



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

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

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr. Rameswar Kurmi																								
Phone no/Alternate Phone no.	03672230085																								
Mobile no.	7002874081																								
Registered Email	khagarijancollege1@gmail.com																								
Alternate Email	iqackh@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.khagarijancollege.co.in/aqar.php">https://www.khagarijancollege.co.in/aqar.php</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.khagarijancollege.co.in/academiccalendar.php">https://www.khagarijancollege.co.in/academiccalendar.php</a>																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C</td> <td>58.00</td> <td>2004</td> <td>04-Nov-2004</td> <td>03-Nov-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.19</td> <td>2017</td> <td>22-Jan-2017</td> <td>21-Feb-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	C	58.00	2004	04-Nov-2004	03-Nov-2009	2	B	2.19	2017	22-Jan-2017	21-Feb-2022
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1	C	58.00	2004	04-Nov-2004	03-Nov-2009																				
2	B	2.19	2017	22-Jan-2017	21-Feb-2022																				
<b>6. Date of Establishment of IQAC</b>	10-Dec-2003																								
7. Internal Quality Assurance System																									
Quality initiatives by IQAC during the year for promoting quality culture																									
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																						

Submission of AQAR	15-Mar-2020 01	21
IQAC Meeting	17-Jun-2020 01	16
IQAC Meeting	20-Mar-2020 01	17
IQAC Meeting	22-Feb-2020 01	15
IQAC Meeting	09-Nov-2019 01	17
IQAC Meeting	03-Aug-2019 01	17
Feedback from Employee	12-May-2020 05	9
Feedback From Parents	09-Jun-2020 06	67
Feedback from Alumni	15-Mar-2020 05	96
Feedback from Students	09-Jun-2020 06	144
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	RUSA:2.0	State Government	2019 365	10000000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Strengthen the National Networks of the Institution.

Student Empowerment Through Training and Workshops Organized by the College.

Introduction of New Courses for Inclusive education.

Initiative for Faculty Development.

Focus on Blended Learning.

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

Plan of Action	Achievements/Outcomes
Infrastructure Augmentations for enhancement of Physical facilities.	At the very outset of the IQAC meeting, it was decided to augmenting the existing physical facilities of the Institution and policies to add new facilities. As per the policy, the previous canteen, as it was not sufficient for the entire students, the construction of a new canteen in college campus has been undertaken. From the RUSA fund received as per the assessment done in 2nd Cycle of NAAC, the extension of Classroom, Departments, and Conference Hall facilities in two storied building has been going on. Renovation process of the Office, Library and Administrative building is under process. Number of computer for Computer Lab, from the RUSA Fund has been purchased. One Laptop has been purchased for performing RUSA related activities. Besides, application was submitted requesting earth filling assistance and the same has been approved and the earth filling (partially) done with a project amounting 28 Lakhs from the Govt of Assam.
Implementation of e-governance and focus on blended learning.	At the meeting of IQAC it was decided to complete automation of the admission and fee payment structure from the session 2020-2021 and the same has been done through S.S Technology, Guwahati, Assam. The admission process, i.e.,

form submission, scrutiny, approval, and admission all process has been implemented successfully for the session 2020-2021. As it was since March, 2020, the entire World are suffering from Corona Virus and the Schools, colleges were closed due to lockdown, emphasis has been given to cope up with the learning process on online counseling. In the lockdown period, Continuous internal Evaluation process has been done through personal counseling, through Whatsapp Group, using Google classroom (partially), Zoom Meeting app, class note on website, class videos, assignments and online internal assessment examination through google form has been conducted. Textbook contents were supplied to students through google classroom and WhatsApp groups.

Workshops and Seminar as part of Social responsibility of the Institution.

rganized by IQAC in collaboration with Nagaon Municipality Board, Nagaon, Assam focusing the social responsibility of the students in the neighboring areas. 3. Lecture Programme was organized by IQAC in collaboration with Crime Contest BurAwareness Programme: an Awareness Programme on "Avenues of Scholarship for Research Scholars" was organized under the initiative of IQAC for making student, aspiring for higher studies. The Resource person of the Programme was Ms. Pimpi Sahu, a Research Scholar of University of Xiang, China. 2. "Poribesh Swachhata" programme was oeau, North East regional Office, Guwahati on the Topic "Wildlife Trafficking and Biodiversity of NorthEast India" on 04/11/2019 which was attended by both faculties and students of the college to make the students aware about the wildlife conservation policies. 4. "Abrogation of Article 370 and Its Aftermaths" a popular talks organized by IQAC in collaboration with AAPSA on 08/09/2019 on various impacts of the abrogation of Article 370. 5. "Training Programme on Disaster Management" was organized by IQAC in collaboration with Disaster Management Authority, Nagaon, and 1st Battalion NDRF, Guwahati, Assam to focus on the various disaster managements techniques with demonstration.

Consolidation of collaborative

For extending the national networks and

activities and enhancement of national networks.

for Faculty Development strategy, the college has entered into Collaboration with ICT Academy. The ICT Academy, an initiative of the Government of India in collaboration with the State Governments, pioneer under PPP that endeavors' to train the higher education teachers and students for the next generation teachers and industry ready students. The college has entered into an agreement with ICT Academy for professional development of the teachers and industry students. As part of the Industry partnership, the college has a good number of engagements that include FDP, for the faculty members of the college along exclusively organized for the college. Besides, the partner has given opportunities to members of the institution in registration exclusively reserved seat for the college in each programme hosted by ICT Academy. In the entire Academic session of 2019-2020, a number of initiatives have been taken in which one online programme as Virtual Seminar on INDUSTRY EXPECTATION FROM THE STUDENTS exclusively done for the students training on 09/06/2020 under the initiative of IQAC, where 110 students virtually participated and as part of their feedback submitted online, they were immensely benefitted from the programme. Besides, the students of the college, a total of 114 students and teachers', were participated in Sky Campus Webinar Series organized by ICT along with faculty members who enhance the mental horizon of the students and learned online education. The College signed a MoU with Krishna Kanta Handique State Open university in respect of organizational responsibilities as the college has opened a Study Centre for universalizing higher education to those who are deprived from it for various reasons. The college has signed an MoU with Ekodus Knowledge Centre, Guwahati as Industry Partner for Software development related activities, Digital marketing, app based Food Delivery and for I T Training programme on 24/06/2020. A MoU is signed with C. N Travels in Association with Centre for Tourism Studies, Guwahti, Assam for development of skill-based and meaningful

