



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

KHAGARIJAN COLLEGE

- Name of the Head of the institution **DR. RAMESH NATH**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03672230085**
- Mobile No: **9864403390**
- Registered e-mail **khagarijancollege1@gmail.com**
- Alternate e-mail **iqackh@gmail.com**
- Address **P.O. CHOTAHAIBOR**
- City/Town **NAGAON**
- State/UT **ASSAM**
- Pin Code **782003**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **GAUHATI UNIVERSITY**
- Name of the IQAC Coordinator **Bichitra Pegu**
- Phone No. **03672230085**
- Alternate phone No. **03672230085**
- Mobile **9365635375**
- IQAC e-mail address **iqackh@gmail.com**
- Alternate e-mail address **khagarijancollege1@gmail.com**

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

<https://khagarijancollege.co.in/>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://www.khagarijancollege.co.in/academiccalendar.php>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	58.00	2004	04/11/2004	03/11/2009
Cycle 2	B	2.19	2017	22/01/2017	22/02/2022
Cycle 3	B+	2.51	2023	18/10/2023	17/10/2028

6. Date of Establishment of IQAC

10/12/2003

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Fee Waiver Scheme	Government of Assam	2023-24	3217140

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 05

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

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

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

- If yes, mention the amount

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

The Internal Quality Assurance Cell of the College organized Five Meetings with its different Stakeholders and Cells and Committees for making Academic and Quality related decisions.

The IQAC of the College has Successfully signed an MoU with stakeholders viz., Industry, Academic Institution Government, and Govt. Organization for the fulfillment of its Vision and Mission statement.

The Cell successfully conducted an Academic Audit, Energy Audit, Gender Audit and Green Audit.

The Internal Quality Assurance Cell of the College has successfully concluded the assessment of the 3rd NAAC cycle and achieved a grade of B+.

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

Plan of Action	Achievements/Outcomes
Quality Initiatives	Conducted Academic and Administrative Audit, Energy and Gender Audits Successfully
Feedback	Feedback was collected from the different stakeholders, analyzed and action taken has been taken.
Collaboration	The College has signed more MoUs with Academic Institutions and Industry Partners.
Submission of Data for AISHE	The College institutional data is submitted to AISHE on 31/01.2025

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY, KHAGARIJAN COLLEGE	13/12/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	KHAGARIJAN COLLEGE
• Name of the Head of the institution	DR. RAMESH NATH
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03672230085
• Mobile No:	9864403390
• Registered e-mail	khagarijancollege1@gmail.com
• Alternate e-mail	iqackh@gmail.com
• Address	P.O. CHOTAHAI BOR
• City/Town	NAGAON
• State/UT	ASSAM
• Pin Code	782003
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	GAUHATI UNIVERSITY
• Name of the IQAC Coordinator	Bichitra Pegu
• Phone No.	03672230085

• Alternate phone No.	03672230085				
• Mobile	9365635375				
• IQAC e-mail address	iqackh@gmail.com				
• Alternate e-mail address	khagarijancollege1@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://khagarijancollege.co.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.khagarijancollege.co.in/academiccalendar.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	58.00	2004	04/11/2004	03/11/2009
Cycle 2	B	2.19	2017	22/01/2017	22/02/2022
Cycle 3	B+	2.51	2023	18/10/2023	17/10/2028
6.Date of Establishment of IQAC			10/12/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	Fee Waiver Scheme	Government of Assam	2023-24	3217140	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			05		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
The Internal Quality Assurance Cell of the College organized Five Meetings with its different Stakeholders and Cells and Committees for making Academic and Quality related decisions.		
The IQAC of the College has Successfully signed an MoU with stakeholders viz., Industry, Academic Institution Government, and Govt. Organization for the fulfillment of its Vision and Mission statement.		
The Cell successfully conducted an Academic Audit, Energy Audit, Gender Audit and Green Audit.		
The Internal Quality Assurance Cell of the College has successfully concluded the assessment of the 3rd NAAC cycle and achieved a grade of B+.		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Quality Initiatives	Conducted Academic and Administrative Audit, Energy and Gender Audits Successfully
Feedback	Feedback was collected from the different stakeholders, analyzed and action taken has been taken.
Collaboration	The College has signed more MoUs with Academic Institutions and Industry Partners.
Submission of Data for AISHE	The College institutional data is submitted to AISHE on 31/01.2025

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY, KHAGARIJAN COLLEGE	13/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	31/01/2025

15.Multidisciplinary / interdisciplinary

Khagarijan College situated at Chotahaibor, Nagaon, is an affiliated HEI under Gauhati University, Guwahati. The College strictly follows the Courses & Curriculum prescribed by the Carent University. Despite that, considering the needs of Multidisciplinary/Interdisciplinary approach in higher education, the College has endorsed some measures to adapt its stakeholders with diverse aspects of knowledge with existing courses. For academic level the College has entered into collaboration with various academic & industries at national and state level viz, University of Science and Technology Meghalaya, ICT Academy etc.

The college also focusses upon to provide holistic education through extension activities by involving its students through various programmes like NSS besides clubs and forums. To promote the spirit of social responsibility and encourage holistic education, the college has adopted the Toklai village where faculty members and students interact with the village locals for promotion of science and humanities in addition to development of various skills under Skill Development Programmes and carrying out other extension activities.

16.Academic bank of credits (ABC):

Khagarijan College Chotahaibor, Nagaon is not an autonomous institution. As an affiliated institution to abide by the norms and guidelines issued by the affiliating University time to time this is also issued course completion certificate to its students. However, taking its consideration about the implementation of NEP 2020, the college used to encourage the students to enroll courses under various OLD platforms. In addition to that, the college has entered into collaboration with academic institution to disseminated knowledge that will help in fostering multiple entries and exists in near future. The faculty of the institution has participated in several NEP 2020 workshop and Seminars for disseminating knowledge on ABC. Moreover, the institution has a well trained and capable manpower to maintain the records of the students in the ABC Portal.

