YEARLY STATUS REPORT - 2020-2021

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, Pin Code: 782003, District: Nagaon, Assam
• City/Town	Nagaon
• State/UT	Assam
• Pin Code	782003
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**Dr. Rameswar Kurmi**
• Phone No.	**03672230085**
• Alternate phone No.	**03672230085**
• Mobile	**7002874081**
• 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/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://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**

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
NIL	**NIL**	**NIL**	**NIL**	**NIL**

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	**06**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**

• 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)

Organized a number of Workshops, Webinar and Skill based programme/training for students/faculty and Non-teaching staff of the college. Under IQAC, the NSS Unit of the college organized a week long programme/special camp at adopted village at "Lalung Gaon"Borkola, Nagaon with the involvement of NSS volunteers and faculty members and local people of the village.

Completed Internal Academic and Administrative Audit by External Agency.

Successfully conducted blended mode of learning in the midst of Covid-19 situation through college portal, Google Meet, Zoom Meeting App and by Google Classroom & College Website for self patched learning. Initiatives have been taken to exchange students with Dhing College, Nonoi College and faculty exchange with ADP College, Nonoi College, Dhing College etc. during the year.

Conducted Interview for six vacant posts in the departments of Assamese, Economic, Education, Economics, and Political Science in the last part of 2020. Organized Golden Jubilee Celebration Programme on 12th September, 2021.

New Memorandum of Understandings with various Industry & Academia has been signed for students and faculty exchange programme

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

Plan to fill up the Vacant Posts in the departments of 1. Assamese (1) 2. English (1) 3. Economics (2) 4. Education (1) & 5. Political Science (1).	Interview conducted and appointment done on February 2021
Plan to complete the construction of the New Canteen for the benefit of the students.	Completed
Plan to focus on online mode of classes due to Covid-19 situation.	The number of online classes increased and a online platform has been installed in college website.
Plan to organize internal assessment (Sessional Examination, Home Assignments, Projects and counseling through online mode.	Due to Covid-19 situation focus on online mode teaching has been increased and the a separate button has been attached in the college website for online submission of Assignments, Project work and holding of Internal examinations.
Plan to extend academic collaborations with different Industry and academia.	New MoUs has been signed with different stakeholders and the MoU with ICT Academy has been renewed for another year.
Plan to train up the faculty members as well the students in online mode by participating in Faculty Development programme, student training programme.	Training for Faculty as well as for Non-teaching staff has been organized as per the collaboration with ICT Academy and S.S Technology.
Plan to organize webinars as add on course for the benefit of the students	Webinars on IPR Management, webinars as add on course for the students, webinars on skill enhancement of the students and international webinar has been organized during the year.
Plan to organize covid-19 awareness programme among the students and neighboring areas of the college	Covid-19 Awareness and Sanitization programme among the students of school in adopted village and sanitization drive within the college campus has been organized

Plan to organize special camp under NSS at adopted village at Borkola region	Under IQAC, the NSS Unit of the college has organized week long SPECIAL PROGRAMME at the adopted village "Lalung Gaon"Borkola in the last part of December, 2021.
Plan to adopt tree plantation programme in the college campus.	Tree Plantation Programme by NSS, Aluni Association and Green Club has been organized within the college campus.
Plan to build a cycle stand for the students.	A cycle stand (concrete) has been constructed under the initiative of the Student Union with the Fund allocated by the Local MLA of Nagaon Sadar Assembly.
Plan to extend WiFi connectivity in the college campus	Wi-Fi connectivity has been extended with BSNL Fiber.
Plan to purchase new books for Central library.	Books purchased with RUSA 2:00 grants for Central Library.
Plan to organize Golden Jubilee programme yearlong for the session 2020-2021.	The opening ceremony of the Golden Jubilee prgramme was organized on 12th September, 2021.
Plan to urge the Government of Assam to create post for Library and Office staff.	Application is submitted to the government of Assam for creation of new posts for Central Library as well as for Office.
Plan to apply for Research Fund from various agencies.	Applications were submitted to DBT, DHE, and Government of Assam for research grants.
Plan to execute digital library.	A digital Library platform was created within the college website for creation of Question bank, Electronic study materials and e-books.
Plan to develop college campus (Earth Filling, Renovation of Office Room, and Principal Chamber etc.)	Earth filling was done in the low lying areas near new building with the assistance of Govt. of Assam.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Khagarijan College	18/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	22/03/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	24

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	1094

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	211

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**251**

File Description	Documents
Data Template	<u>View File</u>

3.Academic

3.1 Number of full time teachers during the year	**16**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of Sanctioned posts during the year	**16**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**94,73,464**
4.3 Total number of computers on campus for academic purposes	**48**

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

Khagarijan College has affiliation under Gauhati University (GU).