educational programmes, curricular projects or activities related to Training on 18/06/2020. It has signed another MoU with S.S Technology, Guwahati, Assam on 11/06/2020 as "Industry Partner" to facilitate Faculty Development Programme related to Website Designing, to develop course content electronically etc. For smooth conduction of the newly opened Skill-based Course, Beauty and Wellness a MoU is signed with Chandika Beauty Parlour & Training Institute, Nagaon, Assam on 22/06/2020. Abother MoU has been signed with BMC News, Bishnu rabha path, Panigaon Chariali, Nagaon, Assam as Industry partner for the linkages with industries, institutions and business establishment that will provide necessary practical and skill training to students. It has also signed MoUs with Motiram Bora H.S School, Dakhinpat H.S School and the Department of History,

Introduction of New Courses for inclusiveness of education.

The Khagarijan College, since its establishment is running only one stream i.e., Arts with eight departments. Since, the location of the college is in an urban area, hence there is a great demand for Commerce, Science and other skill courses aspirants. So, at the very outset of its meeting, in the academic session 20192020, dated: 03/08/2019, the IQAC along with management representative plan to introduce some relevant courses from the Academic session 20202021. Accordingly, proposal has been taken to open Commerce Stream, and for skill and professional development BCA, PGDCA, Beauty and Wellness and Web Designing. After approval of Governing Body of the college, processes were started and finally at the end of the academic Session the college got approval for Commerce, BCA PGDCA courses from its parent University, Gauhati University, to open from 20202021 academic Session. Besides, the college applied for Vocational Courses under UGC NSQF and got approval for opening two B.Voc Programmes, one Advanced Diploma Course and one Diploma course in TTM, Media Studies, Web Designing and Beauty and Wellness respectively.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">30-Jul-2021</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	30-Jul-2021
Name of Statutory Body	Meeting Date				
Governing Body	30-Jul-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	24-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System for the Session 20192020 The Khagarijan College has a Management Information System, whose details are as follows: The Khagarijan College has a Management Information System that contains: a Bilingual (English Assamese) college Website in where: eprospectus containing information regarding the college admission, campus, faculty details, code of conduct for the students, fee structure, dress code for the students (Boys and Girls): a dedicated space for college notification on academic and nonacademic information, event management information, college staff and students log in profile, provision for online education to the students and live discussion portal, space for daily class routine, internal examination management information, a space for Alumni online Registration and feedback, space for assigning assignment and submission of the same, Student Information System in the form of College Automation where all the admission related data, all records of admission, subject wise student lists, category wise list etc. contain, provision for fee payments such as admission, hostel fee and prospectus fee etc., provision for class notes,</p>				



class videos and some useful links for quick access such as EPathsala, Swayam Prabha, UGC, NAAC, MOOCS, Director of Higher Education online portal for student log in and for academic information, Results, Gauhati University Online Portal for Students Examination form submission and Registration etc.: UDISE for all information related to the college: online submission of AISHE data on MHRD portal: Accounting Software such as payroll for Salary/Pension and other financial transaction, submission of Online Budget proposal, UGC online payment through PFMS system, National Scholarship Portal for students' scholarship purpose. The college has RUSA Fund management system where all types of transactions are done through PFMS. PMS and highereducationinfoassam.com. Besides that the regular meeting of the Governing Body and its approval of various proposal submitted by various committees and cells. Regular meeting of the Staff Council for reporting and approval, of the same by the authority. The college maintains a Academic calendar, which is prepared by following the academic instruction given by the Parent University. Beside, the online submission of Leave Application and approval the same. Provision for online Students Feedback submission. For easy access of the information to its stakeholders, the college has a Facebook Page, You Tube Channel and WhatsApp groups. A Student helpline system attached in the college website as Student Helpdesk containing the phone numbers of the faculty members for any kind of query raised by the students in any time.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

Curriculum Planning and Implementation The college follows the mechanism for well-planned curriculum delivery and documentation of the curriculum set by the Parent University to achieve the educational, social and cultural values and objectives. Following the guidelines designed and developed by the University, the college has maintained a number of specific measures in curriculum delivery