17.Skill development:

The skill development process helps the students to think beyond grades. It helps them to tap into their capabilities, develop rural life skills, and prepare themselves to be successful in the careers of their choice. Keeping in mind of the necessity of skill development, Khagarijan college, Nagaon strives to achieve the same. The Parent University has emphasized the needs of the skill enhancement and developed and revised its existing syllabus into choice based credit system and accordingly all the students irrespective of their streams have to choose one skill based paper to complete their graduation. Besides that, at the institutional level, right from 2020 onwards, the college has introduced some skill based certificate courses. To impart value-based education for positivity amongst the learner to develop humanistic, ethical, constitutional and universal human values of truth etc. such as functional English, creative writing, personality Development and E Commerce and banking practices and Diploma in Computer Application. Besides, that, the faculty members are encouraged to participate in the

FDP/Orientation/Refresher Courses/Short Term Course etc. Moreover, the institution organizes faculty and students orientation Programme in collaboration with S.S. Technology, Guwahati, Assam. Simultaneously, FDPs are organized in collaboration with ICT Academy.

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

Ancient Indian civilization has accorded immense importance to knowledge. It's amazing vast body of intellectual texts, the world largest collection of manuscripts, its attested tradition of texts, thinkers, and schools in so many domains of knowledge. Henceforth, it is prudent to integrate the rich ancient Indian knowledge system with the existing curriculum for the benefit our multicultural societal stricture. The Gauhati University in its revised syllabus has incorporated some aspects of rich foundation of Indian Knowledge system. On the other hand at the institutional level the college has been giving much importance while recruiting its faculty members who are properly versed both in English and vernacular languages. The college conducts the Honours programmes in Bengali and Assamese. The institution organizes classical dance, folk dance competition, cultural rally showcasing diverse elements of culture during Annual College Week. The institution organized Birth & Death anniversary of renowned personality, Divas and Tithis etc.

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

As an affiliated institution the college strictly follows the curriculum designed and developed by the parent University. Following the prescribed syllabus by the Parent University the college adopts a student centric learning methods. The PO & CO are given in the prescribed syllabus of the Parent University and the same is uploaded in the college website. All the respective departments at the very beginning of new session explain their programme outcomes courses outcomes and programme specific outcome. In addition to that all respective departments of institution organizes different programme for experiential learning viz field study under environmental study, educational tour to industry and historical places, student exchange programme with other higher educational institution and organizes lectures on specific topics by revising environment subject experts. Simultaneously, to facilitate the concept of participative learning the college gives maximum emphasis on preparation of wall magazine, publication of college magazine annually and organizes departmental seminars, debate, quiz

competition , participation of NSS volunteer to different programmes, eco clubs activities etc. In addition to that all the departments allot project work, group discussion to facilitate and attainment of group based education. The college while designing the add on and certificate courses it emphasis on maximum attainment of course outcome.

20.Distance education/online education:

Distance education and online education has become an integral part of present day teaching learning process. To fulfill the needs of distance and online education the college has opened a campus for distance education under KKHOUS for pursuing undergraduate and post graduation courses. The college for facilitate blended mode of teaching learning process develops a learning management system through college website. This learning management system took an important role at the time of Covid-19 pandemic situation. All the department of the College, developed online learning materials and conducted online classes through Google Meet, Zoom Meeting, WhatsApp Group etc. The Digital Library portal of the college is enriched with e-study materials, question papers text books etc. At the time of Covid-19 pandemic situation all the departments faculty members went through online courses organize by various higher education institution across the country and took active part to train up the students on online mode of teaching learning and examination system. The college has plan to start smart classroom for effective teaching learning as well as distance and online learning

Extended Profile

1.Programme

1.1 150

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 596

Number of students during the year

File Description	Documents
Data Template	View File

2.2

925

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

266

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

31

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

31

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 150

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 596

Number of students during the year

File Description	Documents
Data Template	View File

2.2 925

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 266

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 31

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	31
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	72,10,381
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	35
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

For effective curriculum delivery the college follows:

- The colleges adopts the curriculum provided by the parent university and operationalize the curriculum within the given framework in its own way depending on its resources potential and institutional vision and mission.
- Prepared Academic calendar mentioning working and co curricular activities. A Central Class Routine is prepared by Routine Committee.
- The Internal Quality Assurance Cell and Academic Committee of the college holds meetings and discussed about the curriculum planning and delivery as per the calendar.
- The Central Class Routine is again divided among the Departmental faculty members.
- The Faculty members as per the distribution of Courses prepare Lesson/Teaching plan for the entire semester.
- The college organizes "Induction Programme" for new

comers.

- The curriculum delivery progression is recorded departmentally and centrally by the Vice-Principal.
- Test examination conducted by the departments to identify the learning levels of the students.
- The HoDs decides about the Assignments, Inter-Departmental activity, Project Work, Departmental Seminars/Educational Tours and Faculty exchange etc.
- After completion of the sixty percent of the Courses, Sessional Examinations are conducted in a decentralized process.
- Remedial classes are organized for the needy students and as per the request of the students concerned.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://khagarijancollege.co.in/upload/agar_doc/1738911143.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Curriculum Delivery & Planning

- The colleges adopts the curriculum provided by the parent university and operationalize the curriculum within the given framework in its own way depending on its resources potential and institutional vision and mission.
- Prepared Academic calendar mentioning working and co curricular activities.
- A Central Class Routine is prepared by Routine Committee.
- The Internal Quality Assurance Cell and Academic Committee of the college holds meetings and discussed about the curriculum planning and delivery as per the calendar.
- The Central Class Routine is again divided among the Departmental faculty members.
- The Faculty members as per the distribution of Courses prepare Lesson/Teaching plan for the entire semester.
- The college organizes "Induction Programme" for new comers.
- Feedbacks are collected and follow up action taken.

Ensuring CIE:

- Conduction of regular test examination.
- Conduction of two Internal Examinations.
- Timely assessment of answer scripts.
- Timely completion of seminars, project work, field work, assignments and industrial & educational tours.
- Conduction of Academic Audit.
- Organisation of mentoring system & remedial classess.
- Timely redressal of grievances relating to assessment.
- Completion of students related activities for ensuring all round development.
- Preparation of POs, PSOs & COs

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://khagarijancollege.co.in/upload/academic/Calendar/Academic%20Calendar%202023-2024.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**20**

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****03**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**94****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****94**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Institution runs the Programmes and Courses in Arts, Commerce, BCA, PGDCA, PG in Assamese and a number of Add on and Certificate courses. Curriculum for these courses are designed and developed by the parent University that includes the cross-cutting issues relevant to the current pressing concerns both nationally and globally such as gender, environment & sustainability, human values and professional ethics, development of creative and divergent competencies to sensitize the students.

