



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	KHAGARIJAN COLLEGE
Name of the head of the Institution	Dr. Ramesh Nath, MSc, Ph.D
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03672230085
Mobile no.	9864403390
Registered Email	khagarijancollege1@gmail.com
Alternate Email	iqackh@gmail.com
Address	P.O. Chotahaibor, Pin-782003, Nagaon, Assam
City/Town	Nagaon
State/UT	Assam
Pincode	782003

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Sri Rameswar Kurmi			
Phone no/Alternate Phone no.		03672230085			
Mobile no.		9508464911			
Registered Email		khagarijancollege1@gmail.com			
Alternate Email		iqackh@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.khagarijancollege.co.in			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://www.khagarijancollege.co.in			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	58.00	2004	04-Nov-2004	03-Nov-2009
2	B	2.19	2017	22-Jan-2017	21-Feb-2022
6. Date of Establishment of IQAC			10-Dec-2003		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
IQAC Meeting		06-Apr-2019		16	

	01	
IQAC Meeting	23-Jan-2019 01	13
IQAC Meeting	11-Oct-2018 01	15
IQAC Meeting	10-Aug-2018 01	14
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Almost completed the construction of the Sports Hostel. Completed a classroom for Postgraduate Studies. Successfully implemented the interdepartmental classes as Faculty development Programme. Successfully conducted Departmental Promotion Committee for one faculty member of the Department of education. Completion NSS, Sports Hostel and Internal audit.

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Plan to Complete the construction of the Sports Hostel	completed
Plan to build a classroom for Post-Graduate studies	Completed
Plan to introduce interdepartmental classes as part of faculty Development Programme.	Introduced
Plan for earth filling in the southernmost part of the college campus.	delayed.
plan to complete AAA of the current session	Administrative, Sports Building, NSS Unit and Internal Audit is completed.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Khagarijan College Governing Council	12-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	25-Feb-2019
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17. Does the Institution have Management Information System ?	No
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As the college is affiliated to Gauhati University, Guwahati, therefore it follows the curriculum framework designed and developed by the parent University. For the effective and timely implementation of the curriculum, the college used to prepare an Annual Academic Calendar before the commencement of the every academic session. the Annual Academic Calendar is prepared by a Academic calendar preparation committee appointed by the Principal. the academic Calendar indicates the total working and non-working days, national and