and documentations. As for example, the Teachers 'Council, Respective Departments and Academic Council meets frequently to discuss various issues related to curriculum delivery and documentation. The IQAC, the Teachers' Council and the Departmental Committees are entrusted to take decision on allotment of workload, preparation of Time Table for smooth conduction of curriculum. In curriculum delivery and documentation process, the Departments have enough scope to focus on effective teaching learning process following the curriculum. Each department of the college has the right to organize field trip, educational tour, ENS tour, departmental seminars, Continuous Internal Evaluation, workshops, students' projects and home assignments to supplement the prescribed syllabuses effective manner. On the other hand, the Academic Council of the college takes initiatives of further enhancement of the prescribed courses by allowing the students to undertake projects in the areas of their own interest that can contribute social responsibility. The students of B.A. fourth Semester (Major), B.A. Sixth Semester (Major) and B.A. Fourth Semester are Environmental Studies are allowed to undertake research projects in applied knowledge domain as part of essential components of the curriculum which include the development of related skills and use of tools and technology involves in conducting research. For the documentation and delivery of the entire processes the college provides camera, laptops, and projectors recording equipment Wi-Fi connectivity to enable both students and faculty members. The responsibility of the curriculum delivery and documentation involves the IQAC and the Teachers' Council and the Daily Time Table Committee. The IQAC organizes meeting for orientation of the curriculum to the students and faculty members newly appointed to help them informed to opt out the proper combination of the subjects. Besides, at the time of the admission, a Student Help Desk initiates measures to help the new comers to choose the right combination for B.A./ B. Com courses by Faculty members with proper consultations. The IQAC meet with the other Committees to schedule the workload and requirement of the teachers as per the students enrolled in each department. On the other hand, the Daily Time Table Committee meets frequently before the beginning of each semester to prepare Time Table before fifteen days of the commencement of the new semester. The daily time Table Committee strictly follows the Academic Calendar prepared each year by the Academic Calendar Preparation Committee, in preparing the Time Table. Accordingly, all the respective departments involve in Internal Assessment and other academic assessment work. The mechanism cited here ensures the effective curriculum delivery and documentation process.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Not Applicable	Not Applicable	Nil	Nil	Not Applicable	Not Applicable

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Commerce	15/06/2020
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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BA	Program (Assamese, Bengali, English, Economics, Education, History, Political Science, Philosophy)	25/06/2019
BA	Assamese (Hons)	25/06/2019
BA	English (Hons)	25/06/2019
BA	Economics (Hons)	25/06/2019
BA	Education (Hons)	25/06/2019
BA	History (Hons)	25/06/2019
BA	Political Science (Hons)	25/06/2019
BA	Philosophy (Hons)	25/06/2019
MA	Assamese	09/08/2019

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

	Certificate	Diploma Course
Number of Students	18	9

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Awareness programme on Novel Corona Virus	12/03/2020	25
Corona Awareness Programme	20/03/2020	15
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	B.A. Fourth semester (Assamese)	43
BA	B.A. 6th Semester (Education)	23
BA	B.A. Sixth semester (History)	8
BA	Environmental studies (Non-CBCS) B. A. 4th Semester	210
BA	Environmental studies (CBCS) B.A. 2nd Semester	223
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

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

#### Feedback Obtained

The college has several formal mechanisms for collection and analysis of feedback from its stakeholders. The college has encouraged free articulation of views from its stakeholders via email service provided in the college website through which anyone can write their opinion about the institution to the office of the Principal. The feedbacks from the students are collected in online mode as part of assessment of the teaching learning process and the physical facilities of the college. This feedback is taken from the final year students through a system designed as per the NAAC's SSS format which is attached in the online certificate portal of the college. The students, before filling up of the certificate form, have to fill up the feedback form. After receiving the feedback, the same is taken as Google Spread Sheet analyzed. On the other hand, feedback from Alumnus and the parents are collected in offline mode. For obtaining feedback, a structured questionnaire was prepared by the Feedback Committee of the college. The feedbacks from the parents were collected via their wards about the syllabus and the overall performance of the college. The Alumni feedback was collected in Alumni meeting generally held in the college campus through a structured questionnaire on the courses and the progress of the college. The feedback from the employee for the session 2019-2020 has been taken in online mode about the course outline and advice if any to review the syllabus. After collection of feedback, both online and offline mode, meetings of Feedback Committee are organised to analyze the feedback data collectively by using Simple Statistical Tools such as Simple Percentages and Graphs. The findings and suggestions of feedback collected on various parameters, the Committee prepared separate reports for Alumni, Students, Parents and the Employee. The feedback analysis reports and suggestion were further sent to IQAC Office for recommendation and the suggestion of the feedback collected are placed in meeting of IQAC with Head of the Institution. Besides, there is provision for receiving feedback collection via a complained box from the students and other stakeholders on their grievances and suggestions in any matter. This complain box has been opened by the Principal of the college. Similarly, feedback were collected by the Mentor-mentees from the students allotted to them through the regular meeting about their problems regarding the teaching learning method, proficiency of the teachers and course completion and physical facilities of the college. All the findings of the feedback collected are discussed in a meeting convened by the Principal and decision on future academic planning is formulated by the institution. Besides, one representative of the parent are included in Governing council and one Local community member are the representative of the IQAC Committee through which a good bond developed between the parent and the institution.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese (Hons)	80	90	78

BA	English (Hons)	10	15	10
BA	Economics (Hons)	20	2	2
BA	Education (Hons)	55	60	53
BA	History (Hons)	20	25	10
BA	Political Science (Hons)	35	40	34
BA	Philosophy (Hons)	25	30	24
BA	Assamese (RC)	20	20	11
BA	English (RC)	40	40	34
BA	Alt. English (RC)	20	30	11
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	785	42	13	7	20

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	7	11	3	1	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentor mentee system is a unique check and balance system to easily reach out to the vast student community and resolve various issues that they face. Khagarijan College envision providing excellent higher education for sustainable development of the state and same cannot be achieved if the student body is left in a lurch. As such mentorship is a concern of maximum priority as the majority of the students of the college belong to an economically unstable background, as well as one without sound academic stability. Which is why the Mentor -Mentee System is put into action by appointing a Convenor who oversees the functioning of the entire process. In the session 2019-20 a total of 785 students are equally distributed amongst 13 mentors (permanent faculty members) who engage with the students in a professional level. These mentors are assisted by the contractual and guest faculties too. The allotment is done by the mentor who groups the mentor-mentees and is responsible for informing the faculty regarding the entire process. After allotment of duties, the mentors are responsible for maintaining a register to record information about their mentees like bio-details, academic record,

areas of interest, extra-curriculars etc. These are carefully studied before the mentor calls for a meeting with all the mentees. The mentors reach out to the students and take the necessary feedback from them, regarding any issue or grievance which are then sent to the concerned authority for the necessary action. The mentors also recommend remedial classes for slow learners which are taken care of by the departments. This system also collaborates with the Career counselling Cell to organize placement related training and events for the students, including various talks by invited resource persons, based on areas of interest of the students. The mentors take up the responsibility of grooming their mentees. They remain in contact through emails, telephone numbers and other ways so as to help them whenever necessary. Measures are taken so that the mentors do not appear intimidating to the students and they can easily share their problems with them. Thereby this system also acts as a part of the continuous evaluation system and becomes a major part of the feedback system too. After the end of the session, feedbacks are collected from the mentees which are then analysed and tabulated by the Feedback Analysis Committee for outcome assessment to figure out the strengths and lapses of the Mentor-Mentee framework as well as dwell on scopes of improvement.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
785	13	1:60