The curriculum formulation and syllabus designing are within the ambit of the parent university. The success of an educational institution primarily depends on the effective delivery of the course curriculum. Taking effective delivery of course curriculum as the primary goal, the Academic Calendar Committee of the college formulates the academic calendar of every year. While formulating the academic calendar, the committee sincerely follows the University guidelines. The Academic Calendar is designed throwing light on working days, holidays, internal examinations, and various events celebration.There is a separate routine committee in the institution. This committee follows the academic calendar while preparing the master routine for taking classes and also for conducting sessional examination. The respective departmental heads conduct departmental meeting with the colleagues at the beginning of every session for allocating classes and also to distribute course contents among the faculties. For effective delivery of course curriculum, the college library is well equipped with books, covering the syllabus. The college authority is well concern for this. The principal of the college regularly conducts meeting for highlighting the academic and related matters to make the curriculum delivery more effective. Therefore, faculty members of the institution take the aim of timely completion of the course. There is also the provision of remedial classes for the students. The faculty members always try to be available for the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1650967488.pdf

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

Khagarijan College is affiliated under Gauhati University. The institution follows the university guidelines to conduct internal evaluation. The institution has academic calendar, framed by the Academic Calendar Committee of the institution. The academic calendar highlights the internal examinations. The internal evaluation of the institution includes both sessional examinations and home assignments. The institution follows 80+20 formula of evaluation as per the guideline of the patent university. The internal evaluation is conducted for 20 marks including both sessional examination and home assignment. The question papers for

internal evaluation are framed by the respective departments for both the Honours course and General course. Question papers of previous years are maintained by the college central library as well as by the respective departmental libraries. This helps the students to prepare for both the internal and external evaluation. The external examination, conducted by the University is also included under the evaluation process. The external examination is conducted by the institution following the University routine and question paper at the end of every semester. To maintain the transparency in the external examination, external examiners are appointed by the University.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1651032737.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	A. All 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	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

165

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

165

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

Khagarijan College follows the syllabus of Gauhati University. The course curriculum, provided by the institution integrates the issues relevant to gender, environment and sustainability, human values and professional ethics.

Gender Issue: Khagarijan College encourages all the students to participate in the events organised by the institution. It follows the curriculum framed by the parent university and that includes the gender issues in it. The institution has a Women Forum, which is headed by senior female teacher of the institution and all the female teachers of the institution are the members of the Forum. This Forum is considered as an important part of the Teacher's Unit of the institution. The Women Forum of the institution takes initiative to organise various programs highlighting the need of gender equality. Again, the institution provides common rooms for both boys and girls in the campus.

Environment and Sustainability Issue: The institution specifically offers a paper on Environmental Studies at the Under Graduate Level in the 2nd semester in both the Arts and Commerce streams, following the syllabus of the parent university. On the occasion of World Environment Day on 5th of June, the institution organises various environment related programs. Along with this, the NSS Cell of the institution conducts environment cleanliness and tree plantation programs in campus and off campus.

Human Values: The curriculum follows by the institution incorporates issues to make the student a good human being. The institution also organises programs to make students aware about the good human values. Therefore, it organises programs such as Anti-drug related program. The institution strictly prohibits ragging among the students which helps to create a ragging free campus.

Professional Ethics: The curriculum followed by the institution gives equal importance on the professional ethics. The curriculum includes Skill Enhancement course in the Under Graduate level. This course tries to develop professional skill among the student. The College also formed a Personality Development Cell. The Cell develops its course curriculum and conduct classes.