state holidays, schedule for sessional examination, field trip for environmental studies to ensure proper and smooth functioning of teaching-learning and internal evaluation process. the designed academic calendar is provided to various stakeholders and also is uploaded to college website. On the basis of the academic calendar, the college prepare a general class-routine for timely completion of the projected syllabus. all the classes, including theory and practical are held as per the general routine prepared by Routine Preparation Committee of the college. The general class-routine is displayed in front of the college office flex banner format. Moreover, its hard copy is provided to each HoDs of the respective department, IQAC and principal concerned. on the other hand, the HoDs of respective departments assigned the classes to each individual expertise. the HoDs of almost every department organize frequent meetings for effective academic purpose. On the contrary, the Chairperson and the Coordinator, IQAC reviewed the progress of the syllabus allotted to each faculty members. Besides that, the Vice-Principal monitor the classes by visiting classrooms. To make the curriculum learner-centric and effective some faculty members used ICT along with conventional classroom teaching. In the current year, some departments invited guest lecturer for special classes, organised field trip for Environmental Studies, educational tours precisely in connection to their syllabus. Simultaneously, for effective implementation of the curriculum, the Central Library and Departmental Library used to provide necessary learning materials to the students. To evaluate the progress of the students, every departments used to take class test separately and hold in-semester examination (Sessional Examination) centrally and take necessary steps for progress of the student. Besides, the college encourages the faculty members to take part in RC/OP/ICT workshop etc. for effective implementation of the projected curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	25/06/2019
BA	Education	25/06/2019
BA	History	25/06/2019
BA	Political Science	25/06/2019
BA	Philosophy	25/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	B A Sixth Semester (Education)	28
BA	B A Fourth Semester (Assamese)	25
BA	B A Fourth Semester (ALL Students)	318
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>A prescribe Feedback Proforma is prepared for collecting necessary data from the various stakeholders such as students, alumni, and parents in where feedback form are given to them beforehand. the filled up feedback forms are collected in stage wise from the stakeholders. The collected returned feedback forms are assembled and placed before the Feedback Analysis Committee for analyses. The Committee adopted Simple Statistical Method of percentage and Graphical representation of data. The Feedback of the students encompasses a total of seventeen parameters relating to curriculum and teaching learning process. Likewise, the format of feedback form supplied to the Parents comprises a total of five parameters on curriculum and co-curricular activities provided by the institution. the feedback form of the Alumni comprises ten parameters on educational atmosphere and physical facilities and support from administration of the college. The Feedback Committee had scheduled several sitting to analyse the collected data and prepare it in a report format and submitted the same to the IQAC. The IQAC later on its recommendation uploaded the same at the college website for the better information about the assessment of the college of its different stakeholders.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BA	UG	500	480	431
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1073	42	17	7	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	5	9	2	1	Null
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college gives maximum priority on the mentoring of the students as most of its students are coming from economically and academically poor background. For proper mentoring of the students the college have a Mentoring Cell with a Convener to look after and organise the mentoring process. In the current year, the college has 1073 enrollment of which 42 are from PG (Assamese) courses. The Mentoring Cell use to divide the entire enrolled students among the Faculty members both regular and temporary. Each mentor maintain a register book to record their activity such as students detail, their past academic record and area of interest. After collection of data the Mentors organises various lecture programmes for proper guidance. As the college has only 13 permanent faculty most of its Mentoring activities are entrusted into hands of temporary faculty also. A total 16 full time faculty members are appointed as Mentor by the Mentoring Cell. The Cell find out the learning capacity and the interest areas of the students and as per that record various activities to cater them. The Cell instructs the Mentors to organise remedial classes for weak learner. The record of the remedial classes are kept by the Mentors in a register book. The Mentoring Cell along with the Career Counselling Cell organises and invite expertise on placement oriented areas for providing latest knowledge on choosing career and placement. The Cell also invites resource person from outside the college to deliver lecture on different issues related to the student communities. Besides that, the Mentors keep personal contact with the students and tries to understand their problems in a friendly way so that they (students) without hesitation express their and share their personal problems and interest with the Mentors. Likewise, mentoring activities are maintained by mobile phone also at the time of the need of the students. At the end of the Academic year, the process started for outcome analysis by collecting feedback from the students. The outcome of the Mentoring process are evaluated through the analysis of the feedback given by the students. The feedback, thus collected are placed before Feedback Analysis Committee for Outcome assessment. After the analysis of the feedback action is taken to chalk out the future plan of student mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1073	17	1:63

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	13	3	Nil	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG302	Semester	07/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The examination process and its evaluation process is strictly governed by the evaluation directives of the parent university. As part of the university evaluation process, maximum of the faculty members of the college are used to engaged in end-semester answer script evaluation process in different evaluation zones allotted by the Gauhati university. On the other hand, the internal evaluation process, such as sessional examination, project writing and field study are conducted by the concerned department of the college as per the guidelines of the parent university. in addition, for rigorous and continuous evaluation process in the form of class-test, home assignment, departmental seminar and group discussion etc. As per the university guidelines, the internal assessment examination for 20 marks is organised centrally by the college by appointing a Committee for setting question papers and also appoint a Assistant Officer-in-Charge for smooth functioning of the examination. the sessional exam are held as per the Academic Calendar of the college prepared on the model of parent university Academic calendar. the evaluation process of the sessional exam is done by the faculty members of the college on the basis of individual expertise. After evaluation, the mark list of the every students are recorded in a register book and placed before college authority and the office of IQAC.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college has developed a separate academic calendar to cope-up the institutional activities. For the purpose the college authority appoint an academic calendar preparation committee which prepared its own calendar on the eve of every academic session. The calendar incorporates all the working and non-working days, central and state holidays. In addition to that the college include the date of sessional examination, Student Association election, college foundation day, freshers social and environmental studies field trip etc. The prepared calendar is placed before the head of the institution and the

office of IQAC for recommendation. After recommendation, the calendar is uploaded in the college website and the copy of the same are distributed departmentally and to the central library. Every department follows the academic calendar and prepare their class allotment and departmental activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[The institution used to provide programmes and courses designed and developed by Gauhati University. Programme based outcomes are uploaded in the college website whose webpath is given below](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Assamese, Bengali, English, Economics, Education, Political Science, History & Philosophy	321	91	28.34
Nill	MA	Assamese	19	9	47.37
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.khagarijancollege.co.in/upload/acalendar/Academic%20calendar%202018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Education	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	5.5
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	1
Education	1
History	1
Philosophy	4
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	6	Nil	Nil
Presented papers	Nil	3	Nil	Nil

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
00	00	Nil	Nil

No file uploaded.