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	13	3	Nil	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	NIL	Nil	Nil
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	302	Semester IV	20/12/2020	26/03/2021
MA	302	Semester II	20/12/2020	18/03/2021
BA	302	Semester VI	05/07/2019	12/05/2020
BA	302	Semester IV	27/05/2019	11/11/2020
BA	302	Semester Ii	05/07/2019	02/03/2021
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Khagarijan College, Nagaon follows the directives of parent institution Gauhati University and as such the examination process follows the very framework laid down by the University. Adhering to it, university allots various evaluation zones for the assessment of end semester answer scripts and the faculty are engaged to smoothen the entire process of evaluation. Beyond the formal written

examination, there is also an internal examination that includes various methods like sessional examination, project writing for semester IV and VI of the Department of History and Education respectively, field study and group discussions that are helmed by the respective department faculty. Class Tests, Departmental Seminars, home assignments and group discussions are another format of evaluation of the progress of the students. The mentor-mentee system is another technique of a comprehensive transparent evaluation, where the mentors engage with the students in various formal sessions to gain a concrete understanding of their strengths and weaknesses coming up with ways to tackle the latter. This evaluation is a continuous cycle that includes the mentor-mentee dynamic along with the department and administration shuffled together to improvise and resolve student issues. Newer methods of online assessment using google forms and google classrooms are also included in the Continuous Evaluation Process, with the sudden shift to online mode of education. In case of internal examination of 20 marks, the entire session is orchestrated centrally by the college, from appointing a committee to set the question papers, to, appointing an Assistant Officer-in-charge to oversee the entire series of examination. The sessional examination is evaluated by the faculty members of the college with the marks being properly recorded and placed for perusal of the college authority and IQAC office. The sessional examinations are scheduled as per the directive of the Academic Calendar of the college which is based on the Academic Calendar of Gauhati University (parent institution). Beyond this, there is a set mechanism to tackle various issues faced by slow learners. As a part of CIE, slow learners are offered remedial lessons as per feasibility of the department schedule. Once they are updated to a stable pace, the slow learners are re-examined through examinations. Thereby, these are the reforms on CIE at the institutional level, which as a process runs through the entire year, with various methods to offer internal evaluation a crucial framework.

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

The Academic Calendar of the college is made under the directive of the Academic Calendar of Gauhati University (parent institution). Each session is based on the schedule of a specific calendar for the time duration of the same and is made with a sharp focus on the number of necessary workdays to balance the syllabi and efficacy of the teaching learning process. An Academic Calendar Preparation Committee is appointed by the College Authority who take up the task of formulating the entire Calendar for the respective academic session, with due consideration to the Working and Non-Working days, Central and State Holidays as well as other specific reasons impacting daily working days. Along with these, there are other aspects like the dates of sessional examination, Student Association election, college foundation day, freshers social and environmental studies field trip etc. that are mentioned in the calendar. After the scrutiny of the draft calendar by the Head of the Institution and the office of IQAC, it is placed for recommendation to be put up in the college website. Hardcopies are also distributed to all the respective departments, office and central library. The Academic Calendar is the final assurance based on which the faculty prepares and plans class allotments and various departmental activities as well as initiatives.

## 2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
302	BA	Pol. Science (M)	6	6	100
302	BA	History (M)	2	2	100
302	BA	Education (M)	17	17	100
302	BA	Economics (M)	1	1	100
302	BA	English (M)	12	12	80
302	BA	Assamese (M)	28	28	92.30
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	Nil	Nil	Nil
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Industry Expectation from the Students	Khagarijan College	15/06/2020
Lecture Programme	Department of Assamese	07/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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NA	NA	NA	NA	NA	NA	NA
<a href="#">View File</a>						

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	Nil	00
<a href="#">View File</a>			

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

Department	Number of Publication
Assamese	2
Economics	1
Education	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	00	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	24	Nil	Nil
Presented papers	Nil	7	Nil	Nil

Resource persons	Nil	Nil	Nil	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
150th Gandhi Jayanti	NSS Unit, Khagarijan College	13	190
FIT India	NSS Unit, Khagarijan College	13	350
NSS Foundation Day	NSS Unit, Khagarijan College and NSS Unit, Nowgong Girls College	4	30
IFF (Promotional Event)	NSS in Collaboration with Jyoti Chitaban, Assam	13	250
Swaachatta Pokhek	NSS	10	100
Awareness Programme on Novel Corona Virus	Women Forum in Collaboration with All Assam Rural Development Agency	10	175
Book Distribution Programme	Department of Economics	3	200
Tree Plantation Programme	NSS UNIT	10	150
Cleanliness Drive	NSS UNIT	12	154
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N/A	N/A	N/A	Nil
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
150th Gandhi Jayanti	NSS	150th Gandhi Jayanti	13	190
NSS	NSS	NSS	4	30