File Description	Documents
Any additional information	**No File Uploaded**
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

25

File Description	Documents
Any additional information	**No File Uploaded**
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	View File
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

321

File Description	Documents
Any additional information	**No File Uploaded**
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	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

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

700

File Description	Documents
Any additional information	**No File Uploaded**
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

211	

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

Theinstitution has devised a policy to identify the student resources and learning levels through a MCQ base in where a qualifying marks is set and accordingly the students are identify as slow and advanced learners.

The Evaluation is done by concern faculty members and discussed the loop hole of the less marks obtainer. The Slow Learners are made to engage in Remedial Classes, with special counseling and guidance by the teachers to gauge their weaknesses.

The teachers offer various suggestions regarding reference texts to help clear their basic concepts and other materials both online and offline that would aid them in self-improvement. Besides that, the college has a Mentoring system in which the slow and advanced learners are counseled. In the departmental Mentoring process the problems of slow learners are discussed and measures have been taken to overcome the same.

While doing this, the checked and corrected answer scripts are handed over to the student and their problems are discussed. For Advanced Learners, additional reading materials are provided, and encouraged to take part in the seminars, workshops, conferences to attain knowledge. They are also advised to take part in student Exchange programme and encouraged for developing the Wall magazine

File Description	Documents
Link for additional Information	https://khagarijancollege.co.in/miscellaneous.php
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
1094	21

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

Beyond classes and examinations, student centric learning methods are adopted for holistic development of the student. For that, the college takes up this matter through various inclusions of experiential learning methods like field trips, observations tasks, opens ended discussions, projects etc. which are carefully supervised guided by the teachers.

Other participative learning methods included are group assignments, group discussions, class debates and various interactive strategies to allow the students to improve their critical thinking and soft skills. Problems and situations are also posed to the students which are then debated amongst them, aiding in the growth of critical faculties of the students.

Semester Ist (Edu) & 5th has practical paper through Laboratory Work supervised by Internal & External Expert.

B.A. History 6th Semester students have Project Paper for 100 Marks which are guided by Guide Teacher .The work involves case study of the issues have Historical value.

The student of B.A. Fourth Semester has Project Paper containing Field Work and Viva-Voce.

Besides that, the students have learning experience through seminar presentation, departmental seminar, faculty exchange, student exchange, workshops and participation in important days and event organized by the college and departments.

File Description	Documents
Upload any additional information	<u>View File</u>
Link for additional information	<u>https://khagarijancollege.co.in/admin/miscellaneous.php</u>

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

ICT facility and its use are an important and necessary inclusion in education of the 21st century. Adhering to this, the college tries its best to make use of technologies in student teacher interaction. The college is equipped with good infrastructure, ambience and adequate learning resources. It has well furnished class rooms, ICT enabled classrooms, well furnished conference, well equipped Laboratory for the Students of the Department of Education etc. The college Campus has WiFi connectivity for faculty and students use.

PPT using Projectors, Google Classrooms to set tasks and assignments, Slide share as an easy means of visual presentation, increasing use of emails and social media platforms like WhatsApp and Telegram groups to distribute notes and class materials etc.. Most faculty members also engage in various FDPs to remain updated in different technologies and features that can be used to make teaching and learning an even more interesting and feasible relation.

The college has a Digital Library platform in its Website that includes digital notes, question papers, E-Books, E-Notes etc.

The college has online education system through college website https://khagarijancollege.co.in/online/ that contains LIVE DISCUSSION, ONLINE CLASS, CLASS NOTES etc.

File Description	Documents
Upload any additional information	<u>View File</u>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<u>https://khagarijancollege.co.in/online/</u>

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

`21`

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

`21`

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

16

File Description	Documents
Any additional information	View File
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.

Khagarijan College, Nagaon is affiliated to Gauhati University, Assam. According to the directive of the University, theIAExamination of the students is taken through an examination process which is set in the format of a class test with one mark, two marks and five marks questions, based on the syllabi. The students are informed regarding the test before-handed through the departmental and central notice board. The information regarding the assessment is also uploaded in the college website fifteen days prior to the exam. In case any student is unable to attend due to specific reasons, they are given an opportunity to sit for it again with special arrangements being made for them.