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	Nil

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
00	00	00	Nil	Nil

No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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No Data Entered/Not Applicable !!!

CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	28	12	5	1	1	4	5	100	0
Added	0	0	0	0	0	0	0	0	0
Total	28	12	5	1	1	4	5	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3000000	3750000	480000	480000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of Library: Khagarijan College has a well equipped Library named Central Library located in adjacent areas of office building. The Central Library has two cabins for librarian and assistant librarian and a counter table for office bearer. It has a well equipped study room with a capacity of 50 students at a time and a reading cell for teachers and visitors. The entire database of the library is partially computerized by SOUL Software version no 2.0. The college authority appoints a library committee with librarian as its convener and faculty member and office staff as its members. Any type of library decision such as purchasing of books, issuing of library defaulter has been taken as per the decision of library committee. Along with that before

purchasing the committee authorizes the departments to submit the list of books required for future purchasing. Maintenance of Laboratory: The College has one Laboratory named Psychological Laboratory exclusively for the department of Education. The laboratory consist of no of tools and equipments such as Mirror Drawing apparatus, Human Maze, Tachistoscope , Memory Drum, Punch Board maze, stop watch and models such as Human Ear, Human Brain etc. The Laboratory is maintained by the Department of Education. Maintenance of Sports facilities: The Khagarijan College has well equipped sports facilities for the benefit of students and its various stakeholders. It comprises one Indoor stadium. The size of the indoor stadium is 100 fit long and 50 fit breaths. The stadium comprises one Table tennis, Ludo board, Badminton court, carom etc. The College has also a Basket ball ground with flood light facilities in front of the Girls Hostel. Besides that, the College has a compact multi gym with bench press, soldier machine, drum bell, Olympic bar etc. All the facilities are used under the guide dance of a Teacher in charge along with the elected secretary of Games Sports. Maintenance of IT facilities: The IT facilities such as Computers, Laptops, Projectors, Sound system , Wi-Fi, LCD Projector and Digital classroom etc. are look after by the Administrative office of the College. Any type of damage, replacement, repairing, and new purchase are done by Administrative office as per the recommendation and requisition of faculty members. Student Support Welfare: For student Support and Welfare it has overall committees with faculty members as its in charge. The committees are:-

1. Anti-Ragging Committee
2. Grievance Redressal Committee
3. Sexual Harassment Cell
4. Feedback Committee
5. Career Counseling Cell
6. Health Cell etc.

The college has provided tutorial and remedial classes for the weak and needy students. it also mentor the students to imbibe competitive spirits in their mind. The college has best graduate award given to topper of the institution to each sixth semester passed out students.

<http://khagarijancollege.co.in/iqac/aqar.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	00	0	0
Financial Support from Other Sources			
a) National	00	Nil	0
b) International	00	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	20/07/2018	64	Career Counseling Cell
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	11

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	91	B.A	Assamese, English, Education, Economics, History, Political Science, Philosophy	Various Universities	M.A and Diploma Course
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual College Week	Institutional Level	340
Foundation Day	Institutional Level	400
Swaraswati Puja	Institutional Level	600
Teachers Day	Departmental Level	38

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students council of the Khagarijan College has a total of 10 portfolios who are elected by election process as per the guidelines of Lyngdow Commission. The students council has its own president and assistant secretaries. The entire council is responsible for conducting different activities such as organisation of freshmen social, debate competition, college annual week, cultural activities, organisation of indoor games, student welfare etc.

Cultural and Social secretary: This portfolio is entrusted with the duties of hoisting of all types of cultural activities in the college. As the Secretary of Cultural affairs he has to take assistant from the Teacher-In-charge who is appointed by the principal of the college. Besides, the Secretary is solely responsible for selecting and sending students to inter-college and Youth Festival organised by the parent university. He is assisted by a assistant secretary.

Magazine Secretary: Magazine Secretary is responsible for publication of the college annual magazine. For that he is responsible for the giving notification for seeking articles, poem, fiction etc from the students as well as teachers. he has to serve notice for that. he is responsible for organizing Quiz and Debate Competition.