- Courses that integrate the Gender Perspectives are English, Assamese, Bengali, Education, History, Political Science etc.
- Environmental awareness the collegee organizes Plantation Programme, observes World Environment Day and Project Work under Environmental Studies to nearby areas of the college.
- Green Audit with active participations of the Faculty members, Students and the External Experts.
- The Departments organized Field Study/Field Trip on various environmental issues with Faculty as Guide Teachers for promotion of environmental awareness.
- The college organizes events and extension activities for gender sensitization.
- Organize programmes for Skill development of the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

610

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

1.3.3 - Number of students undertaking project work/field work/ internships**607**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://khagarijancollege.co.in/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

875

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

518

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

For Assessment of the learning level of the advanced and slow learners, the Departments adopts the following measures:

ADVANCED LEARNERS:

- Students are motivated to participate in national & international seminar/webinar/debate/quiz competition etc. for interaction with experts of different avenues.
- Provided with additional reading materials.
- Advised to take part in student exchange programs and encouraged to contribute to the development of the wall magazine, which fosters their intellectual growth and creativity.
- Assigned project works for final year students and encouraged seminar presentation.
- Proper mentoring for achieving their goals.
- Self-learning through digital mode

SLOW LEARNERS:

- Proper mentoring system for the slow learners.
- The institution provides remedial classes where they receive special counseling and guidance from teachers to address their weaknesses.
- Bridge courses were arranged for filling up the knowledge gap.
- Parent-Teachers meetings were arranged.
- The college also has a mentoring system in place, where slow learners receive individualized counseling and support to overcome their difficulties.
- In order to facilitate the learning process, the institution displays the marks obtained by the students in the Internal Examinations. This allows students to review their mistakes and discuss any problems they encountered with their teachers.

- Provision of vocational/skill formation courses for career prospect.

File Description	Documents
Link for additional Information	https://khagarijancollege.co.in/upload/auditreport/1738747375.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1215	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Along with the traditional method, the institution also follows dynamic and updated ICT facilities in the teaching learning process. In this regard, it is kept in care that the processes are mostly student centric.

- For the experiential learning, workshop, seminar, activity based learning and laboratory uses are made.
- In the participative learning process, department-wise preparation of wall magazines and guest lecture program are conducted.
- For the problem solving, open book tests are conducted along with that some departments conducts project-based learning in connection with the syllabus. In addition to that for the Skill Enhancement Course, all the departments conduct practical test exams.
- The college has Wi-Fi enabled campus which helps both the teacher and student to access information and stay updated.
- The college also has computer laboratory with internet accessibility and classrooms connected with projectors.
- The college has Automated library which enables the

teachers and students to access e-resources along with books, magazines and newspapers.

- The college has a well-equipped computer laboratory for the students and teachers. Along with that it has also attached a language laboratory at the same.
- The Department of Education has a separate laboratory for practical classes. It helps the students to develop creative knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://khagarijancollege.co.in/upload/auditreport/1738747427.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

A number of ICT enabled tools are used by the faculty members of the institution to make the teaching-learning process more effective in the classroom environment. Teachers use ICT enabled tools such as Laptop, Desktop, LCD projector, Wi-fi, whiteboard, videos, Online meeting platform, Printers and copiers etc. for providing knowledge to students. In addition, reading materials and assignments are provided to students through Google classroom and WhatsApp. The College has 08 ICT enabled classrooms and 1 ICT enabled conference rooms. The College has 24x7 internet facility with 100 MBPS bandwidth, which is used extensively by faculty members and students for effective teaching-learning. PowerPoint presentations and video lectures are integrated by the faculty members in the technology based teaching-learning process. Links of video lectures from YouTube and Swayam platform are provided to the students.

Teachers attend online MOOC courses under Swayam and various universities in India to enhance their teaching skills. Students are also encouraged to attend student specific MOOC courses of their choice. All the faculty members are allotted an institutional Email ID. In every semester, classes are taken by the faculty members using LCD projector and students also present their seminar papers through PPT. Peer Group learning through ICT tools is another strategic choice of the institution for promoting participative learning among the students. Quiz competition using audio-visual tools help the students to

acquire interesting and contemporary information. The Certificate course in Computer Basics also enables the students to acquire practical skills with the help of computers.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://khagarijancollege.co.in/upload/miscellaneous/1738658917.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

05

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

31

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Before the commencement of the Internal Assessment, the Examination Committee seats in meeting.
- The Internal assessment is done in a decentralised manner .i.e. departmentally within the timeline specified in the Academic Calendar and the Notice issued by the principal.
- The Academic calendar of the College, prepared in line with Parent University Calendar, schedule the date for Internal Assessment and accordingly the Notice is issued by the Principal for each Semester in a given Academic Session.
- The Internal Assessment is done according to the rules and regulation framed by the Parent University.
- The HoD of the respective Departments after due

consultation with Faculty members, the Syllabus is decided for IA and entrusted the responsibility for setting of the Question Papers and date is fixed for submission of the same.

- The Examination Schedules are prepared and communicated with the students through Notice Board. Attendance in IA examination is compulsory for each student.
- The evaluated answer scripts are shown to the students and in the case of any grievances related to assessment a date is fixed for redressal of IA related.
- The field visit, educational tours, survey works and institutional visits are also taken into consideration in internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	https://khagarijancollege.co.in/upload/auditreport/1738747506.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

At college level:

- The college has a policy for those students who are not able to appear in IA examination due to genuine ground viz., medical or any other family related ground, with proper application, allowed to appear in the Sessional examinations.
- The slow learners, who scores less marks in the IA examination, to reappear in the examination for improvement in examination.
- The grievances and action taken policy at the college level are shown in the departmental answer sheet. The answer script of the student, IA examinations are shown to the student in their presence and options are provided for betterment to seat again in the examination.
- Student not satisfied with his/her marks are allowed to approach the HoD of concern Department.
- The college follows a transparent policy for evaluation where marks of the students are shown in the concerned class and in Notice Board.

