72.7%
B.A (Gen)	2009-10	800	278	69.3%
B.A (Major)	2010-11	17	14	78.5%
B.A (Gen)	2010-11	415	260	66.1%
B.A (Major)	2011-12	15	10	79.2%
B.A (Gen)	2011-12	416	291	70%
B.A (Major)	2012-13	19	16	80.2%
B.A (Gen)	2012-13	450	360	78.2%
B.A (Major)	2013-14	20	16	81%
B.A (Gen),	2013-14	800	600	75%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc?: Nil

31. Student progression:

Student Progression	Against% enrolled
UG to PG	60%
PG to Ph.D	Nil
Ph.D to Post-Doctoral	00
Employed	
*campus selection	Nil
*Other than campus recruitment	40%
Entrepreneurship/self-employed	60%

32. Details of infrastructural facilities:

a) **Library:** There is a well furnished Central library for all. The Department has its own student support library. It was started in 2000 with just 15 no's of books. Later on, the number increased up

to 250. But it is a matter of great regret that the library burnt into ashes in November/2010 when a sudden fire broke out. We have rejuvenated the library which is still in nascent stage.

b) **Internet facilities for staff & students:** The department has round the clock internet facility for its staff members and the Major students as well. Students are provided with updated information in their need.

c) Class rooms with ICT facility: **01**

d) Laboratories: **NIL**

33. Number of students receiving financial assistance from college, university, government or other agencies:

Year	No. of beneficiaries	Source	Remarks
2010-11	132	College/Govt.	
2011-12	248	College/Govt	
2012-13	225	College/Govt	
2013-14	580	College/Govt	

34. Detail on student enrichment programme (Special lectures/ workshops/ seminars) with external expert: **DEPARTMENTAL SEMINAR organised every year. SPECIAL LECTURE: Special lectures organised by the deptt. quarterly.**

Departmental Seminars held:

Year	Area of Seminar	Resource Person	Presentation	Total Participants
2010	Feminism in Anita Desai's poetry	E.H.Ansary, HoD, LOKD, College, Sonitpur.	10	23
2011	Importance of nature in Robert Forst's poetry.	Dr.D.Bordoloi, HoD, Sipajhar College, Darrang.	05	21
2012	Shakespearean Drama	Manimugdha Barthakur, Prof. Mangaldai College	06	59
2013	Dramatic Monologue in Robert Browning's poetry	Dr. D Bordoloi, HoD,(Eng.) Sipajhar College, Darrang.	08	45
2014	Shakespearean Sonnets	Dr. Niharanjan Misra, HoD,(Eng.) Mangaldai College.	07	23

35. Teaching methods adopted to improve student learning: **Lecture method, analysis method, group discussion etc. SPOKEN ENGLISH COURSE: We offer Spoken English and personality Development Course to the enthusiastic and desirous learners of the college and outside as well.**

36. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Our students participate in Community development programme, Cleanliness drive, a forestation drive in nearby areas every year. They also volunteered in EYE CAMP, HEALTH AWARENESS CAMP organised by the Extension Cell of the College.**

37. SWOC analysis of the department and faculty and future plans:

STRENGTH:

English is a compulsory subject of study; hence the student strength in both Major and general classes are quite satisfactory. We are altogether 06 nos of teachers including one non-sanctioned and two part timers. Teacher student relation and co-operation is praiseworthy.

WEAKNESS: Being a rural based college, most of our students are deficient in his/her level of motivation. Unlike the students of urban areas, our students are quite ignorant of different career opportunities relating to this subject.

OPPORTUNITY: English is an international language. Apart from academic pursuits students can opt for other career opportunities after graduation with Major in English and proficiency in the subject as well.

CHALLENGES:

Our College is located in a rural area. As most of the students come from underprivileged section of the society and they are unknown to the future prospect of the subject.

FUTURE PLAN: We have the following future plans:

- i) As a part of community services, holding Teachers' Orientation classes on 'English Language Proficiency' for the local school teachers.
- ii) To enable common students (having the local vernacular background) to speak English without fear psychosis through motivational classes.
- iii) Organizing of the Educational Excursion to the great universities of India to visit the university libraries.
- iv) Introducing the students to the job opportunities after graduation through career council cell of the college.
- v) To make literary magazines available in the department.

(A. Rahim)

Signature of HoD

EVALUATIVE REPORT OF THE DEPARTMENT

DEPARTMENT OF ASSAMESE

1. Name of the department: **Assamese.**

2. Year of establishment: **1981.**

3. Mission and vision of the department:

Vision: **The mission of the Department of Assamese, Kharupetia College is to impart quality education to the uneducated people of the society and also to the people of this under developed area of the locality of Kharupetia.**

Mission: (i) **To create interest among the students in the study of language and literature.**

(ii) **To promote creativity among the students.**

(iii) **To create self confidence among students to establish themselves**

(iv) **To develop qualities of good citizen among the students.**

4. Names of Programmes/Courses offered (UG/PG etc.): **HS (10+2) and UG (B.A Major and General Courses.**

5. Names of interdisciplinary courses and the departments/units involved: **Nil**

6. Annual/semester/choice based credit system (programme wise): **UG Courses (Major and General) offered with six semesters in three years duration & HS (10+2) Courses are conducted Annual basis.**

7. Participation of the department in the courses offered by other departments: **The teachers of Assamese department also involved with the Environmental studies in the college.**

8. Courses in collaboration with other universities, industries, foreign institutions etc.: **No.**

9. Details of courses/programmes discontinued (if any) with reasons: **No.**

10. Number of teaching posts:

Category	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	02	Filled
Asst. Professors	01	Filled

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M.Phil. etc.

Name	Qualification	Designation	Specialization	No. of years of experience	No. of Ph.D. students guided
Mrs. K.L. Saikia	M.A, M.Phil,	Associate Professor	Literature	29 yrs	
Dr. A. Begum	M.A., Ph.D.	Asst. Professor	-do-	26 yrs	
N.H. Sarkar	M.A, M.Phil,	Asst. Professor	Literature & Language	29 yrs	
Mrs. M.Parbin	M.A.	Asst. Professor	Literature	20 yrs.	

12. List of senior visiting faculty: **Nil**

13. Percentage of lecturers delivered and practical classes handled (programme wise) by temporary faculty: **Lecturers handled by temporary faculty. B.A (20%) &H.S classes(25%)**

14 Student-Teacher ratio (programme wise):

Name of the Courses	Teacher	Student	Ratio
B.A .General.	04	1007	250:1
B.A (Major Course)	04	30	10:1
H.S(10+2)	04	300	75:1

15. Number of academic support staff (technical) and administrative staff, sanctioned and filled: **No**

16. Qualifications of teaching faculty with D.Sc./D.Litt./Ph.D./ M.Phil. / PG:

Name of Faculty	D.Sc/D.Litt/Ph.D/M.Phil/P.G
Mrs. K.L. Saikia	M.A, M.Phil,
Dr. A. Begum	M.A., Ph.D.
N.H. Sarkar	M.A, M.Phil,
Mrs. M.Parbin	M.A.

17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **No**

18. Departmental projects funded by DST – FIST; UGC, ICSSR, etc. and total grants received: **No**

19. Research Centre/Facility recognized by the University: **No**

20. Publications: **One Departmental wall Magazine is published annually.**

l) Publication per faculty:

Number of papers published in peer reviewed journals (national/ international) by faculty and students:

Name of Faculty	Title of Paper	Name of Book/Journal
1. Mrs. K.L. Saikia	<i>a)Yodhuttar Yugar Asomiya Sutigalpar Naribadi Chinta.</i> 2013, Vol-1 Issue-1, Page-261, ISBN-978-81-910812-8-2	<i>Yudhuttar Yugar Asomiya Sutigalpor Artha-Xamajik Jeevonor Pratifalan</i>
2. Dr. A. Begum	<i>Domestic Violence Against Women in the Light of Protection of Human Rights.</i> Page No. 69 ISBN No. 819235804-6	<i>Women and Human Right</i>

Number of publications listed in International Database (for Eg. Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences, Dictionary, EBSCO host, etc.): **Nil**.