Foundation Day		Foundation Day		
Swachh Bharat	NSS	Swachhata Pokhek	10	100
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	9	Institution	1
Faculty Exchange	9	Institution	1
Faculty Exchange	25	Institution	1
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Visit to Krishi Jigyas, Kamrup	Field Trip	Krishi Jigyas , Khetri, Kamrup, Assam, Dr. Anuj Baruah (Owner)	08/11/2019	08/11/2019	30
Educational Tour	Educational Tour	Bhalukpong, Arunachal Pradesh	23/02/2020	23/02/2020	45
Industry Expectation from the Students	Student Training	ICT Academy	15/06/2020	15/06/2020	110
<a href="#">View File</a>					

#### 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ICT Academy	20/03/2020	Education, Student Training Faculty Development	210
Ekodus Knowledge Centre	24/06/2020	Faculty Student Exchange	90
BMC News	20/06/2020	Training to the Students	Nil

Chandika's Beauty Parlour Training Institute	22/06/2020	Skill Development	30
C.N Travels, in Association with Centre for Tourism Studies, Guwahati, Assam	15/06/2020	Professional Development	Nil
Rupahi College	20/08/2019	Faculty and Student Exchange	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	150000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.00	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6140	401257	114	40645	6254	441902
Reference Books	9433	966001	705	375337	10138	1341338
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	21	Nil	Nil	Nil	21	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil

Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N/A	N/A	N/A	Nil
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	28	12	5	1	1	4	6	100	0
Added	18	17	0	0	1	0	1	0	0
Total	46	29	5	1	2	4	7	100	0

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

100 MBPS/ GBPS
----------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N/A	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	170558	2300000	2251505

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

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link Maintenance of Library: Khagarijan College has a well equipped Library named Central Library located in adjacent areas of Office Building. The Central Library has two cabins for librarian and assistant librarian and a counter table for office bearer. It has a well equipped study room with a capacity of 50 students at a time and a reading cell for teachers

and visitors. The entire database of the library is partially computerized by SOUL Software version no 2.0. The college authority appoints a library committee with librarian as its convener and faculty member and office staff as its members. Any type of library decision such as purchasing of books, issuing of library defaulter has been taken as per the decision of library committee. Along with that before purchasing the committee authorizes the departments to submit the list of books required for future purchasing.

**Maintenance of Laboratory:** The College has one Laboratory named Psychological Laboratory exclusively for the department of Education. The laboratory consist of no of tools and equipments such as Mirror Drawing apparatus, Human Maze, Tachistoscope , Memory Drum, Punch Board maze, stop watch and models such as Human Ear, Human Brain etc. The Laboratory is maintained by the Department of Education.

**Maintenance of Sports facilities:** The Khagarijan College has well equipped sports facilities for the benefit of students and its various stakeholders. It comprises one Indoor stadium. The size of the indoor stadium is 100 fit long and 50 fit breaths. The stadium comprises one Table tennis, Ludo board, Badminton court, carom etc. The College has also a Basket ball ground with flood light facilities in front of the Girls Hostel. Besides that, the College has a compact multi gym with bench press, soldier machine, drum bell, Olympic bar etc. All the facilities are used under the guide dance of a Teacher in charge along with the elected secretary of Games Sports.

**Maintenance of IT facilities:** The IT facilities such as Computers, Laptops, Projectors, Sound system , Wi-Fi, LCD Projector and Digital classroom etc. are look after by the Administrative office of the College. Any type of damage, replacement, repairing, and new purchase are done by Administrative office as per the recommendation and requisition of faculty members.

**Student Support Welfare:** For student Support and Welfare it has overall committees with faculty members as its in charge. The committees are:- 1. Anti-Ragging Committee 2. Grievance Redressal Committee 3. Sexual Harassment Cell 4. Feedback Committee 5. Career Counseling Cell 6. Health Cell etc. The college has provided tutorial and remedial classes for the weak and needy students. it also mentor the students to imbibe competitive spirits in their mind. The college has best graduate award given to topper of the institution to each sixth semester passed out students.

<https://www.khagarijancollege.co.in/upload/procedure.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Ishan Uday	2	Nil
b) International	NIL	Nil	Nil
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	17/10/2019	9	Department of Assamese

Remedial Coaching	17/10/2019	3	Department of Economics
Remedial Coaching	17/10/2019	19	Department of Education
Remedial Coaching	17/10/2019	21	Department of English
Remedial Coaching	17/10/2019	13	Department of History
Remedial Coaching	17/10/2019	17	Department of Pol.Science
Remedial Coaching	17/10/2019	19	Department of Philosophy
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	One Day TET Coaching Programme	145	145	Nil	Nil
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
N/A	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	English	English	IGNOU	M.A /LLB
2019	3	B.A political science	Political science	Nagaon Law College	LLB

2019	4	B.A in Education	Education	Gauhati University	M A in education
2019	10	B.A. in Assamese	Assamese	Gauhati University	M.A in Assamese
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
Nil	Nil
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Annual College Week	Institutional	450
College Foundation day	Institutional	400
Swaraswati Puja	Institutional	500
sankerdev Tithi	Institutional	250
Freshmen Social	Institutional	500
Cultural Possessions	Institutional	700
Teachers' Day	Institutional	380
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	N/A	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

5.3.2 - Activity of Student Council representation of students on academic administrative bodies/committees of the institution (maximum 500 words) The Khagarijan College Students' Union adheres to the Lyngdow Commission guidelines consisting of a total of 10 portfolios who are elected to their posts through a proper and transparent election process. All the 10 portfolios have their respective areas and duties with proper guideline and framework regarding the aims and objectives that they need to fulfil for the betterment of the student body. They perform various duties like taking up initiatives for social and political awareness as well as organizing various competitions during College Week and beyond, helming Freshmen Social and other Literary, Sports and Cultural activities etc. They also maintain Social Media Pages to reach the entire student body with necessary updates. The President and the General Secretary are two major portfolios that bridge the gap between the administration and the student body. They lead the students to their goal and become the voice of the entire student community to opine whenever necessary. They represent the students in administrative matters and also involve in any