University Level:

- In reference to the IA Error in mark sheets provided by the university is less than the marks provided by the college, then application are sought from the students and the same has been forwarded by the Principal to the Controller of Examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://khagarijancollege.co.in/upload/auditreport/1738747566.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The Academic Committee and the Internal Quality Assurance Cell (IQAC), engages in discussions regarding the effective communication of Course Outcomes (COs) and Program Outcomes (POs). To ensure comprehensive understanding.
- Departmental Meetings are organized where COs and POs are imparted to students.
- Additionally, physical copies of the syllabi are made readily available in the respective departments for easy reference by students.
- The IQAC conducts meetings with Heads of Departments (HoDs) from all academic departments on the eve of each academic session.
- During these meetings, they communicate information about the COs to the students. Furthermore, the Mentor-Mentee meetings serve as a platform for discussing the COs and POs with students.
- The Admission Committee, responsible for admitting students into new courses, effectively communicates the COs and POs to the students during the admission process.
- Teachers make efforts to explain the Graduate Attributes to the students. Additionally, the College Website provides digital access to the Curriculum and Learning Outcomes of various programs and courses.
- The departments play an active role in explaining the COs and POs to the learners, ensuring their clarity and understanding. Furthermore, there is an emphasis on identifying relevant concepts emerging from society and

formulating policies that encourage student engagement in scientific research.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://khagarijancollege.co.in/upload/agar_doc/1737694276.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

- The Khagarijan College implements the courses and programs offered by its parent university.
- The course outcomes (COs) along with their program outcomes (Pos) and program-specific outcomes (PSOs) undergo a formal examination process for validation.
- The COs are reflected in the Annual Quality Assurance Report of Khagarijan College, which outlines the examination procedures.
- The validation process includes a feedback system, where collected feedback is carefully analyzed.
- Based on the findings, an Action Taken Report is generated leading to further policy adjustments for evaluation purpose.
- The college follows an Academic Calendar that organizes both academic and non-academic activities.
- This calendar is distributed to each department and displayed on the college website. Head of Departments (HODs) and teachers maintain departmental and individual diaries based on the Academic Calendar. Additionally, daily class routines are shared with the departments prior to each academic session.
- Each department designs a semester-wise evaluation plan, and the Examination Committee establishes guidelines to ensure the proper conduction of internal assessment examinations.
- The feedback levels from students are thoroughly analyzed, and appropriate actions are taken to achieve the desired course outcomes. The Placement Cell monitors the students' progression, which serves as an indicator of their attainment of the COs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://khagarijancollege.co.in/upload/auditreport/1738748035.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

266

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://khagarijancollege.co.in/upload/annual_doc/1738657108.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://khagarijancollege.co.in/upload/feedback/1735021212.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.28 Lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

25

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- Besides the curricular activities, the college, along with its stakeholders has a policy to conduct extension activities in different aspects for the benefits of the local communities that surrounds in the nearby areas of the college.
- This extracurricular activity as part of extension is a part of enhancement of knowledge of the students in burning social issues, problems and cultural milieu of the society and holistic development, to understand themselves in relation to their community, to develop competencies that are required for group-living and sharing of

responsibilities, to attain knowledge in mobilizing community participation etc.

- The outcomes of these extension or outreach activities are appreciated by the community, institution, organisation where the programmes were conducted. Besides that, these activities extend the helping hand of the college through its stakeholders to the needy people of the local society.
- The institution is deeply engaged with the community and various departments take part in extension activities to further holistic development of the students. In this session, the Department of Economics helmed a Cleanliness Drive in Madhupur where students enthusiastically took part in the endeavour. The students engaged with the community members, and helped carry out various initiatives to clean the area. The Department of Education also led a Plantation Drive in Madhupur where students along with faculty members planted various saplings in the area as a contribution towards a green environment.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/aqar_doc/1738743103.pdf
Upload any additional information	View File

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

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

04

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

01

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

40

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

07

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is located in an outskirts of Nagaon town with a land area of 3.25 acres of land with a buildup area is 3032.0735 sq.mts.

Classrooms:

- It has a total of 25 classrooms, with 11 ICT enable Classrooms.
- Classrooms are hygienic, well-ventilated and equipped with teaching learning tools, furniture's and electricity.

Laboratories:

- The Dept. of Education has a well maintained Laboratory.
- The Dept. of Computer Science and Language Lab has separate laboratories of its own.

Computing Equipment:

- College has 02 mobile LCD projectors.
- The college has 05 laptops Wi-Fi.
- The college has 11 ICT enabled Classrooms. These classrooms are equipped with White board, LCD Projectors and Wi-Fi
- It has an ICT enabled 100 seated Conference Hall.

Other Facilities:

- The College has a two storied administrative building which contain Principal's Chamber, Office Room and Cash counter, Staff Common Room, and in the first floor Conference Room, Computer Lab, and Classrooms.
- The library has a 58-seating capacity along with faculty reading room. It is equipped with Text Book, Reference Book, Proceedings of Seminar & Conferences, Autobiography, Rare Books, Question banks, News Papers (Assamese and English), Print Journals, NLIST subscription etc.
- The Central Library has SOUL Software with 2.0 Version. The librarian and the subordinate library staff look after the day to-day affairs of the library.
- Each department has its own room provided with a desktop and a departmental library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Cultural Activities:

- Almost all the functions are held in the open areas of the college campus, for which formed a temporary stage, while some functions are held in the meeting halls.
- Different cultural activities like folk dance, modern

dance, one act plays, chorus, group dance, individual songs etc. are performed on the occasion of Freshman Social, College week, Farewell functions, College Foundation day, Closing Ceremony of Golden Jubilee and Saraswati puja in the college campus.

- Various musical instruments viz., harmonium, tabla, dhol, flute, guitar, keyboard etc. are made available for the students in the cultural programs.