- m) Monographs: **Nil**
- n) Chapter in Books: **Nil**
- o) Books edited: **Nil**.
- p) Books with ISBN/ISSN numbers with details of publications: **Nil**
- q) Citation Index: **Nil**
- r) SNIP: **Nil**
- s) SJR: **Nil**
- t) Impact factor: **Nil**
- u) H-index: **Nil**

21. Areas of consultancy and income generated: **No**.

22. Faculty as members in: **No**.

a) National committees b) International Committees c) Editorial Boards.....

23. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme: **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research Nillaboratories/Industry/other agencies: **Nil**

24. Awards/Recognitions received by faculty and students: **No**.

25. List of eminent academicians and scientists/visitors to the department:

- i. **Dr. Kamaluddin Ahmed, Professor, Guahati University**
- ii. **Mr. Dimbeswar Barua, Associate Professot, Mangaldai College.**
- iii. **Mr. Mahendra Kataki, Associate Professor, Sipajhar College.**

26. Seminars/Conferences/Workshops organized & the source of funding: **No**.

a) National: **Nil**

b) International: **Nil**

27. Student profile programme/course wise:

Name of the Course/Programme		Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
B.A(Maj)	2009-10	10	06	04	02	100%
B.A(Gen)	2009-10	445	440	345	100	97%
B.A(Maj)	2010-11	08	08	04	04	98%
B.A(Gen)	2010-11	600	600	400	200	96%
B.A(Maj)	2011-12	40	30	22	08	100%
B.A(Gen)	2011-12	720	715	500	215	96%
B.A(Maj)	2012-13	50	30	20	10	100%
B.A(Gen)	2012-13	800	795	520	270	93%
B.A(Maj)	2013-14	70	42	25	17	100%
B.A(Gen)	2013-14	774	774	600	174	90%
B.A (Maj)	2014-15	80	30	18	12	Yet to appear in University Exam
BA (Gen)	2014-15	1050	1007	706	301	Yet to appear in University Exam

28. Diversity of students

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
BA, General	100%	0%	0%
BA, Major	100%	0%	0%
HS Course	100%	0%	0%

29. A) Programme-wise Results of the Department (Last 5 years): **GENERAL COURSE**

YEAR	Result in Final Examination		PC of pass
	Total Appeared	Total Passed	
2009-10	400	391	97%
2010-11	600	577	96%
2011-12	715	692	96%
2012-13	795	745	93%
2013-14	774	770	90%

B) Programme-wise Results of the Department (Last 5 years): **MAJOR COURSE**

YEAR	Result in Final Examination		PC of pass
	Total Appeared	Total Passed	
2009-10	06	06	100%
2010-11	08	08	100%
2011-12	30	22	73%
2012-13	30	26	86%
2013-14	22	22	100%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.?: **Nil**

31. Students progression:

Student progression	Against % enrolled
• UG to PG	30%
• PG to M.Phil.	05%
• PG. to Ph.D.	01%
• Ph.D to Post-Doctoral	Nil
• Employed	Campus-Nil Other than Campus- 60%
• Campus selection	
• Other than campus recruitment	
• Entrepreneurship/Self-employment	
	80%

32. Details of infrastructural facilities:

a) **LIBRARY**: There is a departmental Library in this department. It was started in the year 1998. At the initial stage it contained around 800 nos. of books. Since then we have been helping our students of Major Course students through these books. We maintain the records of the library with care.

b) **INTERNET FACILITY & THE STUDENTS**: The department has been facilitated with round the clock internet facility for the Faculty members and allowed for the Major students as well.

c) Class room with ICT facility: **01**

d) Laboratories: **No**

33. Number of students receiving assistance from college, university, government or other agencies:

Year	No. of beneficiaries	Source	Remarks
2010-11	132	College/Govt.	
2011-12	248	College/Govt	
2012-13	225	College/Govt	
2013-14	580	College/Govt	

34. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: Nil

35. Teaching methods adopted to improve student learning: **Lecture Method ,Unit test, Home Assignment, Group discussion, Field Trip, Remedial class, Periodic Revise, Departmental Seminar etc.**

36. Participation in Institutional Social Responsibilities (ISR) and Extension activities:

37. SWOC analysis of the department and Future plans:

STRENGTH: Modern Indian Language (MIL-Assamese) is one of the important departments in the college. Its inception in this college the department has offered MIL started offering major course of study since 1991. Result have been thoroughly found satisfactory. Both in H.S. level and B.A. level students', strength is quite remarkable. Teacher-student co-ordination is an important feature of this department.

WEAKNESS: Being a rural based college, in many respects, the department has some weakness. For instance, the dept. does not have sufficient staff members. Because the staff have been conducting MIL classes and Elective Language classes also. One Non-sanctioned lecturer Misira Parbin and besides three other Part-Time teachers helps us. Due to lack of sufficient teachers very often we find uneven teacher-student ratio.

OPPORTUNITY: Though we are not in a position to make arrangement for campus recruitment programs for our pass out students, still we try our bit of duty to guide to them to be well skilled in order to face day to day challenges. We have sufficient future plans to organize career counselling programs in association with different agencies, experts and entrepreneurs so as to make our students efficient leaders, administrators, patriots in future.

CHALLENGES: Due to the locational backwardness of the college, we face the following challenges as far as the entire circumstances are concerned:

- a. Low level of motivation on the part of the students.
- b. Lack of farsightedness on the part of parents and students as regards the subject.
- c. Scarcity of updated books, journals, magazines etc.

Future Plan:

- (i) To organize National Seminars.
- (ii) One departmental magazine will be published every year.
- (iii) Students will be taken for field-study.
- (iv) To take the students to visit the historical places which have relevance to the syllabus.

(K.L.Saikia)
Signature of HoD

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF SANSKRIT

1. Name of the department : **Sanskrit**
2. Year of Establishment : 1981
3. Mission and vision of the Department : Mission
 - i) To create interest in learning Sanskrit among students.
 - ii) To make students know the rich cultural heritage of India enshrined in Sanskrit books.
 - iii) To popularize Sanskrit among students.

Vision

 - i) To bring back the glorious position of Sanskrit.
 - ii) To make all students know the importance of Sanskrit.
 - iii) To Sanskritise the society.
4. Names of Programmes / Courses offered (UG/PG etc) : UG i) BA(Major) ii) BA9General
5. Names of Interdisciplinary courses and the departments/units involved : Nil.
6. Annual/ semester/choice based credit system (programme wise) : Semester/CBCS
7. Participation of the department in the courses offered by other departments : Assamese, Environmental Studies.
8. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
9. Details of courses/programmes discontinued (if any) with reasons : Nil
10. Number of Teaching posts :

Category	Sanctioned	Filled
Professors	-	-
Associate Professors	Two	Two
Asst. Professors	-	-

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No.of Years Of Experience	No. of Ph.D. Students guided
Dr. Parimal Kr. Datta	M.A. (Triple), M.Ed. Ph. D	Associate Professor	Literature	17 years	
Aparajita Devi	M.A. B.Ed.	Associate Professor	Literature	15 Years	

12. List of senior visiting faculty : Nil
13. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Contractual teachers: 10%
14. Student -Teacher Ratio (programme wise): 20:1
15. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
16. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: Ph. D. – 1, P.G. - 1
17. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
18. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
19. Research Centre /facility recognized by the University: Nil

20. Publications:

- * a) Publication per faculty : **Parmal Kumar Datta**
: (1) Sanskrita Vani Manjari, Kamakhya Book Stall, Guwahati
(2) Subodh Sanskrit Path, Bina Library, Guwahati
(3) Tantra its relvance to modern times, Punthi Pustak, Kolkata.
(4) Studies in Taratantra, Punthi Pustak, Kolkata.

