

ANNUAL QUALITY ASSURANCE REPORT 2017-2018

KHAGARIJAN COLLEGE **NAGAON, ASSAM**

Prepared by
IQAC – KHAGARIJAN COLLEGE



Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(An Autonomous Institution of the University Grants Commission)
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

National Assessment and Accreditation Council,
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**The Annual Quality Assurance Report
2017-2018
Khagarijan College, Nagaon**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Khagarijan College, Nagaon
1.2 Address Line 1	Nagaon
Address Line 2	P.O:- Chotohaibar
City/Town	Nagaon
State	Assam
Pin Code	782003
Institution e-mail address	khagarijancollege1@gmail.com
Contact Nos.	STD Code- 03672-237480 (O) Mobile – 09508464911 (Coordinator) 09435068704 (Principal i/c)
Name of the Head of the Institution:	Prof. Selima Sultana Khanadakar
Tel. No. with STD Code:	STD Code- 03672-237480

Mobile:

09508464911

Name of the IQAC Co-ordinator:

RAMESWAR KURMI

Mobile:

09508464911

IQAC e-mail address:

khagarijancollege1@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11963

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

khagarijancollege@khagarijancollege.co.in

Web-link of the AQAR:

<http://khagarijancollege.co.in/iqac.htm>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2016-17.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C		2004	5 years
2	2 nd Cycle	B	2.19	2017	5years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

10/12/2003

1.8. AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR – 2017-2018 submitted to NAAC on 28-12-2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys, Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and Community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	04

-

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2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Workshop on 'Scientific Live-Stock farming'
2. Seminar on "Current Indian Economic Issues with special Emphasis on demonetization".....
3. Seminar on " Asomot Nava-vaishnav Dharmor Abhuthyan Aru Sahitya Sanskritit Alokpat" ...
4. Workshop on "Human Rights: Concept & Implementation....."

2.14 Significant Activities and contributions made by IQAC

The IQAC is an integral part of the college. From academic to administrative and decision making activities, the IQAC has played important role.

2.15 The plan of action chalked out by the IQAC in the beginning of the year (2017-2018) towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Plan to purchase computer	1. Purchase of Books
2. Plan to organise annual college lecturer	2. Organised college annual lecture
3. Plan to purchase books for central library	3. Organised health camp as extension activity
4. To organise extension activities	4. Organise career counselling programme
5. Plan to organise health camp	5. Started construction of one class room
6. Construction of classroom	

<p>7. Plan to organise career counselling meeting</p> <p>8. Plan to construct sport hostel.</p>	<p>6. Ground floor of the sport hostel is in completed stage</p> <p>7. NSS unit has fully active</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Part – B

Criterion – I

I. Curricular Aspects

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1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2		2	
Others				
Total	4		2	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	13	10	03	-	-

2.2 No. of permanent faculty with Ph.D. 03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	03	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	09	Nil
Presented papers	Nil	10	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Class Seminar, Field Visit, Educational Tour, NSS camp

2.7 Total No. of actual teaching days During this academic year 159 Days

2.8 Examination/ Evaluation Reforms initiated by The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Question Bank is in Central Library, Sessional Examination is held regularly and re-evaluation of answer script process is maintained as per University Guideline

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development - - -
As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Final	192	Nil	3.07	30	66.15	67.70

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

At the beginning of the academic session each department sort out a programme for the year. Teaching plan is prepared keeping in view the holidays and academic calendar of the University. Extra classes are arranged for the students who need it.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	-	-	06
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research methodology classes especially for the students having education major.
Promote research activity among the faculty members and students.
Provide details about seminars, conference, symposia etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college has completed the construction of a classroom. (RCC)
- The college has completed the ground floor of the sports hostel.
- Book purchased for Central Library.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.25 acre	-	-	3.25 acre
Class rooms	10	-	-	10
Laboratories	01	-	-	01
Seminar Halls	-	-	-	-
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	-	06	-	06
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4,87,912.00	-	4,87,912.00
Others	-	-	-	-

4.2 Computerization of administration and library

Office work is partly computerized.