college developmental work. The latter is also involved in case of any grievance related issue which is taken to Grievance Redressal Cell with immediate efficacy. The cultural arena is mostly supervised by the Cultural and Social Secretary who along with the Teacher-In-Charge appointed by the Principal, manages these events. Selection for Inter-institution student participation in Cultural fields of Youth Festival, GU is another hefty task seen to conclusion by this portfolio. The Magazine Secretary is responsible for the College Magazine and oversees the collection and proper editing of the submitted creative works for the magazine. Beyond this, organizing literary competitions in College Week as well as throughout the year is one of the prime responsibilities of this portfolio. Similarly, the Annual College Week falls under the responsibility of the Games and Sports Secretary, from the selection of feasible dates to the smooth organization of the same along with supervising the Sports Activities, Facilities like Indoor Stadium, Basket Ball Court etc. and overseeing the Competitions throughout the year. Boys and Girls Common Room Secretary are the first point of contact for students facing any sort of everyday grievance regarding their facilities be it academic or otherwise, inside the college which are then recorded and notified through proper channel. The portfolio of Student Welfare Secretary, on the other hand is concerned with the overall welfare of the student community specifically, in physical and mental health aspects the responsibilities of this post include the maintenance of cleanliness of the college as well as student collaboration in various NSS related activities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

98

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01 1. Organize Goods Distribution Programme on 18.3.2020 2. Special Programme on Voice Culture on 15.2,2020 3. Plantation Programme on 22.11.2019

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

CASE I : Decentralized Nature in IQAC Representation: The institution believes in complete decentralization and participative management system. For example, last year it was seen in the activities of the Internal Quality Assurance Cell of the College which comprised by taking the maximum numbers of College Faculty members including members from students, alumni, and local representative. Besides its regular meeting, the Cell, incorporated all the Faculty members in its framework by organizing meeting on the issues of Admission, Classes, Online Classes, and for preparing agenda, timeline, future plan etc. It also provide opportunities for all the members of the Committees and Cells formed by the College for developmental activities including Library. Simultaneously, the Cell organized various offline and online seminar, workshops and training programme as per the decision taken collectively in its meeting. CASE II:

Decentralization in Decision Making of the Committees Cells: The College has a number of Committees and Cells for different activities of the college. These committees and Cells are formed as per the approval of the Governing Council of the College in its meeting. Every Committees and Cells have their own Coordinators and members who are entrusted to take decision as their own end. The college authority entrust full autonomy to this committees and cells to take decision in their own field. These Committees and Cells are provided with funds and other requisite item to perform their duties. The college authority does not interfere in the activities of the committees and cells. Hence, the Committees and Cells formed as per the approval of the Governing Council are an good example of the decentralized mode of administration in the college.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	Timely organization of the Internal (Sessional) Examination which are as part of the Parent University Guidelines. Besides, Home assignment, Project work, etc. are done. For slow learners, the college adopt measure such as Remedial Class and Bridge course.
Admission of Students	New admission of the college is done by a Admission Committee, appointed by the authority. admission procedure is done through online mode and policy were adopted to motivate the students for higher education.
Teaching and Learning	Due to COVID-19 Pandemic situation the college focus on blended mode of learning. it focuses on online classes through google meet, google classroom, WhatsApp etc.
Research and Development	The Khagarijan College has used to encourage its students to engage in research activities as part of their course. specially the final year students of History (honours) and Education Department conducts project works among the Honours students.
Industry Interaction / Collaboration	The College has established a good tie-up with ICT Academy, Ekodus Knowledge Centre, and with several socio-cultural organizations, educational institutions for holding academic and co-curricular events.
Human Resource Management	The Internal Quality Assurance Cell of the College entrusted the responsibility to all the Faculty members for all round development of

	its stakeholders.
Curriculum Development	The College has implemented newly introduced CBCS system

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

E-governance area	Details
Student Admission and Support	<p>The admission process of the College is made fully online in undergraduate and Post-Graduate (Assamese) courses.</p> <p>The Registration process of new admission, prospectus, admission merit list and payment, everything has been made online. For the benefit of the online admission, a helpdesk containing contact number of the service provider and some of the faculty members are attached in the college website. For appearing in the online examinations, the faculty members used demonstration to the students. the college used to take feedback in online mode.</p>
Administration	<p>Domain ID for all the Faculty Members. Provision for Online Provisional Certificate. Email facility. AISHE data on MHRD Portal.</p> <p>Electronic Dissemination of Information. Online Transaction through PFMS Portal.</p>
Planning and Development	<p>. Bilingual College Website (English Assamese) Dedicated domain ID such as Budget, Events, Leave etc. Online Budget submission. Online Leave Application for Teaching and Non-Teaching Staff and sanction. Social Media such as WhatsApp, Facebook Page.</p>
Finance and Accounts	Accounting Software, Payroll Software, PFMS.
Examination	<p>Student Portal for Fee payment. Online Examination form through University Portal. Organizing online Internal examinations during COVID-19 period. Online submission of Home Assignment through College Website. Submission of Internal assessment marks in online mode.</p>

**6.3 – Faculty Empowerment Strategies**

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Orientation Programme for Library Staff	23/03/2020	23/03/2020	5	6

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation programme	1	09/12/2019	29/12/2019	21
FDP on Managing Online Classes and co-Creating Moocs	1	24/04/2020	05/06/2020	17
Refresher Course	1	04/12/2019	19/12/2019	16
Orientation Programme	1	04/06/2020	01/07/2020	28
FDP Online Mode for University and College Teachers on Preparation Self Learning Material For University and College Teachers	1	12/05/2020	18/05/2020	7
FDP on teaching Techniques gamification	1	05/06/2020	11/06/2020	6
FDP on Stress management	1	28/04/2020	02/05/2020	6

[View File](#)

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Khagarijan College Teachers Welfare Fund	N/A	N/A

**6.4 – Financial Management and Resource Mobilization**

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N/A	0	N/A
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

968889.78
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC Management
Administrative	No	Nil	Yes	Principal, Administrative Officer management

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

1. The Principal of the College is accessible to the Parents for any kind of assistance and help to their wards. 2. The Governing Council of the College has Parents Representatives for decision making and development policy issues. 3. The Parent Teacher Association of the college use to meet in meeting with the teachers and Principal and submit their feedback. 4. In the college Establishment Day and Induction Programme, the parents visit to the college and shared their views and ideas about the college.