- * Number of papers published in peer reviewed journals (national /international) by faculty and students : Dr. Parimal Kumar Datta – 5
: Aparajita Devi - 02

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, and Humanities International Complete, Dare Database - International Social Sciences: Nil Directory, EBSCO host, etc.) :

- * Monographs : Nil
* Chapter in Books : 01 ‘Uses of medicinal plants and herbs in the indigenous medical treatments in Assam’ published in *Socio-Economic Development in N.E. India: A Comprehensive Approached* By Dr. Jayanta Baruah, Published by Krantikala Prakashan

- * Books Edited : Nil
* Books with ISBN/ISSN numbers with details of publishers:
(i) **Tantra its relvance to modern times**

10:8186791837 Publisher:-PunthiPustakBidhanSarani Kolkata, West Bengal, India.
13:9788186791837

(ii) **Studies in Taratantra**

9789381209158 Publisher:-PunthiPustakBidhanSarani Kolkata, West Bengal, India.

10:9381209154

* Citation Index:

* SNIP:

* SJR:

* Impact factor:

* h-index:

21. Areas of consultancy and income generated: Nil

22. Faculty as members in:Nil

a) National committees b) International Committees c) Editorial Boards.... 1, Member, Editorial Board, Kharupetia College, Dr. Parimal Kr. Datta.

23. Student projects: Nil

a) Percentage of students who have done in-house projects including inter departmental/programme:Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

24. Awards / Recognitions received by faculty and students:

DR. PARIMAL KUMAR DATTA – Faculty.

Awards:

Sl.No.	Name	Year	Offered by	Offered for	Examination
1	Jawaharlal Nehru Memorial Award	1973	University Grants Commission	First Class First Position	B. A. Honours in Sanskrit
2	SrimatTaracharanParamhamsa Silver Medal Award	1973	Calcutta University	First Class First Position	B.A. Honours in Sanskrit
3	Prasanna Kumar Sarbadhikari Silver Medal Award	1973	Calcutta University	First Class First Position	B.A. Honours in Sanskrit
4	G. C. Das Memorial Award	1973	Calcutta University	First Class First Position	B.A. Honours in Sanskrit
5	Dr. Jayamanta Mishra Award	2008	All India Oriental Conference	Best Performance in Classical Sanskrit Section in the 44 th All India Oriental Conference at Kurukshetra University	

6	Padmashri Prof. Sumati Mutatkar	2012	All India Oriental Conference	Best performance in Technical Science Section in the 46 th Session at Kashmir University	
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25. List of eminent academicians and scientists / visitors to the department: Nil

26. Seminars/ Conferences/Workshops organized & the source of funding: Nil

a) National: Nil

b) International: Nil

27. Student profile programme/course wise:

Name of the Course/programme Year	Name of the course	Applicati ons Received	Selected	Enrolled		Pass percentage
				Male	Female	
2010-11	B.A. (T.D.C.) General	9	9	-	9	75%
2011-12	1 st sem. (General)	6	6	2	2	100%
2012-13	1 st Sem (Major)	1	1	1	X	Yet to appear in final exam.
	1 st Sem (General)	23	23	2	21	Do
2013-2014	1 st Sem (Major)	05	05	X	05	Do
	1 st Sem (General)	31	31	10	21	Do
2014-15	1 st Sem (Major)	04	04	X	04	Do
	1 st Sem (General)	16	16	04	12	Do

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG, TDC semester	100%	NIL	NIL

29. Programme-wise Results of the Department (Last 5years): TDC Final (3rd year)

B.A. T.D.C.	→	2009-2010 (G)	08	08	100%
Do	→	2010-2011 (G)	06	06	100%
Do	→	2011-2012 (G)	05	05	100%
Do	→	2011-2012 (M)	01	01	100%
Do	→	2012-2013 (G)	08	06	75%
B.A. 6 th Sem. (Final)	→	2013-2014 (G)	04	04	100%

230. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil

31. Student progression

Student progression	Against % enrolled
UG to PG	5%
PG to M.Phil	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	5%
Entrepreneurship/Self-employment	2%

32. Details of Infrastructural facilities

- a) Library : Central Library, Departmental Library
 b) Internet facilities for Staff & Students : Only for staff and students.
 c) Class rooms with ICT facility : One class room with ICT facility.
 d) Laboratories

33. Number of students receiving financial assistance from college, university, government or other agencies/Individual: 10

34. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

35. Teaching methods adopted to improve student learning: Lecturer Method, Discussion Method, Question- Answer Method.

36. Participation in Institutional Social Responsibility (ISR) and Extension activities : Awareness Program regarding AIDS, CANCER, POLLUTION.

37. SWOC analysis of the department and Future plans

Strengths:

- Cordial relation between students and teachers.
- Dedicated teachers.
- Devoted students.

Weaknesses

- Students have no Sanskrit background
- Most of the students are economically backward.
- Lack of Sanskrit text and reference books in Assamese Medium.
- Poor roll strength.

Opportunities:

- i. Students having fluency in Sanskrit speaking may be well placed in other parts of the country and even in foreign countries.
- ii. Sanskrit students may be appointed to the posts of Sanskrit teachers in central schools and other private institutions run by the organizations like Ramkrishna Mission, Bharat SevashramaSangha, Art of Living, SatyaSai Mission, AryaSamaj, SrimantaSankardeva Mission, Maharshi Mahesh Yogi etc.

Challenges:

- i. Sanskrit is not taught in feeder schools and educational institutions.
- ii. Lack of job opportunities in future in Assam.
- iii. Growing disinterest in Sanskrit among students.

Future Plans:

Department of Sanskrit will undertake the following programs in future:

- i. Holding of the Departmental Seminars thrice a year.
- ii. Holding of the meetings in the schools of this locality with the students and teachers regarding the choice of Sanskrit as an Elective subject in classes IX and X.
- iii. Organizing of the Sanskrit Conversation Camps in the college at least once a year.
- iv. Approaching to the local industrialists and business men for providing Sanskrit students with financial assistance.
- v. Organizing of the Educational Excursions to the Sanskrit learning centres in India.

Parimal Kumar Datta

Signature of HoD

EVALUATIVE REPORT OF DEPARTMENT
DEPARTMENT OF ARABIC

1. Name of the Department : **Arabic**
2. Year of Establishment : **1981**
3. **Mission and Vision of the Department** : The core missions of Arabic Department is to provide Quality Education among the Students, popularize Arabic, develop human resources in the field of Arabic- Oriented Job opportunities and to strengthen national Unity and Integrity.
Vision :-As the Indo-Arab trade and cultural relation is increasing with the change of time,so the demand for Arabic knowledge is rising in different sectors. To meet up the demands in this fields, modern technical aids to disseminate Arabic language and motivate the learners will be used. In addition, Spoken and Functional Arabic would be introduced in our College.
4. Name of Programmes / Courses offered (UG/PG) : **BA.(Major).and B.A.(General)**
5. Names of Inter disciplinary Courses and the departments/ units involved :**Nil**
6. Annual/ semester/choice based credit system (programme wise): **B.A.-Semester system**
H.S.-Annual system
7. Participation of the department in the courses offered by other departments: **The faculty members of this department are engaged as supervisors of field study works and evaluation works of Env. Studies.**
8. Courses in collaboration with other universities, industries, foreign institutions: **Nil**
- 9.Details of courses/programmes discontinued (if any) with reasons.: **Nil**

10.Number of Teaching posts:

Category	Sanctioned	Filled
Professors	-	-
Associate Professors	03	03
Asst. Professors	01(Non-sanctioned)	01

11. Faculty profile with name, qualification, designation, specialization,(D.Sc./ D.Litt/ Ph.D./ M.Phil. etc,)

Sl.No	Name	Qualification	Designation	Specialization	No. of yrs of experience	No. of Ph.D Students guided
01	N.Jaman	M.A. B.ED	Associate Professor and HoD	Arabic Literature	21 yrs	Nil
02	Zakir Hussain Ahmed	M.A.	Associate Professor	Arabic Literature	19 yrs	Nil