Internet facility is extended to few departments.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5983	3,66,357.00	103	27,044.00	6086	3,93,401.00
Reference Books	8976	7,89,244.00	447	175147.00	9426	9,64,391.00
e-Books	-	-	-	-	-	-
Journals	13	-	04	-	17	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) News Paper	04	-	01	-	05	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	-	04	01	05	04	06	-
Added	2	-	-	-	-	-	-	-
Total	22	-	04	01	05	04	04	-

s

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Office work is partly computerise/College office Automation
Partly Internet Connection in the College
One digital classroom.

4.6. Amount spent on maintenance in lakhs:

i) ICT	Rs. 1,43,900.00
ii) Campus Infrastructure and facilities	Rs. -----
iii) Equipments	Rs. 4,87,912.00
iv) Others	Rs. -----
Total :	Rs. 6,31,812.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness about Anti Ragging measures.

Incorporating remedial classes/tutorial classes in the time table

Career Oriented Course is made easily accessible to students in concessional rates.

Publicity about different matters using advertisement, banner, prospectus etc., within college campus.

5.2 Efforts made by the institution for tracking the progression

The principal functions with the help of various committees and the progression is tracked in meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1125	20	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	548	45.25		577	54.74

Last Year 2016-2017						This Year 2017-2018					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
617	210	60	242	-	1129	598	204	83	240	-	1125

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Nil

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. Awareness programme for B A 5th semester students on various types of scholarship for higher education.
2. Workshop on "Scientific Livestock Farming" on 18th Dec, 2017.
3. Workshop on "Holistic Development" on 11th April, 2018.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

None

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	4,500.00
Financial support from government	-	-
Financial support from other sources	03	9000.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No written grievances were recorded and minor grievances are settled amicably through discussion with the teachers, students and authority.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: The vision of the institution is to spread and promote the higher education for sustainable development of the society and nation as well.

Mission: The institution tries to set high standard of excellence in the preservation and creation of knowledge through teaching-learning and experiment and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides, we shall go always a little further with “Better Every Day” sprit.

6.2 Does the Institution has a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college does not have any scope independently to develop a curriculum on its own. However, teachers are encouraged to offer suggestion to Academic Council of the University regarding the formulation of curriculum.

6.3.2 Teaching and Learning

In the teaching learning process the institution followed the Academic Calendar of Gauhati University which is attached in the prospectus of the college. Each department functions according to the academic calendar and prepared teaching plan at the departmental level. The Unit wise syllabus is discussed with the faculty of the department and the course work is distributed. In the beginning of each session the faculty follows a lesson plan, which covers the details of the contents. Time table (in Routine Format) is prepared and displayed on the Notice Board. The Departments is also carried out internal assessment based on students’ test performance and punctuality. The final evaluation of students is done according to the University Schedule. Towards the end of each session/semester, Examinations are conducted by the university and evaluation is carried out. Finally, the Examinations results are declared and marks sheet are issued by the concerned university.

6.3.3 Examination and Evaluation

To evaluate the students, tests, assignments, & projects are formed a part of examination process. The college serves as an evaluation zone for university examinations. The zonal officers, appointed by the college authority take utmost care to complete the evaluation process smoothly as per the direction given from the university.

6.3.4 Research and Development

The institution encourages the faculty to pursue research work vigorously and publish their works in the form of ISBN books and In ISSN serials referred by UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Automation System is in progress.

6.3.6 Human Resource Management

The institution has a good communication network among the college staff, faculty and administration and support staff. The college always tried its level best to provide with basic facilities both for the students, faculty and support staffs.

6.3.7 Faculty and Staff recruitment

The faculty recruitment is done as per the guidelines laid down by the DHE (Director of Higher Education) Assam. Contractual/Part time appointment is done by the college authority.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission rules are published in the prospectus. Admission is purely on merit basis. The process is done by an Admission Committee. Moreover, the college follows roster plan provided by state government.