Sports Facilities:

- The college has managed to provide sports facilities for physical wellbeing of the students. There is a student's union secretary under the guidance of a teacher in charge.
- Indoor stadium with Badminton Court and a Table Tennis Board.
- One basketball court, Space for organizing Kabaddi, Volleyball and other minor outdoor events.

Gymnasium Hub:

- The institute provides a gymnasium for the students with instructor.

Auditorium:

- Although the Institution has no permanent auditorium of its own hence use room no. 06 and conference hall as an auditorium.

Other Facilities:

- The College has allotted separate room for NSS, Women Forum and KKHSOU study Centre.
- The college has sick bed facility for needy students to appear in the examination.
- Separate common rooms for both boys and girls are available in the college.
- The College Provides two Girls' Hostel with 48 seat capacity

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/aqar_doc/1738911894.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/aqar_doc/1738914115.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

45,39,000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college boasts a Central Library with a seating capacity of 58, serving as the primary knowledge hub and utilizing the Integrated Library Management System (ILMS) version 2.0 installed in 2016. ILMS comprises modules like Self-Management, Stock Verification, and Membership Login, enabling record creation and viewing. The system incorporates an Online Public Access Catalogue (OPAC) for efficient book tracking, organized by subject, Accession Number, publisher, and author. Bar Tender software facilitates barcode functionality for streamlined library management.

The Digital Library Portal enhances accessibility, offering electronic resources and institutional repositories with remote N List access for faculty and students. The ILMS includes a Digital Library Platform with logins for students and faculty, housing class notes, question papers, publications, syllabi, eBooks, and college magazines.

The library complex is Wi-Fi-enabled, backed by an online UPS system, and equipped with CCTV surveillance. The Central Library webpage (<https://www.khagarijancollege.co.in/library.php>) and Digital Library webpage (<https://khagarijancollege.co.in/online/dlibrary.php>) provide comprehensive information. Additionally, the library features 10 computers, allocated for OPEC, scanning, book circulation, administration, and other purposes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://khagarijancollege.co.in/upload/aqar_doc/1738217929.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25290

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT Infrastructure Overview:

- Spread across all departments, classrooms, central library, office, and Internal Quality Assurance Cell.
- Policy in place for regular updates to meet growing IT

demands.

Central Library:

- Equipped with SOUL: 2.0 software since 2016.
- User-friendly OPAC system for simple and advanced searches.
- Digital Library Portal introduced in 2020-2021 with e-copies of magazines, question papers, study materials, class videos, and notes.
- N-List facility subscribed in 2020-2021 for enhanced library access.

Internet Services:

- Transitioned from BSNL Broadband to BSNL Fibre (Optical Network Termination) in 03/06/2021.
- Achieved network speeds exceeding 100 mbps for improved internet services.

Website Upgrade:

- Upgraded from Assam Look .com to S.S. Technologies, Guwahati, Assam in 2019.
- Active website domain with features such as Online Admission Portal, Certificate Printing, Digital Library, Student Satisfactory Survey, Learning Management System, Alumni Registration, Accounts Maintenance, and Leave Management.

ICT Facilities:

- Increased ICT-enabled classrooms to 11.
- Well-equipped Conference Room with internet facilities and projectors.

Teaching-Learning Enhancements:

- Successful integration of ICT tools and e-resources.
- Facilitated anytime teaching through the Digital Library Portal.
- Constant updates and improvements in the IT infrastructure to support institutional activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/aqar_doc/1738914377.pdf

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

45,39,000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Policies & Procedures:

- The Budget Committee prepares the budget for the maintenance of the infrastructure.
- Meetings of the Construction Committee was held for infrastructure requirements.
- All types of repairs and maintenance were monitored by the construction committee.

Laboratory:

- Maintenance of the laboratory equipment's were done through the HoD of the concerned departments.
- Stock registers are maintained in the departments.
- Maintenance and verifications of the stocks were done regularly.

Library:

- Library Committee and the Librarian look after the functioning of the library.
- The Committee finalized the list of the books and journals for the approval of the principal.
- ICT updates were maintained by the Committee.

Sports:

- Teacher In-charge were appointed to look after the needs of the students.
- Upgradation of the sports materials are done by the Teacher in- charge and the game secretary.

Computers:

- Computers are maintained by the service provider.
- Anti-virus /Anti Malware software are installed and updated at specific intervals.

Classrooms:

- The classrooms facilities are maintained optimally.
- Maintenance of ICT based classrooms by in house technicians.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****899**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by**

the institution / non- government agencies during the year**919**

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://khagarijancollege.co.in/upload/aqar_doc/1738390463.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**458****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****458**

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****38**

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****03**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****10**

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

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

At Khagarijan College, students actively engage in a wide array of activities that go beyond their regular academic pursuits. These activities encompass administrative, co-curricular, and extra curricular domains, enhancing their overall educational experience. One of the notable initiatives at the college is the annual formation of a student council. KhagarijanCollege has an active student council (The KhagarijanCollege Students' Union) which is elected annually. Each year, students participate in the democratic process. The Activitesof Student Council includes:

1. Khagarijan College Students' Union holds the Annual college week under supervision of faculties in which literary sports and cultural events have been organised for development of student's quality in the specific areas.
2. Khagarijan College Students' Union holds Fresher's social, Teachers' Day, Saraswati Puja, etc. and publishes college Magazine Annually.
3. Maintaining discipline among the students.
4. Organizes Games and Sports and cultural Competitions.
5. Support IQAC and RUSA monitoring committee and Grievance Redressal Cell in decision making.
6. The union body takes active steps in regard to ensuring maximum student participation in various college events, excursions, youth festivals (organised by affiliating University) as well as other programs and competitions held outside.
7. Another avenue for involvement is the National Service Scheme (NSS), where students engage in social welfare activities to address community needs.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1737953099.pdf
Upload any additional information	View File

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

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

60

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Khagarijan College was formed in the year 2003 with the objective of acting for the all-round development of the college. The College has an active Alumni Association and it actively takes part in the development activities of the college. The Alumni Association has its own President and Secretary. The Association organises annual meetings and took active part in the closing ceremony of the College's Golden Jubilee Celebration in the session. The Association also made significant contribution of donation for the Golden Jubilee celebration in the session. Alumni of Khagarijan College often organizes various programs in the colleges to support current students and foster a sense of

community. These programs may include plantation program, lecture program, good distribution program etc. Such programs facilitate knowledge sharing, professional growth, and a stronger bond between alumni and their alma mater, ultimately enriching the college experience for current students and strengthening the alumni community.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/alumni_association.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The Khagarijan College in Nagaon, Assam, is governed by the apex body known as the Governing Body (GB), established by the Director of Higher Education, Government of Assam.
- The GB, composed of members appointed by the DHE, Assam, as well as teacher and guardian nominees, supervises administrative decisions in accordance with government guidelines.
- Collaborating with entities such as IQAC, the GB ensures the efficient implementation of policies to achieve the college's vision and mission through both formal and non-formal coordination.