The test sheets are carefully scrutinized by the teachers. The copies of slow learners are being shown to the candidates for their reassessment. The marking scheme is absolutely transparent as the teachers give detailed feedback to the students. regarding their strengths and weaknesses, helping them address the areas where they need further improvement. IA Examination is ideally accounted for 20% of the total marks allotted for a paper. For evaluating the performance of a student, in continuous way, the under mentioned measures have been taken for IA.

File Description	Documents
Any additional information	View File
Link for additional information	https://khagarijancollege.co.in/miscellaneous.php

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/admin/miscellaneous.php

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 along with IQAC sits in discussion about the communication of the COs & POS.
- In the Departmental Meetings are organized for imparting knowledge about COs & POs.
- Beside, the Hard Copy of the Syllabi are made available in the departments for ready reference to the students.
- The IQAC holds meeting with HoDs of all departments on the eve of every academic session and communicate about the COs with the students.
- In the meeting of the Mentor-Mentee meeting the COs & POs are discussed with students.
- The Admission Committee communicate about the COs & POs to the students who appeared before them for admission in new courses.
- Besides, a Subject Expert Committee takes initiatives to advise the students about the subject combination with the COs & POs.
- Before the new the Session, the teachers tries to explain about the Graduate Attributes.
- In addition soft copy of the Curriculum and the Learning outcomes of various programmes and courses are made available in the College Website.
- The Department takes initiatives to explain the COs and POs to the learners.
- Try locate relevant concepts arising from society and devise policy to engage the student in scientific research.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://khagarijancollege.co.in/outcome.php
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 adopts the course and programmes from its parent university. The Cos with its Pos and PSOs, are validated through a formal examination procedure. The COs Pos reflects in its

examinations procedures. To test the student's ability and understanding the MCQs & Short Answer Questions, Oral Tests, Eassy Type Questions Assignment, Project works are taken.

It is validated through a Feedback system. The collected feedback is analyzed and as part of the Action Taken Report further policy for evaluation is adopted.

1. An Academic Calendar based on the Academic Calendar organizes Academic and Non- Academic Activity.
2. Academic Calendar is distributed to each Department and displayed in the college website.
3. On the basis of the Academic Calendar the HODs maintained Departmental Diary and Teachers Diary.
4. Daily Class Routines are distributed to the Departments before the beginning of the each Academic Session.
5. The Department designed Semester wise evaluation plant.
6. The Examination Committee sets guidelines for proper conduction of the IA Examination.
7. The Feedback Levels of the students are analyzed and actions are taken for attainment of the COs.
8. The Placement Cell looks the Students Progression which indicate the attainment of the COs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1652026561.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

139

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/miscellaneous/1652091259.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/miscellaneous.php

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)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

28

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

12

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

`10`

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

`For the holistic development of the students, the college frequently takes its students in extension activities in its neighbouring community for involvement in the relevant social & economic issues aring out from day to day society.`

`the college has a mechanisim to deal with the extension activities. It constitute a Committee i.e., Extension Activity Cell and a NSS Unit to conduct such activity.`

`Besides that, all the Faculty members of the respective departments collectively and individualy involves in extension work in the neighbouring community.`

`The college also signed a number of MoUs with different Industry and Academic Institutions for the holistice development of the student and accordingly conducted its activity in collaboration with these MoU Partners.`

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1652190905.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

01

File Description	Documents
Any additional information	**No File Uploaded**
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

05

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
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

248

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
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

16

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

12

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 peaceful and green area covering 3.25 acre of land for conducive and quality education.

The college has one Administrative Building, one Central Library, one Indoor Stadium, one Sports Hostel, one Girls Hosteland, one canteen, one Grade IV Quarter and Nine (09) Staff Rooms

There are 22 classrooms, one laboratory for department of Education, one Computer Lab, Library Reading Room, One Conference hall,ICT enabled Classrooms, IQAC Office with Wi-Fi connectivity.

Outdoor facilities such as Basket Ball Ground, Athletic and outdoor field events, Volleyball, Kabadi playground spaces as well as for Indoor games Indoor Stadium, Tennis Board, Badminton Court, Gym Khana etc. are available.