6.4 Welfare schemes for

Teaching	A common room for teaching staff is arranged. It is equipped with water purifier and TV facilities.
Non-teaching	Well sitting arrangement is there in the office.
Students	For students boy's common room and girl's common room are arranged.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	-	-
Administrative	Yes	external audit	yes	-

6.8. Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

The institution has an Alumni Association which frequently seats in meeting with college authority to discuss various developmental issues of the college.

6.12 Activities and support from the Parent – Teacher Association

Usually some guardians of students maintain good relations with the college. When need arises college authority invite the parents of respective students and consult with him to settle the matter.

6.13 Development programmes for support staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

The institution tries it level best to keep the college campus as an eco-friendly zone. Moreover, every year plantation programme is taken. The NSS unit of the institution take utmost care about cleanliness of the college campus.

Criterion – VII

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college regularly publishes wall magazine from every department and these are beneficial for students to showcase their talent in writing and expression.

The Departments organise popular talk, seminar and educational to different places for the benefit of the student.

The institution regularly publishes the college magazine which displays the talent of the students in different field.

7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Construction of Boundary wall.
2. Organised a career counselling meeting for the benefit of the students on December, 2017.
3. Free admission to 10 Nos. of student.
4. Construction of classroom for M A student.
5. A popular talk on “Asomot Nava-Vaishnav Dharmor Abhuthyan Aru Sahitya Sanskritit Alokpat” is organised on 27/11/2017.
6. Ground floor of the Sports Hostel is completed.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Monitoring the Classes
- Awareness on cleanliness among the students
- Publish an ISSN Serial.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Plantation programme in the college campus.
- Observation of World Environment Day every year.
- Project tour of the 4th semester students on vital issues of environment.

7.5. Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

- The institution has every year a good number of students from weak academic background.
- The majority of the students are from poor economic background.
- Emphasis is given on skill development and self-entrepreneurial ventures of the students by organising workshop etc.

8. Plans of institution for next year 2018-2019

- Plan to construct new building for class room.
- To start a Conference Hall.
- Plan to organised National Seminar, symposia etc.
- Plan to purchase more books to the central library
- Plan to install equipment for gym.
- Plan to renovate urinal of teachers' common room.
- Plan to construct a canteen.
- Plan to construct a digital classroom.
- Plan to purchase three projectors for classroom.
- Initiative to renovate the administrative cum classroom building.
- Plan to renovate the girls common room.



(Rameswar Kurmi)

Coordinator, IQAC



(Prof. Selima Sultana Khandakar)

Chairperson, IQAC

BEST PRACTICES OF THE COLLEGE

PART-B (7.3)

Best Practice: 01

1. Title of the Practice: —Awareness on Cleanliness among the Students

2. Goals:

- a) The main objective of the practice is to provide basic knowledge about the environmental pollution and cleanliness practice.
- b) To provide basic ideas to cope with the problem.
- c) To make students aware about their social responsibility in terms of cleanliness.
- d) To make the students as an agent to the society for awareness programme about pollution.

3. Context:

Now days, it becomes a common phenomenon among the masses regarding the issues on cleanliness. The word cleanliness is associated with a number of burning issues faced by the society in particular and nation as a whole which has a close association with the question of environmental issues. In this regard, the affiliating university, (gauhati university) recently make Environmental Study as a compulsory subject in undergraduate level curriculum. With the tremendous growth of industry and urban centres along with growing population deteriorate the present day environment. The situation becomes a global threat to entire human civilization. Hence, the United Nations Organisation takes initiatives to cope with challenges of pollution. Moreover, the issue needs a grass root attention to fulfil the needs of the global network. To face these challenges, cleanliness is utmost necessary to ameliorate the situation. Cleanliness is related with the issues like neat and clean, hygienic environment, health and sanitation etc.. The institution has a good number of students comes from comparatively poor economic background of the society. So it is hard to expect about the concept of cleanliness. Therefore, the institution make cleanliness drive as major practice at the beginning of each academic session to channelized them into a socially responsible agent.