03	Imran Ali	M.A.	Associate Professor	Arabic Literature	19 yrs	Nil
04	Jaber Ahmed	M.A. M.M.	Asst. Professor	Arabic Language	16 Yrs	Nil

12. List of senior visiting faculty : Nil

13. Percentage of Lectures delivered and practical classes handled (programme wise) by temporary faculty :20%

14. Student- Teacher Ratio (programme wise) :50:1

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled :

16. Qualifications of teaching faculty with DSc / D.Litt./Ph.D /M.Phil / P.G.: Post Graduate.

Sl. No	Name	Qualification	Designation	No. of yrs of experience	No. of Ph.D Students guided
01	N.Jaman	M.A. B.ED	Associate Professor and HoD	21 yrs	Nil
02	Zakir Hussain Ahmed	M.A.	Associate Professor	19 yrs	Nil
03	Imran Ali	M.A.	Associate Professor	19 yrs	Nil
04	Jaber Ahmed	M.A. M.M.	Asst. Professor	16 Yrs	Nil

17. Number of Faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

18. Departmental projects funded by DST –FIST; U.G.C., DBT, ICSSR, etc. and total grants received : Nil

19. Research Centre / Facility recognized by the University : Nil

20. Publications :

*a) Publication per faculty : Nil

*Number of papers published in peer reviewed journals (national/ international) by faculty and students : Nil

* Number of publications listed in I*International database (For Eg: Web of Science, Scopus, Humanities International, Dare Database-International Social Sciences Directory, EBSCO host, etc.)

* Monographs: Nil

* Chapter in Books : Nil

* Books Edited : Nil

* Books with ISBN/ ISSN numbers with details of publishers : Nil

* Citation Index : Nil

* SNIP : Nil

* SJR : Nil

* Impact factor : Nil

* h- index : Nil

21. Areas of consultancy and income generated : Nil

22. Faculty as members in : Nil

a) National Committees b) International Committees c) Editorial Boards...Nil

23. student projects :Dissertation paper submission. Nil

a) Percentage of students who have done in- house projects including

inter departmental programmes :Nil

b) Percentage of students placed for projects in organizations outside the Institution i.e. in Research Laboratories/ Industry/ other agencies

24. Awards / Recognitions received by faculty and students : Nil

25. List of eminent academicians and scientist/ visitors to the department:Nil

26.Seminars/Conferences/Workshops organized & the source of funding:

a) National: Nil

b)International: Nil

27.Student profile programme/ course wise:

Year	Name of the course/programme	Application received	Selected	Enrolled		Pass percentage
				Male	Female	
2010-11	B.A					
2011-12	B.A. 1 st Semester	18	16	16	00	
2012-13	B.A. 1 st Semester	16	16	16	00	
2013-14	B.A. 1 st Semester	16	16	16	00	88.8%

28.Diversity of students:

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A.	100%	-	-
HS	100%	-	-

29.Programmes wise result of the Department(Last 5 years)

Sl.No	Name of the Class	Year	No of Student appeared in Final Examination	Result		Pass percentage	Remark
				pass	fail		
01	B.A.Part111 (M)	2009-10	07	06	01	85.71%	
02	Do	2010-11	05	05	00	100%	
03	Do	2011-12	06	06	00	100%	
04	Do	2012-13	05	05	00	100%	
05	Do	2013-14	16	16	00	100%	

Sl.No	Name of the Class	Year	Nos. of Student appeared in Final Examination	Result		Pass percentage	Remark
				pass	fail		
01	B.A part 111(G)	2009-10	06	05	01	83.33%	
02	B.A part 111(G)	2010-11	04	03	01	75%	
03	B.A part 111(G)	2011-12	04	04	00	100%	
04	B.A part 111(G)	2012-13	05	04	01	80%	
05	B.A part 111(G)	2013-14	02	01	01	50%	

30. How many students have cleared national and state competitive examinations such as NET, SLET,GATE, CIVIL services, Defend services, etc ? : Nil

31. Student progression :

Student progression	Against% enrolled
UG to PG	15%
P.G.to M.Phil	10%

P.G. to Ph.D.	5%
Ph.D. to post Doctoral	Nil
Employed . Campus selection . Other than campus recruitment	15%
Entrepreneurship/ Self- employment	20%

32. Details of infrastructural facilities

a) Library : Yes

b) Internet facilities for staff and students: Internet facilities for staff available.

c) Class rooms with ICT facility: Nil

d) Laboratories: Nil

33. Number of students receiving financial assistance from college, university, government or other agencies: 30 students.

34. Details on student enrichment programmes(special lectures / workshops / seminar) with external experts.:

1) Total number of departmental Seminars held

Year	No. of seminars held	level
2010	02	Departmental
2011	02	
2012	02	
2013	02	

35. Teaching methods adopted to improve student learning: **Lecture Method, Questions-Answers Method.**

36. Participation in Institutional Social Responsibility (ISR) and Extension activities: **The faculty members and the students of the department with help of other departments visit the adjoining villages of the College during vacations to take stock of the socio economic condition of the people.**

37. SWOC analysis of the department and future plans:

Strength:

Energetic and dedicated teacher.

Devoted students.

Weakness:

.Lack of sufficient reference books.

Students are weak in functional Arabic as well as in English due to lack of study and practice.

Some students are irregular in class due to financial crisis.

Opportunity: There are some provincialized Madrassa and Arabic Colleges in this area in which the students acquire knowledge of Arabic and Urdu Language and Literature in addition to other subjects. Many students of Arabic background get themselves admitted in our College from these Institutions and secure highest marks in the Council and University Examinations. Students having fluency in Arabic speaking may be well placed in other parts of the country and even foreign

countries. Arabic students may be appointed to the post of Arabic teachers in schools, private institutions and private sectors run by the Companies and organizations.

Challenges :1) Lack of Job opportunities in future in Assam.

2) Growing disinterest in Arabic among students.

Future plan:

- To open certificate course in Spoken Arabic.
- To organize inter departmental seminars with external experts.
- To motivate students to learn the new trends of Arabic language.

Signature of HoD
Deptt.of Arabic

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF HINDI

1. Name of the Department : HINDI
2. Year of Establishment : 1981
3. Mission and Vision of the department :

Mission :-

i) To create interest in learning Hindi among students.

ii) To make Students know the rich cultural heritage of India enshrined in Hindi books.

iii) To popularize Hindi among students as national language.

Vision :-

- i) To bring back the glorious position of Hindi Literature.
- ii) To make all students know the importance of Hindi.
- iii) To imbibe Morality in the society.

4. Name of Programme / Course offered : i) B.A. Major & General Course.
ii) H.S.MIL&AdvanceHindiCourse.
5. Names of Interdisciplinary Courses and the Departments / units involved : Nil
6. Annual / Semester / Choice based credit system (Programme wise) : i) B.A. Semester system
ii) H.S. Annual system
7. Participation of the department in the Courses Offered by other departments : Assamese
8. Courses in collaboration with other Universities, Industries , foreign institutions etc. : Nil
9. Details of Courses / Programmes discontinued (if any) with reasons : Nil
10. Number of Teaching posts :-

Category	Sanctioned	Non-Sanctioned	Filed
Professors	Nil	Nil	Nil
Associate Professor	1	---	1
Asst. Professors	1	1	2

11. Faculty profile with name , qualification , designation , specialization, (D.Sc./D.Litt./ Ph.D/M.Phil.etc.) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students Guided
Sikkdar Anowarul Islam	M.A	Associate Professor	Nil	17 Years	Nil
Abdul Matin	M.A. M.Phil	Asst. Professor	Nil	25 Years	Nil