Games and Sports: The games and Sports Secretary is responsible for holding annual college week. For that he has to sit in meeting with the Teacher-in-Charge for holding and selecting the dates of Annual College Week. He has to maintain the Sports facilities such as management of Indoor Stadium, Compact Multi gym, Basket ball Court and other sports materials.

Boys and Girls Common Room Secretary: These two Secretary of the Student Council is responsible for taking care of various problems faced by the students in their day to day life. They are also responsible for holding few events of Annual College Week.

Student Welfare Secretary: The Secretary is responsible for welfare of the student community . He is responsible for looking after the cleanliness of the students of the college. He has to offer assistance to the NSS organise activities in the college. He has to help the health cell of the college while organising health check up camp within and outside the college campus.

General Secretary : Within the students council he is solely responsible for represent all the matters related to the student community. Any type of grievances and problems emerged among the students the general secretary has to take the issue to the college authority for its redressal. He has to represent in the college development work and the meetings of the administrative unit.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has a alumni association named Khagarijan College Alumni Association. It was established in the year 2003 . The members of the alumni association is the ex students of the college who are now from different

professional background. At the time of need the alumnis as part of the college family provide all types of assistance. But till now, no such major donation has been received from the alumni association. But the college is taking almost care to the association for their corporation in the fourth coming Golden Jubilee celebration programme.

5.4.2 – No. of enrolled Alumni:

45

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Case I : Organisation of Field Trip : The field study programme under Environmental Studies syllabus is a programme which is democratic in nature. Every year under the subject of Environmental Studies the Fourth Semester students have to prepared a project for 10 marks by going a field trip. For the smooth functioning of the programme , the Principal appoints a Nodal teacher for Environmental Studies. The Nodal Teacher, on his/her part design the class routine an allotted the classes to faculty members of each discipline. Again at the closing part of the class , preparation is made for field study, specially in the environmentally polluted areas. After the situation of the venue for ENS field study the entire students are divided into 40/45 member groups with one/two teacher in charge. All the group are given a bus for travel for the destination. After completion of the field study, the group in charges are taking responsibility for guiding the students for writing the projects within stipulated time. Case II : Sessional Examinations : The sessional examinations is a integral part of evaluation system of the college. The sessional examinations are held as per the syllabus provided by the Gauhati University and its guidelines. But the college take decision for holding sessional examination as per the schedule given in the academic calendar of the College. Besides the dates of holding examinations are taken in a meeting organised by the Principal with the office of IQAC. At the meeting, decisions of holding examination, setting Question papers, distribution of printed Question papers etc. These responsibilities are given to the Vice-Principal of the College with a Assistant Officer In Charge. The AOC and Vice Principal are entrust to allot invigilator duties to every faculty members. On the other hand the internal examination for the Honours course are taken as per the consent given by the respective departments. Hence, the practice of sessional examination of the College is an good example of participated management system in the College.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college conduct the examination

	process on merit basic while poor students are encouraged to enroll. The poor students are get the facility as per government norms.
Library, ICT and Physical Infrastructure / Instrumentation	The college used the digital technology to facilitate the students as well as faculty members in library and computer lab for aquatint with modern technology.
Teaching and Learning	IQAC has guided the teachers to enhance the quality of the students and necessary measure have been taken as follow up action.
Curriculum Development	The College has followed in CBCS system of curricular as per instruction of afflicting University.
Examination and Evaluation	Regular sessional examination are conducted in the college and remedial classes are taken for weak students where necessary.
Research and Development	The potential faculty members are encouraged to engaged in research or participation in research programme.
Industry Interaction / Collaboration	The college encourage the students to visit or take part entrepreneurial activity as well as establish link with industry and other institution.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	The student admission process is partially done by E-governance system. The prospectus of the admission is available in the College website which can can be downloaded. After downloading the admission form, the hard copy of the same has to be submitted to the Admission committee of the College.
Administration	The administrative system of the College and all types of correspondence with the department of higher education, the parent University and other Government avenues are done through paperless process.
Planning and Development	In the College planning and development process partial e-governance process is available at the time of planning e procedure system are develop by the College. along with that some of the plan and estimation of infrastructure and academic process are updated through e-governance process such as transaction and communication

	with RUSA, UGC and DHE are done through e-governance process.
Finance and Accounts	The finance and account system of the College applied e-governance in their areas of operation such as maintenance of Accounts, preparation of Utilization Certificate, preparation of Salary, issue of admission receipt of the students, despatch of funds from RUSA to other business partners.
Examination	The examination process of the College is partially under e-governance process. As for example the statement of the students, admit card, mark sheet and certificates are issued for University in soft copies. The payment of Examination fee is done through RTGS to parent University. All types of Examination issued are dealt with Academic Registrar, Academic Controller are done through e-governance process. Moreover any type of Examination related issued of the students are done through Gauhati University Web portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation	1	12/03/2019	09/04/2019	21