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

1. The Technical Staff of the college are encouraged to attend the Orientation Programme for Technical Development under university scheme. 2. The Administrative and the Accounts Staff of the college are advised to attend the training programme at the University Level. 3. The College has organized an Orientation Programme for Non-Teaching Staff for Skill Development on 23/03/2020.

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

1. Expansion of Academic Infrastructure and Enrichment of Curriculum. (I) Construction of new Building for Academic and Extension activities. (II) adoption of new CBCS Syllabus. (III) Extension of ICT facilities at Central Library. (IV) Renovation of the Conference Hall for organizing Seminars/Workshop/Symposia/ etc. (V) Installation of BSNL Fiber for updated Net Connectivity. (VI) Introduction of Commerce Stream. (VII) Introduction of BCA and PGDCA under Gauhati University. (VIII) signed MoUs with several stakeholders for student and faculty training and development. 2. Construction of New Canteen for students Staff. 3. Renovation of First Floor of Administrative Building, Office Building, Library, Departments. 4. Purchase of Text Books, Reference Books, Journals for Central Library. 5. Office Automation, Online Admission, Fee payments.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	feedback from the students	09/06/2020	09/06/2020	14/06/2020	144
2020	feedback from alumni	15/03/2020	15/03/2020	19/03/2020	98
2020	feedback from parents	09/06/2020	09/06/2020	14/06/2020	67
2020	feedback from employee	12/05/2020	12/05/2020	16/05/2020	9
2020	submission of AQAR 2018-2019	15/03/2020	Nil	15/03/2020	21

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the	Period from	Period To	Number of Participants
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programme				
			Female	Male
Nil	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
<p>Environmental consciousness and sustainability is prime agenda of the College. The college maintained a environmentally clean campus and serve as a laboratory for both observation and practices. The College Campus has a dense green grass area with flora and fauna in its campus. Efforts has been made to keep college campus a eco friendly allowing only bicycles and pedestrians. A Grass Cutter machine is installed for grass labeling. A Bermi-compose plant has been installed for converting wastes into organic manure. Besides, almost all the rooms in the various blocks of the college is equipped with LED Bulb. The college observes the World Environment Day as part of the environmental consciousness programme. on 150th Gandhi Jayanti celebration programme on October 2nd, 2019, a Swachatta Abhiyan was initiated by the institution holding the true value of Gandhian philosophy on cleanliness. The college Campus is an animal friendly environments.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Physical facilities	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	12/09/2020	1	Freshers Social for New Commers	Students were briefed about the advantages of the college.	500
2020	1	1	04/02/2020	5	Cultural Rally	Showcase of different culture and ethos	700

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

Title	Date of publication	Follow up(max 100 words)
<p data-bbox="225 143 533 203">Electronic College Prospectus</p>	<p data-bbox="746 143 916 170">26/06/2020</p>	<p data-bbox="1054 143 1485 2085">Students must come to the college invariably with prescribed uniforms and identity cards. This rule is considered as a minimum mandatory requirement in maintaining the discipline of the college. ? Ragging in any form, inside and outside the campus, is strictly prohibited by law. Any student found indulging in ragging will be dealt with as per the directives of the Supreme Court/High Court. ? The college campus is a No Smoking/No Tobacco/ No Drugs/No Alcohol Zone. Students found violating these instructions will be dealt with as per rules of the college. ? Students should not damage the property of the institution. Cost of any damage will be recovered from the student. ? Students should not indulge in any anti-social activities or activities causing hindrance to the academic and administrative functioning of the college. Those found indulging in such activities will be punished and the authority will take disciplinary action against them. ? During teaching hours all areas around the classrooms will be observed as silent Zones. The authority will deal with students who create disturbance, as they deem right. ? Spitting, writing and sticking anything on the college walls is strictly prohibited. Anybody found</p>



doing this will be punished.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swaraswati Puja	29/01/2020	29/01/2020	350
Death Anniversary of Dr. Bhupen Hazarika	05/11/2019	05/11/2019	70
Cultural Procession	04/02/2020	04/02/2020	700
Swacha Bharat Abhiyan	14/08/2019	14/08/2019	150
Independence day	15/08/2019	15/08/2019	55
Fit India	29/08/2019	29/08/2019	62
World Food day	16/10/2019	16/10/2019	30
World Environment day	05/06/2020	05/06/2020	70
International Women's day	08/03/2020	08/03/2020	45

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

INITIATIVE I: The Institution in collaboration with NGO named TFS organized an awareness programme on Mission Plastic Recycling on 14th February, 2020 to maintain cleanliness and plastic free campus and make aware of students about the usefulness of eco-friendly dustbin made of Bamboo and recycle process of plastic and garbage. Initiative II: Adoption of Resolution in the IQAC Core Committee Meeting for making the college campus plastic free. Initiative III: Proper disposal of garbage and recycling process. Initiative IV: Plantation Programme in the College Campus. Initiative V: Construction of side pathways on the bank of the Morikolong river locating in the college campus for recreation purpose. Initiative VI: Filling up of lowing areas in one part of the college campus and conversion into a playground. Initiative VII: regular cleaning of the college campus.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