VISION:

- The vision of the Khagarijan College is to spread and

promote higher education for the sustainable development of the nation.

MISSION:

- To set a 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 with "BETTER EVERY DAY" spirit.
- Development of social responsibility through the Various committees and cells formed for proper decentralization of the administrative and Academic works of the college.
- Grants of leave to the Faculty members for attending Induction/Refresher/Faculty Development/Short-Term Course/Winter & Summer School etc. for updating their knowledge to achieve the vision and mission.

File Description	Documents
Paste link for additional information	https://www.khagarijancollege.co.in/govbody.php
Upload any additional information	View File

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

- The Khagarijan College has adopted a mode of administration that is decentralised and participatory in tune.
- The Governing Body of the College, involving different stakeholders appointed by the Government of Assam with Teachers and Guardian representatives plays important role in functioning of the college.
- The IQAC, a quality sustenance body, initiates the strategies and monitors the activities in line with Vision & Mission of the institution.
- The Academic Committee, Finance Committee, Budget Committee, Construction Committee, Purchase Committee etc. comprising the members from faculty, students and representatives from other stakeholders assists the Principal in designing and implementing different developmental policies.

- The Student Union, The Khagarijan College Student Association" a statutory elected body, functioning under the guidance of Faculty Advisors, facilitates student centric education and representation in the administration.
- The faculty Members assists the IQAC by taking the responsibilities entrusted by the institution.
- The Administrative staff helps to realize the goals of the institution.
- The Teacher in charges and the Coordinators of the Committees and the Cells take responsibilities incorporating the suggestions from different stakeholders.
- The Alumni Association, Parent Teachers Association and other stakeholders plays important role in developmental activities of the college.

File Description	Documents
Paste link for additional information	https://www.khagarijancollege.co.in/upload/miscellaneous/1737619474.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Khagarijan College has successfully executed its Perspective and Action plans devised by the Internal Quality Assurance Cell at the commencement of each Academic Year. Following the NAAC 3rd Cycle Assessment in 2023, the institution implemented three Self-Finance Courses since 2020: UG Programme in Commerce (120 seats), UG Programme in BCA (40 seats), and PG Diploma in Computer Application (40 seats).

Additionally, the college introduced Skill-based certificate courses in Beautician cum Hairstylists. Curriculum enrichment initiatives include Add-on courses in Creative Writing, Personality Development, and e-Commerce & Banking Practices.

Embracing digitization in various realms, the college has automated admission processes, fee collection, and receipt generation through the Khagarijan College Admission Software. The library utilizes SOUL 2.0 Software, employs Bar Coding for book management, and offers e journal access via N-List. The institution has implemented biometric attendance for faculty, a

robust Learning Management System, and staff management software. Moreover, the college facilitates a digitized feedback process aligned with NAAC standards on its website. With enhanced ICT-enabled classrooms, an active website, and social media channels, Khagarijan College prioritizes effective information dissemination to stakeholders

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1737621987.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution, aligned with its Vision & Mission, operates uniquely within the policies of the Government of Assam and the Parent University. With 50 years of progress, its internal organization is efficient and participative, evident in its managerial setup and service procedures.

- The quality policy of the college is rooted in the Vision and Mission statement of the institution.
- The Policy Documents on administrative to Gender Policies proposes the benchmarks and principles of the institution.

Appointment and Service Rules:

- The institution abides by the rules and regulation laid down by the State Government, Affiliating University and accordingly policy has been developed by the Governing Body.
- The appointment of the Permanent faculty members is in confluence of the State Govt. Rules and Regulations.
- For the appointment of Guest faculty/Part-Timer/ Contractual Faculty is in confluence of the Governing Body of the college.
- The appointment of the Non-Teaching Staff is done as per the rules prescribed and issued by the State Government.
- The Service rules for the Teaching and the Non-Teaching Staffs are as per the Service Rules laid down by

the Government.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1737707531.pdf
Link to Organogram of the Institution webpage	https://khagarijancollege.co.in/upload/agar_doc/1737704161.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare Measures: The Khagarijan College strives to provide effective welfare measures to the teaching and non- teaching staffs for getting their commitment, support and dedication towards college development process.

- The college provides Child care leaves, maternity leave, casual leave, earn leave as per the rules of the Government of Assam to the teaching and non-teaching staffs.
- The college has provision for residence of grade IV staff.
- Encasement of earned leave at the end of service period.
- Timely disbursal of the salary to Permanent and part time

staffs.

- 24x7 Wi-Fi facilities for the stakeholders of the college.
- Separate Departmental Rooms for the faculty members.
- The institution provides opportunities for career advance to the teaching and non-teaching staffs.
- NOC is provided to the faculty members for attending seminars, conferences, workshops, symposia, PDP, OC, RC and STC as required.

Other facilities:

- College Canteen facility for teachers by keeping separate arrangement.
- Provisions of safe drinking water facility.
- Provision of teachers Common Room with attached wash room.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1738743427.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

01

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

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

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution follows the guidelines and regulations set by

the University Grants Commission (UGC) and the Director of Higher Education, Government of Assam, when appointing faculty members in various departments. Similarly, promotions for both faculty members and non-teaching staff are conducted in accordance with the rules and regulations of the Government of Assam and the UGC. During the promotion process, each employee's performance is evaluated to identify areas for improvement and support their growth and development, rather than simply measuring performance against established norms.