Basic amenities such as Bicycle Parking for students, Car Parking for Staff and Guests, separate washrooms for boys and girls, drinking water facilities, First-Aid and Fire safety provisions are available.

The College Office is ICT enabled and SOUL 2.0 in Central Library with Wi-Fi connectivity.

Besides, the college has facilities for conducting various competitive exams in the college campus and provision for giving accommodation for players.

The department library has separate departmental library for the students of concern departments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The college has Indoor Stadium with Badminton Court, a Table Tennis Board space for organizing indoor games such as Chess, Carom etc.

Outdoor facilities for organizing athletic events such as open stage cultural programmes, Basket Ball Ground, space for organizing Kabadi, Volleyball, and other minor outdoor events.

A gymnasium equipped with Multi-gym, Chest Enhancer, Dumbbell, bar for power lifting and Scot and Bench Patch etc.

Besides, the college has Cultural Secretary in its Students Union wing with a Teacher in-Charge which takes initiative for organizing

cultural events in different aspects. This union takes initiative to organize cultural events at the time College Weeks.

The Yoga Day is celebrated in association with the Arogya Yoga Kendra, Dhing.

The outdoor and indoor facilities is used by 60-90 students per in normal situation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1652267688.pdf

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
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)

94,73,464.00

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)

In an educational institution, Library plays an important role for the achievement of quality education. The Khagaraijan College's Central Library is a place where Text Books, Reference Books, Autobiography, Encyclopedia, News Papers, Journals, Research Projects, Census Reports, Proceedings Books and Online E-Books, Question Papers, Class Notes/Videos are available. The voluminous collection is made available to increase knowledge in different subjects of the students and teachers. In the library, the students can check out any books for their reference and can log in to the Digital Library for E-Books, E-Resources such as Class Notes/Class Videos, and Question papers of previous Years through digital library platform.

It has Soul.2.0 software for Integrated Library Management System which is installed in 2016 and started work form that time onwards. It includes, Book Entries, News Paper Entry, Academic Information panel, Book Search menu, Member ID panel, OPAC etc.

As part of the Integrated Library Management System, the college has a Digital Library Platform where Student Log In and faculty log in panel are available. This Library Platform contains Old Question Papers, Online Class Notes, E-Resources and Class Videos etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://khagarijancollege.co.in/upload/miscellaneous/1652437447.pdf

4.2.2 - The institution has subscription for the	**D. Any 1 of the above**

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

1632377.00

File Description	Documents
Any additional information	View File
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

2626

File Description	Documents
Any additional information	View File
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

The college has different types of Information & Communication

Technologies. It has four classrooms equipped with It facilities, one conference hall, one language Lab and one Computer lab with It facilities. The college provides free Wi-Fi services to both the students and the faculty members besides the use of the same by the office Room, IQAC Office and Faculty members. The Central Library has IT facilities including Soul 2.0 software for Books/Journals/News papers entry. Besides, the college has a provision to extend its Wi-Fi connectivity up to the sports Hostel and girls Hostel. The Wi-Fi connectivity has 100 Mbps which perform well.

Most of the official works of the college are done through online process with the help of ICT facilities. Therefore, the college adopts a policy to updates its IT facilities regularly in the following ways:

1. The institution updates its computers and laptop to update version on regular basis.
2. Formatting process is adopted to cope with work process.
3. Anti-Virus update process is update regularly.
4. Wi-Fi connectivity extended to the first floor of the administrative building.
5. The digital printers are updated frequent for printing and scanning process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

48

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

94,73,464.00

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.

The College has a systematic policy in maintaining & utilizing its physical, acdemic and support facilities like Laboratory, Sports Complex, Comuters and Classrooms. For the proper maintenance of these facilities there is aGoverning Council followed by Principal and then the the Office of IQAC and other Committees and Cells. Any Major decision like construction and Appointment are placed to the Governing Council Meeting.

TheInternal Quality Assurance Cell of the Institution, takes almost all the plan programmes in its meeting held on the very begining of the academic session.