Mustafa NuruzZaman	M.A	Asst. Professor	Nil	17 Years	Nil
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12. List of senior visiting faculty : Nil.
13. Percentage of lectures delivered and Practical class handled (Programme wise)
By Temporary faculty. : 10% Lectures delivered by Temporary Faculty.
14. Student – Teacher Ratio (Programme wise) :
i) B.A. Classes : 17:1,
ii) H.S. Classes : 30:1,
15. Number of academic support staff (technical) and administrative staff. Sanctioned and filled : Nil
16. Qualifications of Teaching faculty with Dsc/D.Litt/ Ph.D/ M.Phil/ PG:-

SL No.	Name of Teacher	Qualification
1	SikdarAnowarul Islam	M.A
2	Abdul Matin	M.A., M.Phil.
3	Mustafa NuruzZaman	M.A., Prabin

17. Number of faculty with ongoing projects from
a) National, b)International funding agencies and grants received : Nil
18. Departmental Projects funded by DST-FIST, UGC, DBT, ICSSR,etc. and total grants received : Nil
19. Research Center / facility recognized by the University : Nil
20. Publications :
a) Publication Per faculty :-
(A) Paper Published in Journals

Name	SL No	Title with Page Nos.	Name of Journal	ISSN / ISBN No	Publisher & Year
SIKDAR ANOWARU L ISLAM	1.	Baratendu Harichandra our Lakshminath Bezbaruah: Ek Vihangam Dristi, Page No. 73--76	Anoosandhan (Trimasik ShoodhPatrika)	ISSN: 0975-850x	Shagupta Niyaas, Aligarah, U.P, 2012
	2	Chayabadi Kavyonmein Rastriyaevang Sanskritik Chetona, Page. 239 -- 246	@ panorama	ISBN : 978-1-62590-050-0	Vision Publications, New Delhi-25, 2012
ABDUL MATIN	1	Asomiya Upanyaskar Birinchi Kumar Baruah	Samanvaya : Poorvoter	Kendriya Hindi	ISSN : 2231-6132

		our PremchandkeUpanyason ki Naayikaen, Page Nos :- 154--157		Sansthan, Khsetriya Kendra, Shillong, 2011	
	2	Premchand our unka NatyaSahitya. Page No:-234- -238	@ panorama	Vision Publication s, New Delhi-25, 2011	ISBN :978- 1-62590- 050-0

(B) Articles / Chapter Published in Books :

Name	SL No.	Title with Page Nos	Book Title , editor	Publisher , Year	ISSN / ISBN No.
SIKDAR ANOWARUL ISLAM	1	Mahakabi Surdas our unki Bhakti Bhavna, Page No. 139--149	Madhyayugin Kavyadhara (Bhaktikavya), editor : Dr. Satyajit Kalita	Assam Book Hive Guwahati- 781001, 2011	ISBN : 978-93- 80247- 15-1
	2	Ghanand : Kavyagat Visheshataen, Page No. 155—168	Madhyayugin Kavyadhara : Ritikavya, editor : Dr. SatyajitKalita	Assam Book Hive, Guwahati- 781001, 2012	ISBN : 978-93- 80247- 18-12
	3	Sumitranandan Pant: Kavyagat Visheshatayen (Parivartan Kavitate Sandarbhmein) Page Nos. 107--118	Adhunik Hindi Kavyadhara, editor : Dr. Satyajit Kalita	Assam Book Hive, Gyawahati- 781001, 2014	ISBN : 978-93- 80247- 09-0
Mustafa Nuruz Zaman	1	Mahadevi Venma : Bedona Bhav , Page :- No – 98-106	Adhunik Hindi Kavyadhara, editor : Dr. S. Kalita	Assam Book Hive, Guwahati - 1 2014	978-93- 80247- 09-0

(C) Books Published as single author or as Editor :

Name	SL No.	Title of Books	Type of Books	Publisher , Year	ISSN / ISBN No.
SIKDAR ANOWARUL ISLAM	1	KavyonmeinRas, Chanda our Alankar	Reference Book for H.S & B.A. Classes	Assam Hindi Prakashan Guwahati , 2011	

21. Ares of consultancy and income generated : Nil.

22. Faculty as members in a) National committees : Nil.
 b) International committees : Nil.
 c) Editorial Boards : Nil.
23. Students projects : Academic small projects has been done by B.A 6th Semester (Major) Students for their 6.6 paper in Final Exam./ 2014.
- a) Percentage of Students who have done-
 in house projects including inter Department : Nil.
- b) Percentage of students placed for projects
 in organizations outside institution i.e. in
 Research laboratories/Industry/other agencies: Nil
24. Awards / Recognitions received by
 faculty and students : Nil
25. List of eminent Academicians and scientists /
 visitors to the department : Nil.
26. Seminars / Conferences / Workshops
 organized& the source of funding : a) National : Nil
 b) International : Nil
27. Students Profile Programme / course wise :-

Year	Name of the course/ programme	Applications received	Selected	Enrolled		Pass percentage
				Male	Female	
2009-10	B.A. (Major)	06	05	02	03	80%
	B.A. (Gen./MIL)	05	05	01	04	100%
2010-11	B.A.(Major)	05	05	03	02	100%
	B.A.(MIL/Gen)	02	02	01	01	100%
2011-12	B.A.(Major)	07	06	03	03	100%
	B.A.(MIL/Gen)	02	02	01	01	50%
2012-13	B.A.(Major)	16	15	11	04	100%
	B.A.(MIL/Gen)	02	02	Nil	02	50%
2013-14	B.A.(Major)	25	24	19	05	
	B.A.(MIL/Gen)	15	15	12	03	

28. Diversity of Students :

Name of the Course	% of Students from the same state	% of Students from the same states	% of Students from abroad
UG.	100%	Nil	Nil

29. Programme wise result of the Department (Last 5 Years)

Year	Course	Pass Percentage
2009-10	B.A (M)	80%
	B.A (G)	100%
2010-11	B.A (M)	100%
	B.A (G)	100%
2011-12	B.A (M)	100%
	B.A (G)	50%
2012-13	B.A (M)	100%
	B.A (G)	50%
2013-14	B.A (M)	100%
	B.A (G)	100%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services ,Defense services etc . : Nil.

31. Students progression :

Students progression	Against % enrolled
U G to P G	70%
P G to M. Phil	30%
P G to Ph.D	Nil
Ph.D to Post- Doctoral	Nil
Employed Campus selection Other then Campus recruitment	10%
Self – employment	30%

32. Details of Infrastructural facilities :
 Library : Departmental Library
 Internet facilities : For staff and students
 Class rooms with ICT facility : 01 common ICT facility class room
 Laboratories : Nil.

33. Number of student receiving financial assistance from College , university, Government or other agencies :
 i) 05 students from college Fund,
 ii) 03 students from govt. of India

34. Details of students enrichment programmes (special lectures/ workshop/ seminar) with external Experts. : Nil.

35. Teaching Methods adopted to improve Students learning :Project method (lecture & Discussion method).

36. Participation in Institutional Social Responsibility (ISR) and Extension activities : Cleanliness Programme in locality

37. SWOC analysis of the department and future plans :

Strength : i) Cordial relation between students and teachers .
ii) Dedicated teachers.
iii) Devoted Students .

Weakness : i) Students have no Hindi background .
ii) Most of the students are economically background .
iii) Lack of Hindi text and reference in Assam.

Opportunities:i) Students having fluency in Hindi speaking may be Well placed in other parts of the country and even in foreign countries .
ii) Hindi students may be appointed to the posts of Hindi teachers in state and central schools and other private institutions . They also may be appointed to various posts under central govt.

Challenges :i) Hindi is not taught in feeder schools and educational Institutions.
ii) Lack of job opportunities in future in Assam .
iii) Growing disinterest in among students .

Future plans :i) Holding of the departmental Seminar Half-Yearly .

ii)Holding of the National Seminar as soon aspossible .

iii)Holding of the meeting in the neighbour Schools with the Hindi teachers and students regarding the choice of Hindi as an Elective Subject in class viii, ix and x .

iv) Organizing of the “ Hindi Divas” in the college every year in the month of September .

v)Approaching to the local Business men, whose mother –tongue is Hindi for providing Hindi – students with financial assistance .

vi) Organizing to the Educational Excursions to the Hindi learning Centre in India .