The Practice:

The khagarijan College make all possible arrangements to make the students aware about the environmental issues and cleanliness. The faculties of the college as well as the Principal frequently meet the students to exchange views on various environmental issues. Moreover, every year the institution organise “World Environmental Day”. Again the faculty sometimes engaged the students within college campus in cleaning programme. In addition to it, the 3rd and 4th semester students are provided regular classes on environmental study where teachers imparts both lecture and audio-visual classes. Moreover, the coordinator of the EVS Course invites guest faculty to deliver lecture on different issues of environment.

5. Evidence of Success:

Due to the sustained efforts of the faculties and other members of the college, it is observed that the students of the college have become more aware about the importance of cleanliness. It is due to the awareness of the students, the college campus is always remained neat and clean which is praised by all the visitors to the college. Moreover, it is well understood by the students that the cleanliness is a major weapon to resist the environmental problems. It is reflected in their behavioural activities in the college.

6. Problems Encountered and Resources Required:

The students of Khagarijan College are usually very obedient and disciplined in nature. They easily respond to the environmental as well as cleanliness programme organized by the faculties. However, a very few students are there in the college who try to avoid the programme, but it is negligible.

Best Practice: 02

1. Title of the Practice: “Monitoring the classes”

2. Goal:

With the introduction of the Semester System in Under Graduate Course the time space of the interim period in between the admission and examination has become limited. Therefore, it becomes need to complete the course curriculum within the specific time period (Stipulated period). Moreover, some times the student meets the Principal with some class related problems. Therefore, both the Principal and the faculties have realized the necessity of monitoring the classes so that the course curriculum could be completed in stipulated period and classes are regularly held.

3. Context:

Khagarijan College was established in 1972 with some eminent Persons of Nagaon Town aiming at disseminating the higher education among the students of the locality. Therefore, students are the main concern of the college in general and in particular the development of this locality. So far the course curriculum is concerned; the regularity of classes is required. Otherwise, it would not be easy task to complete the course of any subject within the stipulated period. Therefore, the monitoring of the classes is an essential part of the administration.

4. The Practice:

Keeping in mind the responsibility, the principal started the practice of monitoring of the classes on regular basis. He undertakes several rounds in a day during the class are on and ensures that the student do not remain outside of the class room at the time of classes are going on. The faculties are very cooperative and actively participate with the principal. Apart from this, a Monitoring cell is there to monitor the classes is formed every year with a number of teachers to look after the classes. Both the teachers and the Principal interact with the students and try to know the progress of the course curriculum as per the teaching plan.

5. Evidence of Success:

A remarkable outcome has been observed as a consequence of the monitoring practiced by the principal and faculties. The percentage of attendance of the students in the class is increased and teachers also get inspiration to perform their duty fairly. Due to the efforts of the Principal as well as the teachers the performance of the students seems to have become more fruitful.

6. Problems encountered and Resources Required:

Most of the students of the class came from economically weaker section of the society. Some students even come to the college after hard working in their house. Such students sometimes fail to attend their class in time and therefore the respective teachers try to make up the deficit with the arrangement of additional classes.



Academic Calendar for Undergraduate Courses
August 2017 –July 2018

Dates (s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3 rd Week of September, 2017	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
1-31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period Normal class will continue
6 November – 20 November, 2017 21 November – 15 December, 2017	Odd Semester Practical examinations Odd Semester Theory examinations Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 – 16 January, 2018	Winter Vacation Teachers willing to do Zonal Activities are free to do so
Saturday, January 27, 2018	Evaluation of answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January – 1 st Week of February, 2018	College Week College Week to be completed by 2t Jan, 2018
3 rd Week of March, 2018	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
21 April, 2018- 6 May, 2018 7 May, 2018 – 31 May, 2018	EVEN Semester Practical Examinations Even Semester Theory Examinations Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage
June 2018	Admission process to the 1 st Semester of TDC classes should be completed within two weeks of declaration of HS results Classes should commence within 5days of the completion of the admission process
Friday, June 1, 2018	Commencement of 3 rd and 5 th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2 nd & 6 th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4 th Semester Examinations be completed by this date
1 – 31 July, 2018	Summer Vacation

Notes:

- Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination GU
- Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)