Besides, the College appoints a good number of Committees and Cells likeAcademic Committee, Campus management Committee, Construction Committee, Laboratory & Electronic Gadgets maitenance Committee, Library Committee, Website maitenance Committee, Hostel Management

Committee, Canteen Management Committee, Indoor Stadium & Sports Hostel Management Committee, Classroom Management Committee etc.,This Committees and Cells seats in meeting and takes resolutions on the issues that is placed to the Principal and the same is redress and if permission required then it place to the Governing Council of the College.

In Maintaing all the facilities the Institution adopt a policy of decentralization of planing and implementations of the same.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1653539788.pdf

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

936

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

NIL	
File Description	**Documents**
Upload any additional information	**No File Uploaded**
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/miscellaneous/1653561058.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

00

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

00

File Description	**Documents**
Any additional information	**No File Uploaded**
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	C. Any 2 of the above

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

18

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
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

5

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

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.

6

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	[View File](#)
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)

During the Academic Session 2020-2021,due to lock down, most of the activity, relating to students are affected which affected the bulk student participation in the administrative and other curricular & co-curricular activities. Despite that, the college has constitutedTHE KHAGARIJAN COLLEGE STUDENT ASSOCIATIONfor the session 2020-2021.

Besides that, there areCLASS REPRESENTATIVEand student representatives inANTI-RAGGING COMMITTEE, CONSTRUCTION COMMITTEE, DISCIPLINE COMMITTEE, GRIEVANCE REDRESSAL CELL, CAREER COUNSELLING & PLACEMENT CELL, HOSTEL MANAGEMENT COMMITTEE, INTERNAL QUALITY ASSURANCE CELL, GREEN CLUB, YOUTH CLUB, NATIONAL SERVICE SCHEME & CAMPUS AMBASSADOR, YOUTH CAMPAIGN.

The student council of the college took initiative to organize online ALL ASSAM ONLINE EASSAY COMPETITION, submitted resolution to LOCAL MLA for constructing a CYCLE STAND, AUDITORIUM etc., during the session.

The NSS STUDENTS OF THE COLLEGE actively took part in several programme in college Campus and in the adopted village. Moreover, the College organized a number of Webinar in where students actively took part.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1654169200.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

06

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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 college has a Alumni Association and they are actively taking part in the college development activities. But the Alumni association is not registered under the Government of Assam. The Alumni Association has their own President and Secretary and they responded the request done by the college authority. They organised meetings and tries to involve in the college developmet process.

Due to Covid-19 pandemic the scope of work of the alumni association did not do a good deal of work. Whatever may be, they are involved in meeting through online mode and involved in guiding the students in many ways. Except, that there was no such type major contribution made by the Alumni association of the College.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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 is function in compliance with the directions of University Grants Commission and its Parent University to which the institution is affiliated.

Inspired by its Vision "to promote value and quality based education", the institution designed and developed its perspective plan and tries its effective implementation. For effective implementation of its projected vision and mission, the college ensures on decentralisation and participatory governance. The Head of the institution, shared the working agenda to its Faculty and Non-teaching Staff viz., it has Vice-Principal, IQAC Coordinator, Academic Committee, Research Forum, Departmental Convenors, Head of the Departments, Faculty Members, Librarian, Accountant, Coordinators of different Committees and Cells, Examination Committee etc. which plays significant role in achieving its goals.

The institution has well structured Feedback system to collect feedback from its stakeholders. For smooth running of the administration e-governance in Admission, Accounts, Finance, Fee Collections etc., For the Professional Development of the Faculty and Non-Teaching Staff frequent training programme is organised. For the overall development of the students seminar/workshops/ departmental tour/ training programme in association with MoU partners are organised. For grievance related issues, the college has a transparent Redressal Cell to cope with Grievances.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/miscellaneous.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 College promotes the idea of decentralization and participative management in achieving its desired goals. The chief decision making body of the college is the Governing Body where the Principal placed

the projected proposals prepared in the Staff meeting and on the basis of the suggestion given by the Heads of the Departments. Followed by the Governing Body there is Principal, Vice Principal, IQAC, the Departmental Convenors, HoDs, different Committees & Cells are responsible for implementation of their entrusted responsibility.