(Sikdar Anowarul Islam)
HoD
Deptt.of Hindi

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF MATHEMATICS

1. Name of Department : Mathematics
2. Year of Establishment : 1996
3. Mission and Vision of Department : **Mission**
 - i) To create interest in learning Mathematics amongst students.
 - ii) To make the student rational and enable them to judge scientifically
 - iii) To develop self confident for solving mathematical problem among the students
 - iv) To develop the habits of logical thinking and logical reasoning among the students**Vision**
 - i) To bring back the glorious position of Mathematics
 - ii) To make all students know the importance of Mathematics
 - iii) To make students efficient in practical applicability of Mathematics.
4. Name of Programmes/Courses Offered (UG/PG etc) : UG i)BA(General)
5. Names of interdisciplinary courses And the department/units involved : Environmental Studies.
6. Annual/Semester/Course based credit System (Program wise) : Semester
7. Participation of the department in the Course offered by other departments:

The Associate Professor ,Abdur Rahman,Department of Mathematics has participated every year in some other courses like- Economics and U.G. and P.G. classes offered by IDOL ,Kharupetia College Study Centre, Gauhati University and some other classes offered by Krishna Kanta Handique State Open University respectively. As we are the teacher of Mathematics department, we have also taken some training classes of DL.ED trainees conducted by Kharupetia College KKHSOU centre.
8. Course in collaboration with other Universities, industries, foreign institution Etc. : NIL
9. Details of courses/programmes Discontinued (if any) with reasons : NIL

10. Number of Teaching posts :

Category	Sanctioned	Filled
Professors		
Associate Professors	One	one
Asst. Professors		

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt/Ph.D./M.Phil. etc)

Name	Qualification	Designation	Specialization	No. Of years of experience	No. Of Ph. D. Students guided
Abdur Rahman	M.Sc.	Associate Professor	Relativity	18 years	

12. List of senior visiting faculty : NIL

13. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty. : NIL

14. Student-Teacher Ratio (Programme wise). : 10:1

15. Number of academic support staff (technical) and administrative staff sanctioned and filled.: Nil

16. Qualification of teaching faculty with D.Sc/D,Litt/Ph. D./M.Phil./PG.M.Sc : M.Sc :-1

17. Number of faculty with ongoing project from a) National b) International funding agencies and grant received : NIL

18. Departmental project funded by DST – FIST, UGC, DBT, ICSSR etc and total grant received. : NIL

19. Research Centre/facility recognized by the University : NIL

20. Publication :

- Publication per faculty :
- Number of Paper published in peer reviewed journals (National/International) by faculty and student : Nil
- Number of publication listed in international database(E.g.: Web of science, Scopus, Humanities international complete, dare database – international social sciences directory, EBSCO host etc :-Nil
- Monographs :-Nil
- Chapter in books :-Nil
- Books Edited :-Nil
- Books with ISBN/ISSN numbers with detail of publication :-Nil
- Citation index :-Nil
- SNIP:-Nil
- SJR :-Nil
- Impact factor:-Nil
- H-index :-Nil

21. Areas of consultancy and income generation :-Nil

22. Faculty as member in

a) National Committees :-Nil

b) International Committees :-Nil

23. Editorial boards Student project

- a) Percentage of student who have done in-house projects including inter departmental/programme :-Nil
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratory/Industry/other agencies :-Nil
24. Awards/Recognition received by faculty and students :-Nil
25. List of eminent academicians and scientist/visitor to the department :-Nil
26. Seminar/Conference/Workshops organised and the source of funding
- a) National :-Nil
- b) International :-Nil
27. Student profile programmes/course wise:

Name of the course/programme year	Name of the course	Application received	Selected	Enrolment		Pass Percentage
				Male	Female	
2009-10	B.A. (T.D.C.)	02	02	02	Nil	50
2010-11	B.A. (General)	02	02	02	Nil	50
2011-12	B.A. 1 st Sem	02	02	02	Nil	50
	B.A. 2 nd Sem	01	01	01	Nil	100
2012-13	B.A. 1 st Sem	03	03	03	Nil	100
	B.A. 3 rd Sem	01	01	01	Nil	100
2013-14	B.A. 1 st Sem	01	01	01	0	100
	B.A. 2 nd Sem	01	01	01	0	100
	B.A. 3 rd Sem	02	02	02	0	100
2014-15	B.A. 1 st Sem	03	03	03	0	
	B.A. 3 rd Sem	01	01	01	0	
	B.A. 5 th Sem	02	02	02	0	

28. Diversity of students :

Name of the Course	% of students from the same sate	% of students from other states	% of student from abroad
UG, TDC Semester	100%	NILL	NILL

29. Program wise result of the Department (Last % Years) TDC Final (3rd Year)

B.A. T.D.C. → 2009-2010 (G)	50%
B.A. T.D.C. → 2010-2011 (G)	50%
B.A. T.D.C. → 2011-2012 (G)	75%
B.A. T.D.C. → 2012-2013 (G)	100%
B.A. T.D.C. → 2013-2014 (G)	100%
B.A. T.D.C. → 2014-2015 (G)	

30. How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civil services, Defence Services etc.

31. Student progression

Student progression	Against % enrolled
UG to PG	Nil
PG to M.Phil	Nil
Ph.D. to Ph.D.	Nil
Ph.D to Post Doctoral	Nil
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitments 	100%
Entrepreneurship/Self-employment	

32. Detail of infrastructural facilities

- a) Library : Central library, Departmental library
 b) Internet facilities for staff & students: **Both for staff and students**
 c) Class room with ICT facility : 01

33. Number of student receiving financial assistance from department/college, university government or other agencies/individual/

Late Haji Maju Sheikh&Late Abdus Samad memorial cash incentive of Rs. 1000 (Rupees One Thousand) is given to ten students each year offering mathematics as a general subjects in T.D.C. classes the amount is donated by Abdur Rahman, HoD & Associate Professor, Department of Mathematics :

Year	Number of students	Financial Assistants @ Rs. 1000/=Per selected students	total
2010-11	2	2x1000	2000
2011-12	1	1x 1000	1000
2012-13	3	3x1000	3000
2013-14	3	3x1000	3000
2014-15	3	3x1000	3000

34. Detail of student enrichment programmes (special lectures/ workshop/seminar) with external experts:-Nil

35. Teaching methods adopted to improve students' learning:

Lecture Method, Discussion, Method, and Question – Answer Method

36. Participation in institutional Social

Responsibility (ISR) and Extension activities

: Awareness program regarding Mathematical Application

37. SWOC analysis of the department and future plans

Strengths:

- i) Cordial relation between students and teachers
- ii) Dedicated Teachers
- iii) Devoted Teachers

Weakness:

- i) Most of the students admitted to higher secondary classes with very poor marks in mathematics, so they are less interested to take mathematics as one of their subject.
- ii) Most of the students are economically backward
- iii) As there is no science stream , so most of the meritorious students who are willing to take mathematics do not prefer to be admitted in our college
- iv) As there is no facility of mathematics subject at the nearby higher secondary level schools in our area.

Opportunities:

- i) Students having interest in mathematics may be well placed in other parts of the country and even in foreign countries.
- ii) Students' studied with mathematics may be appointed to the post of Mathematics teachers in any schools and other banks and private institutions etc.