Programme

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	4	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Khagarijan College conducts its internal and external audit of its financial transaction in a fairway annually. For its annual audit the college authority get letter from Govt. and as per that its conduct of audit by Chartered accountants. The audit report thus prepared is placed before governing council meeting for its approval. In the like manner the internal audit of the college is done by the Govt. guidelines prescribed in their rules. After successful completion of the audit report, the same is submitted to the concerned authority for its necessary approval and action.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

2241570.84

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Nil	Nil
Administrative	Yes	Office of the Assistant Director of Audit, Local Fund, Govt. of Assam	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The members of the parent teachers association extend their cooperation in the continuous and comprehensive examination process run by the college. The parent teacher association make a healthy practice of visiting of the students of the nearby areas of the college with the objectives of the student progression. The student parent association take active part in college establishment day.

6.5.3 – Development programmes for support staff (at least three)

Faculty development leave to one faculty member of the department of education to attend orientation programme. Two office staffs are deputed to Gauhati University for having training programme on conduct of examination. One Library staff is deputed for having training on library management to Rupahi college, Nagaon.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The College has completed the construction of Sports Building. Class rooms constructed for postgraduate studies. The College open a full fledged NSS Unit.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	ICT as a career	05/03/2019	05/03/2019	05/03/2019	105
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
As part of the environmental consciousness drive the College Extension Activity Cell adopt plantation activity in the campus area of the College on 5th June/2019. Again as per the Gauhati University syllabus the B.A 4th Semester Students have a field study project on environmental issues. The College used to organise field trip to environmentally prone areas to make them aware about the current environmental issues and the knowledge to cope up with them.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community				students and staff
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No Data Entered/Not Applicable !!!

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plastic is strictly banned. 2. Tree plantation is done within the campus area. 3. Tobacco free zone. 4. Proper disposal of solid waste. 5. Traditional method of garbage disposal.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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 impart 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://khagarijancollege.co.in/admin-panel/academiccalendar.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

thrust in not more than 500 words

Khagarijan College is a premier educational institution within Nagaon district since its inception the College has a small unit of faculty members who are more laborious in catering its student diversity and needs. Though it has a small faculty members and limited building facilities, yet the College has witnessed big public gathering like organization of NEHA session 2007.

Moreover, the College has recorded the visit of a number of eminent educationalists with nationally reputed. Besides the faculty members have a good relation within them which enable them to organize properly every academic, cultural and non academic activity. Besides that the College is unique in keeping its campus clean. The authority gives maximum priority to it and tries its level best to keep clean its environment. The team of the last NAAC assessment remark that the College campus is zealously clean. In addition, the main stakeholder of the college is from minority community and remaining part from the Tribals of the adjacent district of Nagaon, and locals. There is a good harmony among all the student community and the College have not witnessed any caste based discrimination till now.

Provide the weblink of the institution

<http://khagarijancollege.co.in/igac/bestpractice.php>

8.Future Plans of Actions for Next Academic Year

At the end of the academic session the college authority and the IQAC of the college has planned: 1. The college plan to start B.ed, and D.El.Ed courses in the coming academic session. 2. Plan to adopt a village under IQAC. 3. Plan to adopt two higher secondary schools under the initiative of IQAC. 4. Plan to sign MoU with different educational and industrial stakeholders. 5. Plan to exchange more faculty members with other educational institutions. 6. Plan to open study centre's of KKHSOU, IGNOU, IDOL etc. 7. Plan to start commerce and science stream. 8. Plan to construct new building for conference hall, computer lab etc. 9. Plan to construct new canteen building in a new area within the campus. 10. Plan to purchase books for central library. 11. Plan to renovate administrative building. 12. Plan to renovate IQAC building. 13. Plan to purchase printer for office, and departments. 14. Plan to organize quality related seminars under IQAC. 15. Plan to encourage faculty members of the respective department to adopt career development programme.