The Principal and the President of the Governing Body submit an annual Confidential Report on the performance of faculty members to the Director of Higher Education, Government of Assam. The Internal Quality Assurance Cell (IQAC) assesses the potential of faculty members and evaluates their performance based on predetermined parameters. The IQAC also reviews Self-Appraisal and Academic Performance Indicator (API) forms and forwards them to the Principal for necessary action. Additionally, students are given the opportunity to provide feedback on faculty members annually through feedback forms available on the college website.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/aqar_doc/1738231501.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Financial Resources of the college are maintained through an effective and well documented process. The college has following types of Accounts in operation:

1. Receipt & Payment Accounts
2. Income & Expenditure Accounts
3. Balance Sheet

Sources of Revenue:

- **Fee Receipt:** Fees are collected from the students at the time of admission.

Interest Received:

- At the time of maturing the banks credit the interest of the concerned accounts which is accumulated as closing balance and utilized for the development of the college.

Government Grants:

- The institution receive Grants from various government and Non Government Bodies i.e. RUSA, Govt. Of Assam etc. for different purposes viz., purchase of laboratory equipments, Infrastructure facilities, books, building grants etc.

Non-Government Grants:

- The fund received from the Institutional Well-Wishers, Alumni, and philanthropists for research activities, conducting seminars, constructions etc.

Financial Audits (Internal and External):

- The college has a policy for financial management and maximum emphasis is given in "no cash" transaction above 10,000. For fee payments, the college encourage the students for online mode.
- The optimal utilization of financial resources are monitored through Internal and external audit conducted by the Audit Committee and personnel from the account department.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1738743790.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers

during the year (INR in Lakhs)

2054552

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The instituion has a proper mechanisim for mobilization of Funds and the optimal utilization of resources.

- The Finance Committee and the Budget Committee headed by the Principal as Chairperson, Vice Principal, Coordinator IQAC and the representative of the Faculty members planned annual financial planning and prepared annual budget as per the requirement.
- The Committees viz., the Purchase Committee & the Construction Committees are headed by the Principal, Vice Principal and senior faculty members properly monitored the tenders and the purchase orders and disburshment of the funds.

The Finance and the Budget committee ensures transperancy in financial transactions to mobilize the funds/grants received from Government & Non-Government Agencies for

- Infrastructure Development
- Welfare & Academic Support
- Salary Component
- Outreach Activities etc.
- The Governing Body of the College is the Apex Body for approval of the financial activities.
- Besides, the faculty members are appointed as the Teacher In charge of different committees and cells for optimal utilization of the funds received for different purposes.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1738233333.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC plays a pivotal role in ensuring the quality standards of the college. Notable initiatives include:

- The IQAC implemented Administrative and Academic Audit, a comprehensive quality initiative.
- The IQAC conducted a Green Audit, leading to the installation of solar panels, marking a substantial move towards partial self-sufficiency in power generation.
- The IQAC transitioned feedback mechanisms from offline to online mode for students, teachers, employers, alumni, and parents.
- Conduct of Orientation Programmes for Students at the time of Admission regarding various programmes and courses offered by the College along with acquainting them with the concept and relevance of attaining higher education.
- Timely assessment and review of the various works undertaken by different cells and committees of the college are undertaken and follow up actions are suggested.
- Teacher Representatives, Management, Administrative Officers, .Improved teaching-learning and evaluation process, Effective delivery of curriculum and enhanced usage of ICT tools, Organising seminars/workshops/Conferences etc,

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/iqac_committee/1734604454.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals:

- The institution prepares Academic calendar for effective implementation of its academic activities.
- The IQAC provides Teachers Diary, HoDs Diary for daily Academic updates of respective departments.
- Seats in meeting with the HoDs for evaluation on the POs, PSOs and COs.
- Conducts Academic Audits
- Conducts Gender, Green and Energy Audit.
- Prepares POs, PSOs & COs by the respective departments.
- Ensures Teaching and Lesson Plan from the faculty members.
- Communicate the Academic and other quality audit reports with the departments for further improvements.
- Examination based Grievance redressal on timely basis.
- Post-Feedback and post-audit corrective measures. PBAS for Teaching and Non-Teaching Staff collected and analysed.
- Training programme for teaching and Non-Teaching staffs.
- Mentoring system for all the students.
- Remedial and Bridge course for advanced and slow learners.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/agar_doc/1738915164.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://khagarijancollege.co.in/upload/aqar_doc/1738657108.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Annual Gender Sensitization through Curricular and Administrative Activities:

- The Curriculum provided by the Parent University has courses on addressing the Gender Issues like Equity, Domestic Violence, Discrimination at workplace etc.
- The institution has a good mixture of male and female faculty members and its student strengths are almost 50 per cent female.
- The female faculty members and female students take active part in the administrative and policy making process through different Bodies, Committees & Cells

Gender Sensitisation through Co-Curricular Activities:

- The various Cells and Committees are cautious about the gender issues and initiate different programmes
- Anti-Sexual Harassment Cell
- Women Cell
- Personality Development Courses
- Skill Development Programmes
- Gender Audit.

The women cell of the college annually celebrates the International Women's Day by organising talks, awareness programmes on gender equity.

Common rooms

- There is a faculty common room where separate toilet facilities for both the male and female members are provided.
- The girls common room is a well-furnished and well ventilated space with proper sanitation.

Day Care Centre:

- There is a dedicated room for Day Care Centre in the college premises.

File Description	Documents
Annual gender sensitization action plan	https://khagarijancollege.co.in/upload/agar_doc/1738221248.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://khagarijancollege.co.in/upload/agar_doc/1738227410.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- Waste disposal is an integral part of any institution to maintain the balance with the ecosystem.
- The Khagarijan College generates various biodegradable and non biodegradable wastes which have to be disposed in a

proper manner so as not to pollute the environment and the campus surroundings.