Challenge:

- i) Mathematics is not taught in feeder schools and educational institution.
- ii) Rapid unemployment problem in Assam
- iii) Growing disinterest in Mathematics among students

Future Plan:

- i) **Holding of the departmental Seminar thrice a year.**
- ii) **Holding of the meeting in the schools of this locality with the students and teachers regarding the choice of Mathematics as an Advance subject in classes IX and X**
- iii) **Organisation of the Mathematics awareness camp in the college at least a year.**
- iv) **Approaching to the local industrialist and business men for providing Mathematics students with financial assistance.**
- v) **Organisation of educational excursions to the Mathematics learning centres in India**

(A. Rahman)

Signature of HoD

Department of Mathematics

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF GEOGRAPHY

1. Name of the department : **GEOGRAPHY**
2. Year of Establishment : 1996
3. Mission and vision of the Department : Mission
 - i) To create interest in the field of Geography among the student of the locality.
 - ii) To understand the student about the World as their home.
 - iii) To preserve natural resources for future generation and for the betterment of mankind.

Vision

 - iv) To bring back the glorious position of Geography
 - v) To make all students know the importance of Geography
 - vi) To aware the student about the pollution free environment.
4. Names of Programmes / Courses Offered (UG/PG etc) : UG (B.A)
5. Names of Interdisciplinary courses and the departments/units involved : Nil
6. Annual/ semester/choice based credit system (programme wise) : Semester
7. Participation of the department in the Courses offered by other departments : Environmental Studies.
8. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
9. Details of courses/programmes discontinued (if any) with reasons : Nil
10. Number of Teaching posts :

Category	Sanctioned	Filled
Professors		
Associate Professors	One	One
Asst. Professors		

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No.ofYears OfExperience	No.of Ph.D. Students guided
BhupendraNath Borah	M.A.	Associate Professor	Agricultural Geography	18 years	Nil
Dr.KalidasSarma	M.A., Ph.D	Assistant Professor	Planning and political geography	16 years	Nil

12. List of senior visiting faculty: Nil

13. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty : Nil

14. Student -Teacher Ratio (programme wise): 55:1

15. Number of academic support staff (technical) and administrative staff; sanctionedand filled:**nil**

16. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.: Ph. D. – 01, P.G. - 01

17. Number of faculty with on-going projects from a) National b) International fundingagencies and grants received: Nil

18. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and totalgrants received:- Nil :

19. Research Centre /facility recognized by the University: Nil

20. Publications:

* a) Publication per faculty

: **Dr. KalidasSarma**

i) Geography of crime , Assam 1975-2001.EBH publisher (India),136,M.N.Road,Panbazar, Guwahati,ISBN no-978-93-80261-07-2 Published in the year 2010.

ii) Book chapters;-Crime pattern analysis of Brahamaputra Valley during and around the period of Assam Agitation. ISBN no - 978819038349-3 published in the year 2012

* Number of papers published in peer reviewed journals (national /international) by faculty and students

: Dr. Kalidas Sarma

i) Spatio –temporal pattern of violent crime in Brahamaputra valley , Assam1975-2001, International Journal, Asian Profile. Vol.39

* Number of publications listed in International Database (For

Eg: Web of Science, Scopus, Humanities International

Complete, Dare Database - International Social Sciences
Directory, EBSCO host, etc.) :

- * Monographs
- * Chapter in Books : Nil
- * Books Edited : Nil
- * Books with ISBN/ISSN numbers with details of publishers: Nil

* Citation Index: Nil

* SNIP: Nil

* SJR: Nil

* Impact factor: Nil

* h-index: Nil

21. Areas of consultancy and income generated: Nil

22. Faculty as members in: Nil

a) National committees b) International Committees c) Editorial Boards.

23. Student projects: Nil

a) Percentage of students who have done in-house projects: Nil including inter departmental/programme: Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

24. Awards / Recognitions received by faculty and student: Nil

25. List of eminent academicians and scientists / visitors to the department: Nil

a) Head Of the Deptt. Geography, Gauhati University Prof. A.K.Bora

b)Head Of the Deptt. Geography,Mangaldai College Sri M.R.Medhi.

c)Associate Professor , Mangaldai College , Sri H. Deka

26. Seminars/ Conferences/Workshops organized & the source of funding:

a) National: Nil

b) International: Nil

27. Student profile programme/course wise:

Year	Name of the Course/programme	Applications Received	Selected	Enrolled		Pass percentage
				Male	Female	
2010-11	UG Course	19	19	17	02	90 %
2011-12	-do-	23	23	20	03	87.5 %
2012-13	-do-	43	43	29	14	64 % (Result upto 4 th sem.)
2013-14	-do-	55	55	40	15	67 % (Result upto 2 nd sem.)

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG, TDC semester	100%	NIL	NIL

29. Programme-wise Results of the Department (Last 5 years): TDC Final (3rd year)

Year	Programme	Pass Percentage
2010-11	BA(Gen)	66.66%
2011-12	BA(Gen)	100%
2012-13	BA(Gen)	100%
2013-14	BA(Gen)	87.5%

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil

31. Student progression

Student progression	Against % enrolled
UG to PG	
PG to M.Phil	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employment	

32. Details of Infrastructural facilities

- a) Library : Central Library, Departmental Library
- b) Internet facilities for Staff & Students : Only for staff .& Student
- c) Class rooms with ICT facility :
- d) Laboratories :For Practical classes

33. Number of students receiving financial assistance from college, university, government or other agencies/Individual:

34. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

35. Teaching methods adopted to improve student learning: Lecturer Method, Discussion Method, Question- Answer Method.

36. Participation in Institutional Social Responsibility (ISR) and Extension activities :Awareness programme on pollution Control

37. SWOC analysis of the department and Future plans

Strengths:

- i. Good response from student side.
- ii. Hard working teachers.
- iii. Regular students.
- iv. Good relation between students and Teachers

Weaknesses

- v. In school level there is no Geography in the Syllabus
- vi. Most of the students are economically backward.
- vii. Poor student enrolment.

Opportunities:

- iii. With the Knowledge of Geography
- iv. Geography students may be appointed to the posts of Geography teachers in central schools and state government school etc.

Challenges:

- iv. Lack of Job Opportunity of Students
- v. In School curriculum there is no Geography
- vi. Less interest to take Geography as one of the subject in UG Level.

Future Plan :

- i) Will introduce Major Course in Geography in U.G Level
- ii) Certificate course like remote sensing will be introduced.

Bhupendra Nath Borah
HoD
Deptt.of Geography

EVALUATIVE REPORT OF DEPARTMENT

DEPARTMENT OF COMMERCE

1. Name of the department: **Department of Commerce**
2. Year of Establishment: **1999**
3. Mission and vision of the Department: 1. To spread the knowledge of commerce education among the people of this locality. 2. Abolishing the literary gap between Arts, Commerce & Science.
3. Blazing of knowledge on global economy and international collaboration through commerce education.
4. Names of Programmes / Courses offered (UG/PG etc):
1) **B.Com General** 2) **B.Com Major**
3) **H.S.(10+2)**
5. Names of Interdisciplinary courses and the departments/units involved: **Nil**
6. Annual/ semester/choice based credit system (programme wise): **Semester System with choice based credit system.**
7. Participation of the department in the courses offered by other departments: **Does not arise.**
8. Courses in collaboration with other universities, industries, foreign institutions, etc.: **Not available.**
9. Details of courses/programmes discontinued (if any) with reasons: does not arise. **Does not arise.**
10. Number of Teaching posts:

Category	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors(Non-Sanctioned)	09(Nine)	09(Nine)

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years Of Experience	No. of Ph.D. Students guided
Md Abdul Aziz	M.Com	Asstt. professor	Finance	15 Years	Nil
Abu BakkarSiddique	M.Com	Asstt. professor	Accountancy	14 Years	Nil
NasirulHoque	M.Com	Asstt. professor	Finance	14 Years	Nil
FaridMashud Ahmed	M.Com,B.Ed, LL.B	Asstt. professor	Accou8ntancy	8 Years	Nil
Assanuddin Ahmed	M.Sc., LL.B	Asstt. professor	Mathematics	4Years	Nil
HemenSaha	M.A, B.Ed	Asstt. professor	Economics	4Years	Nil
HabibhurRahman	M.A, M.Phil.	Asstt. professor	English	4Years	Nil
DhanasriSarma	M.A, Net	Asstt. professor	Assamese	4Years	Nil
Joy Bhattacharjee	M.Com, M.Phil.	Asstt. professor	Management	0 Years	Nil

12. List of senior visiting faculty:

Nil

13. Percentage of lectures delivered and practical classes handled(programme wise)by temporary faculty:

Does not arise.