With time, the need is to adopt a variety of new practices and methods to tackle the growing complexity in Student grooming so as to give them a better future armed with a strong personality to face the same. As such the two best practices of Khagarijan College, Nagaon is creating awareness regarding cleanliness among the students and the monitoring system. Awareness regarding cleanliness among the students has four major goals namely, to provide a basic knowledge and understanding to the students regarding pollution as well as the need to adopt cleanliness, arm them with basic conceptions to cope with the issue, make them realize the social responsibility at large in terms of a clean environment and finally to give back to the society by making these students agents of change who can spread this awareness further. The reason behind this practice is also emboldened by the context of a rise in awareness and initiative among the masses. With the reiteration of Gandhiji's vision of a Clean India, the entire country is united in a collective drive to make this

vision turn into reality, for this issue also factors in on environmental concerns. Environmental problems are definitely on a rise with the corroding situation and even United Nations Organization has put up many ways to combat pollution. Adhering to it, the parent institution, Gauhati University has strictly included Environmental Studies as a compulsory course in the UG Curricula. Yet beyond the global and academic, this situation needs attention in the grassroots level and as such the college has taken up the initiative to aware the students, who are the future of the country. Issues like hygiene, health, sanitation are discussed with them and since a large section of the student body is from economically weaker backgrounds of the society, this sort of awareness helps them understand and accept the concept of cleanliness and thereby become a socially responsible agent. This practice is orchestrated by the college by organizing sessions to aware the students regarding cleanliness.

The Principal and other Faculties interact with the students regarding this matter and "World Environment Day" is celebrated every year with great enthusiasm by indulging in a campus cleaning activity. Even Gandhi Jayanti was celebrated with Cleanliness Drive. Moreover the 3rd and 4th semester students are provided with classes on Environmental Studies and the coordinator of this course also organizes guest speaker sessions to deliver the lectures. This practice is conducted based on a huge number of sustained efforts of both the faculties and other members of the college. The success rate of this venture can be seen in the behavior of the students, as they have grown mature in the understanding of cleanliness and the repercussions of a dirty surrounding. The results are seen in the maintenance of a neat campus and the rise in civic sense amongst the students who refrain from littering any part of the campus. This entire initiative was however not without its own hitches. The students are mostly very obedient and disciplined in their approach as well as have the urge to learn more. However, there are sections of the student body who try to bunk these sessions and remain unbothered by these efforts. They are however quite less in number almost negligible. The second-best practice of monitoring the classes is governed by the goal of ensuring that the curriculum is completed within the stipulated time period between admission and examination. Often the Principal is met by students regarding class issues, which sparked the idea of monitoring the classes so that curriculum is completed as well as regular classes are held. The context traces back to the establishment of this college which was formed with the intention of disseminating education among the students of the locality most belonging to impoverished backgrounds. As such the main basis and reason for the college has always been the betterment of students, since its establishment in 1972. The course curriculum as per the one set by the parent institution is a vast syllabus with a strict time frame to complete it. Which is why monitoring classes becomes essential as it acts as a correct balance to check the flow of the classes and ensure that the teacher follows the lesson plan and finishes within time. This practice is orchestrated by the Principal taking frequent rounds to monitor the classes on a regular basis so as to ensure that all the classes are being held and no student loiters outside the classroom. The faculty members participate in this endeavor too. Beyond this a monitoring cell is appointed every year to monitor the classes and the Principal as well as the teachers often interact with students to know their point of view regarding the classes and the progress of the curriculum. Increase in the percentage of students in class that reflects in the attendance and the sincerity of their approach actually indicate the evidence of the success of this practice. This remarkable outcome is due to this monitoring system and the student seems to be performing better due to this. Yet before the success came the problems encountered by this practice, which is focused on students from the economically weaker section of the society who arrive after toiling hard the entire day. Such students sometimes fail to attend their class in time and therefore the respective teachers try to make up the deficit with the arrangement of additional classes. As such, this

practice reaches a suitable conclusion.

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

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

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness Khagarijan College is a premier educational institution within Nagaon district of Assam. Since its inception the College has a small unit of faculty members who work laboriously to cater to its student diversity and attends to all the necessities required for a holistic development of the students. Though it has a small body of faculty members and limited infrastructure at present the College has successfully hosted prominent public gathering like the NEHA session of 2007. Moreover, eminent educationalists of national repute had visited the college premises to share their graceful presence and knowledge with the students and faculty members. Besides this, the faculty members share a brilliant rapport with each other and the students too, which enables them to organize the academic, cultural and non academic activity very systematically and successfully. The College is also devoted to attain a clean campus and surrounding. The authority gives maximum priority to it and tries its level best to keep its environment clean something that even the last NAAC assessment team had clearly acknowledged. In addition, the main stakeholders of the college are from minority community and the rest belong to the Tribal communities from the district of Nagaon, and other local areas. There is a balance of good harmony within the student community and the College has not witnessed any caste based discrimination till date

Provide the weblink of the institution

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

### 8.Future Plans of Actions for Next Academic Year

1. The college plans to organize faculty development programme for the up gradation of the faculty members.
2. Plan to organize internship camp for the students with the industry-academia partnership.
3. Plan to organize orientation programme for the students for appearing in the competitive examination.
4. To foster gender awareness among the students.
5. Create awareness about the current pandemic situation among the students.
6. To develop online teaching materials for the benefit of the students.
7. To organize webinar/seminars on new education policies and the issues of national importance.
8. To train the students about the online examination and learning process.
9. To construct a Auditorium for cultural purpose of the college.
10. To purchase textbook for the central library.
11. To organize webinar on the use of online study materials.
12. To organize extension activities in the adjacent areas of the college and in the adopted village and adopted school.
13. To develop the Faculty exchange programme with the other institution having same agenda.
14. To sign MoU with different stakeholders for academic and skill development purpose of the students.
15. To organize programme on personality development of the students.
16. To organize NSS camp in the neighbouring areas of the college.
17. To construct new classroom.
18. Plan to develop ICT facility in the college.