- The non-biodegradable wastes are dumped inside the dustbins placed in various corners of the campus, which are then collected by the municipality of the district on regular basis.
- The biodegradable wastes are separated and deposited into the Vermicompost Plant, inside the college campus, which then turns the waste into manure so as to maintain a sustainable balance in the campus ecosystem.
- The manure generated is used to provide nutrition to various plants inside the college campus.
- A Drainage Machine is also available in the college which aids in draining unwanted water specifically during floods which causes water logging of muddy waters in various places inside the college campus.
- The water is drained to the Kolong River in the backyard of the college. Furthermore, proper drainage and plumbing systems are also available in the washrooms and canteen.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://khagarijancollege.co.in/upload/aqar_doc/1738217242.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive

B. Any 3 of the above

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Khagarijan College has always tried its level best to cater its students on the issues of inclusive environment for achieving tolerance, harmony towards culture, regional, linguistic, communal and socioeconomic and constitutional obligations.

Cultural Approach of the Institution:

- The college comprises the student community from different cultural, economic and linguistic background from the adjoining areas of the college.
- The Induction programme is followed by cultural programme by the students which encompasses variety of cultural aspects.
- The Annual College Week of the college showcases the cultural diversity of the student community in the cultural Rally organised by the students.

College & Wall magazine:

- For inculcation creativity among the students, the institution annually publishes college Magazine "Amritdhara".

Cultural Team to other Institution:

- The college sent student team to participate in the cultural rallies organised by other institutions and organisations as per the invitation received.

Integration of IKS:

- The institution tries to inculcate the values of Indian Knowledge System by imparting lesson on Assamese, English and Bengali.

Constitutional Obligations:

- The curriculum framework provided by the Parent University encompasses good number examples of constitutional obligations for the students.
- The college organizes several programmes that enhance the life skill development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To sensitize the students and employees of the Institution to the constitutional obligations: Values, rights, duties and responsibilities of citizens, our institution takes all possible initiatives . Some of the examples are:

- Decentralised participation of the faculty members in the different cells and committees such IQAC, Academic Committee, Finance Committee, Budget Committee etc.
- Democratic nature of election to the Student Union "The Khagarijan College Student Association".
- Rotation of Coordinators and Tecaher in-charges.
- Equal distribution of the responsibilities to the faculty members.
- Incorporation of the different stakeholders in the Governing Body of the College.

- Faculty and Non-Teaching participation in the college election.
- Sustainability and human rights are focused in the curriculum delivery process.
- Gender Audit conducted.
- Energy Audit Conducted.
- Green Audit conducted.
- Academic and Administrative Audit performed.

Others:

- The students across all UG courses study constitutional obligations.
- Every year Republic Day is celebrated on 26th January for highlighting the importance of Indian constitution.
- Independence Day is also celebrated each year to highlight the struggle of freedom and the importance of Indian Constitution.
- The NSS wing organizes programs such swachhata hi seva, Anti-Drug awareness programme etc.
- The students have also taken up many cleanliness and plantation drives both inside and outside the campus considering it as a responsibility of every citizen.

Overall, the College actively promotes a holistic understanding of constitutional obligations, civic values, and ethical conduct.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4.

A. All of the above

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

For Upholding and incorporating the national consciousness the following measures has been taken by the institution.

- Organize World Environment Day .
- Celebrates " International Yoga Day"
- Celebrates Independence Day
- Observes Republic Day
- Observes International Women's Day
- Celebrates Swaraswati Puja
- Observes College Foundation Day..
- Observed Bishnu Rabha Divas
- Chatra Divas
- Celebrated the Closing ceremony of the Golden Jubilee of the College.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice: I

TITLE: Green Campus & Cleanliness:

The Green Campus & Cleanliness initiative and Anti-Tobacco program are the two best practices adopted by the college for the academic session 2023-24.

Objectives:

- To develop a clean and eco-friendly campus.
- Raising awareness among students about environmental issues.
- Improving students' management skills for green campus and cleanliness drive.
- To inculcate inclusiveness in and around the college campus.

Evidence & Success:

- It is due to the awareness of the students; the college campus remains neat and clean which is praise by all the visitors to the college.
- The success of the Green Campus & Cleanliness drive is also evident from the initiative of developing a new garden in front of the M.A. building.
- Bamboo-made dustbins are used by students in the college campus.
- Tree plantation programs have been adopted by the college authority and the students' Green Club on and outside the college campus.

Best Practice II

TITLE: Anti-Tobacco Drive:

Objectives:

- To develop awareness among its stakeholders about the ill effects of the use of Tobacco product.
- To disseminate anti-tobacco messages to adolescents.
- To prevent the initiation of tobacco use among adolescent.

Evidence of Success:

- A significant level of awareness is seen among its stakeholders about the ill effects of the use of Tobacco product.
- A significant decrease in the number of students using tobacco in and around the college campus.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

During the assessment period 2023-2024, the Internal Quality Assurance Cell at Khagarijan College, Nagaon, Assam, has successfully implemented performance initiatives, elevating the college's knowledge base significantly. Notably, the signing of Memoranda of Understanding with academic institutions, industry partners, and government/non-government organizations stands out as a remarkable step to disseminate the college's vision and mission soon.

The college has signed more than 29 Memorandum of Understanding with different stakeholders. Out of the 29 MoUs, presently 13 are in the active position and have several follow-up actions.

The major objectives of the Mous signed:

- The main objective of the MoUs signed by the institution is to cooperate in educational, research, and extension activities in areas of mutual interest.
- The MoUs are targeted for Faculty and student exchange, job training, internship, etc.
- The designing and development of Curriculum for diploma and certificate courses.
- For undertaking joint research projects at faculty level.
- For the enhancement of skill ability of the students.

The college, through MoU partnerships with institutions and industries, has executed collaborative activities, enriching the vision and mission. These programs fostered transformative

changes and diverse perspectives in teaching and learning, providing students with opportunities to exchange views with peers from partner institutions.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Plan to enhance the ICT enabled classroom.
- Signing of MoU with different stakeholders.
- Adopt Faculty and Student & Faculty Exchange programme.
- Improve national and international collaborations.
- Plan to increase reserach avenues and to encourage the faculty members for publication in the UGC Care List Journals.
- Plan to organise Training Programme for Teaching and Non Teaching Staff
- Plan to conduct Internal Audit.
- Plan for Academic & Administrative Audit, Gender Audit and Green and Energy Audit.