14. Student -Teacher Ratio (programme wise):

40:1

15. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Does not arise.

16. Qualifications of Teaching faculty with D.Sc/D.Litt/ Ph.D/ MPhil / PG.:

SL. No	Name of Teachers	Qualification
1	Md Abdul Aziz	M.Com
2	Abu BakkarSiddique	M.Com
3	NasirulHoque	M.Com
4	FaridMashud Ahmed	M.Com, B.Ed, LL.B

5	Assanuddin Ahmed	M.Sc., LL.B
6	HemenSaha	M.A, B.Ed
7	HabibhurRahman	M.A, M.Phil.
8	DhanasriSarma	M.A, Net
9	Joy Bhattacharjee	M.Com, M.Phil.

17. Number of faculty with ongoing projects from

a) National b) International funding agencies and grants received:

Nil

18. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Nil

19. Research Centre /Facility recognized by the University:

Nil

20. Publications:

Nil

* a) Publication per faculty:

* Number of papers published in peer reviewed journals (national /international) by faculty and students:

1. Joy Bhattacharjee.

Sl. No.	Title with page nos.	Journal	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any
1.	“Impact of Elimination of Interview from Selection Process- A Study Based on Provincialized Colleges of Assam”, pp.24-29.	Intercontinental Journal of Human Resource Research Review	ISSN No.- 2320-9704	Impact Factor: 0.615
2.	“Employee Absenteeism in education Sector of Assam- A Study Based on employees of Private Colleges of Jorhat District” pp.23-24.	PARIPEX- Indian Journal of Research,	ISSN No.- 2250-1991	Impact Factor: 1.6714

2. Abdul Aziz

Sl No	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed Impact Factor, if any
1	Feasibility of FDI in Retail Trade in Darrang District, Assam	IOSR Journal of Economics And Finance	2321-5925	Yes

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, and Humanities International

Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Nil
Nil

* Monographs

* Chapter in Books

\1. Joy Bhattacharjee.

Sl. No.	Title with page nos.	Details of Conference publication	ISSN/ISBN No.	Remarks
1.	“Bringing Positivity may also lead to Negativity- A Study on Talent Management in Private Colleges of Assam.”	New Approach in Human resource and Marketing Management, Edited by –Dr. Bijoy Prakash and Raj Kumar Sah.	ISBN NO.978-93-81212-80-6	
2.	“ICT as a tool for Development of Higher Education –A Study Based on Colleges of Jorhat District”.	Media and Society, edited by- Dr. Rubi Nath.	ISBN NO: 978-93-82030-65-2.	
3	Thinking Beyond Existing-Way to build Entrepreneurs, A Study on rural entrepreneurship development in Darrang district ssam.	Proceedings of the UGC- SAP (DRS-I) National Seminar on MANAGING RURAL DEVELOPMENT IN NORTH EAST INDIA: PERSPECTIVES, POLICIES AND EXPERIENCES. Edited by- Debabrata Das & Anjan Bhuyan.	ISBN No 978-93-81563-57-1	

* Books Edited:

Nil

* Books with ISBN/ISSN numbers with details of publishers:

Nil

* Citation Index:

Nil

* SNIP:

Nil

* SJR:

Nil

* Impact factor:

Nil

* H-index:

Nil

21. Areas of consultancy and income generated:

Nil

22. Faculty as members in:

a) National committees

b) International Committees

Nil

c) EditorialBoards....

23. Student projects:

a) Percentage of students who have done in-house projects Nil

Including inter departmental/programme: Nil

b) Percentage of students placed for projects in organizations Nil

outside the institution i.e.in Research laboratories/Industry/
other agencies Nil

24. Awards / Recognitions received by faculty and students: Nil

25. List of eminent academicians and scientists / visitors to the department:

Sl No	Name of eminent academicians and scientists / visitors	From	Date of Visit	Purpose of Visit
1	Dr.Nagen Ch. Das	Former HoD, Commerce, Gauhati University	14/04/2004	Inspection Purpose
2	Dr. Hem Ch. Gautam	HoD, Commerce, Gauhati University	Since 2009 to till date.	Regular Visitor as a Member of Governing Body, Kharupetia College and as a preceptor of course curriculum.
3	Dr.BhagawanLahakar	Principal, Guwahati Commerce College.	11/08/2005	As an academician.

26. Seminars/ Conferences/Workshops organized & the source of funding:

a) National:

b) International:

27. Student profile programme/course wise:

} Nil

Year	Name of the Course/programme	Applications receive	Selected	Enrolled		Pass percentage
				Male	Female	
2010-11	B.Com 1 st Year	30	30	28	2	94.12
2011-12	B.Com 1 st Sems	28	28	23	5	76.92
2012-13	B.Com 1 st Sems	85	85	79	6	97.22
2013-14	B.Com 1 st Sems	65	65	60	5	89.00
2014-15	B.Com 1 st Sems	122	122	113	9	Yet to appear

28. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
B.Com Major & General	100%	Nil	Nil

29. Programme-wise Results of the Department (Last 5 years):

B.Com Major Course					B.Com General Course		
Year	Programme/ Course	Students Appeared in Exam	Students Passed in Exam	% of Pass	Students Appeared in Exam	Students Passed in Exam	% of Pass
2009-10	Accountancy	12	10	83.33	-	-	-
2010-11	Accountancy	12	11	91.67	5	4	80.00
2011-12	Accountancy	10	9	90.00	3	2	66.67
2012-13	Accountancy	37	36	97.30	22	22	100
	Management	13	12	92.31			
2013-14	Accountancy	47	39	82.98	15	10	66.66
	Management	9	7	77.78			
	Management	22		-			
	Finance	17		-			

30. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc. Nil

31. Student progression

Student progression	Against % enrolled
UG to PG	20%
PG to M.Phil	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	40%
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employment	25%

32. Details of Infrastructural facilities

- a) Library: Well equipped Central Library with Departmental Library
- b) Internet facilities for Staff & Students: Available
- c) Class rooms with ICT facility: Yes.
- d) Laboratories: Nil

33. Number of students receiving financial assistance from college, university, government or other agencies

Year	Sources of Funds	Number of Beneficiaries.
2009	College funds	3
	Government funds	5
2010	College funds	1
	Government funds	5
2011	College funds	1
	Government funds	9
2013	College funds	2
	Government funds	19

34. Details on student enrichment programmes(special lectures / workshops / Seminar) with external experts: Nil

35. Teaching methods adopted to improve student learning: Lecture Method, Group discussion, Question – Answer Method etc.

36. Participation in Institutional Social Responsibility (ISR) and Extension activities: Free Health Check Up, Eye testing, AIDS Control, Cancer, Environmental Pollution.

37. SWOC analysis of the department and Future plans:

Strength:

- Number of students is gradually increasing.
- Qualified and Experienced faculties.
- Devotion of faculties in the various research fields, attending works shops etc.
- Individual attention to every student.

Weaknesses:

- No well equipped Departmental Library.
- Lack of adequate infrastructure facilities.

Opportunities

- Some Arts Students prefer to join the commerce stream.
- To enrol students from various junior colleges in the degree level in our department.
- No competitors in this area.

Challenges:

- To handle economically backward students.
- Conversion of Assamese medium students into English medium.
- Assuring guardians regarding benefits of commerce education.

- To minimize the gap between boys and girls in commerce education.

Future plans

- To bring about awareness in the society regarding Commerce education.
- To conduct national and state level seminar in the department.
- To collaborate with some social organization to make aware about the self employment in the locality.
- To build up required infrastructure like well equipped commerce library, computer lab etc.

Md Abdul Aziz.
Signature of HoD, Commerce.
Kharupetia College