At the beginning of each academic session, IQAC prepare the yearly plan to be implemented. Moreover, as per the direction of the IQAC, the Academic Calendar Preparation Committee prepares the Academic Calendar on the basis of the guidelines given by the Parent University. For the implementation of E-Governance, admission, examinations, grievance, women affairs, finance, Budget every sphere of works are decentralized to different committees and the committee convenors are responsible for their implementations. For professional development of students MoUs are signed with different industry and academia and for follow up actions the committees are responsible.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares its strategic and perspective plans as per the vision and mission statement for academic Excellency. This plan is prepares on long and short term basis and mainly prepare by the IQAC. The action plans thus prepared is reflects in the annual plans and the same is allotted to different deploying agencies for its effectives implementations. The perspective plans prepared by IQAC placed before the Governing Body for approval and after getting approval the same is allotted to the committees. Besides, the minutes of the IQAC meetings are distributed to the different committees and the Heads of the different Departments.

The Governing Body, Principal, Vice-Principal, HoDs, Faculty Members, IQAC & Different Committees are the deploying authority of the perspective plans of the college. The students and Alumnis of the college are also engaged in the developmental work of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://khagarijancollege.co.in/miscellaneous.php
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 administrative set up of the college is designed in a scientific way with maximum transparency for optimum result in a hierarchical manner where from top to bottom the responsibilities are distributed through notice and resolutions adopted in Governing Body Meeting. The College is established in 1972 and affiliated to Gauhati University. As a Provincialized institution under Government of Assam and as part of the Gauhati University, maximum of the administrative and Academic decision are coming from Government and the parent university. In this context, the Governing Body of the College and the Principal, through different government and University Portal, effectively engaged in achieving its vision and mission.

The proposals adopted in Governing Body and planning done by IQAC is implemented through different committees and Cells viz., the Finance Committee, Budget Committee, Admission, Committee, Examination Committee, Grievance Redressal Cell, Women Empowerment Cell etc..

Regarding appointment the Governing Body is the sole authority who works as per Govt. Guidelines. The Promotion, Leave, and service procedures are done by the Governing Body as per the Notifications and guidelines of the Government.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/miscellaneous.php
Link to Organogram of the Institution webpage	**Nil**
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	No File Uploaded
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

The institution effectively implements some welfare measures for Teaching & Non-teaching Staffs and does a lot for career development & progression. The institution makes proper arrangements for fulfilment of the Government Schemes such as Gratuity, Pension, Earned Leave, Maternity Leave, Child Care Leave, Duty Leave, Leave for attending Seminar/ Workshop/Conferences, leave for attending Induction/Refresher Courses/FDP, Short Term Courses for career development and progression.

Besides, Training Programmes for Teaching and Non-Teaching Staffs are organised. Free Medical Check-Up Camp is organised by the institution for the Faculty and Non-Teaching Staff.

The College has a Teachers' Welfare Fund with Monthly contribution and Loan Facilities to the Teaching and Non-Teaching Staff. Separate Departments, a Common Room for all the Faculty Members, Indoor Game Facilities for Faculty and Non-Teaching Staff and canteen facilities are available within the Campus.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/miscellaneous.php
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

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
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

2

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

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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 issued time to time by University Grants Commission and Director of Higher Education, Government of Assam for appointment of Faculty Members in various departments.

Likewise, for the promotion of the Faculty members and the Non-Teaching Staff are done by the rules and regulations of the Govt. of Assam and the regulations of UGC. The performances of each Faculty or employees at the time of their promotions are assessed. The main objectives of the Performance Appraisal is not to objectively evaluate the performance as per established norms but to identify potential aspects of the improvements for further growth and development of the employee.

There is a Confidential Report submitted by the Principal & the President of the Governing Body year wise on the basis of the performance of the Faculty members to the Director of Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/miscellaneous.php
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 College has an established mechanism for conducting its External & Internal audit of its yearly financial transactions for the fulfilment of the financial compliance.

Internal Audit of the Institution are done by a Audit Committee, appointed by the Principal along with an appointed Internal Auditor. This process involves the Internal Audit Team of the institution comprising the Faculty and office staff. They checked and verified all the Bills and Vouchers from different heads and placed to the Internal Auditor which is crosschecked.

The External Audit of the institution is done by the rules and Procedures laid by the Government of Assam. The External Audit of the college is done by the Director of Audit (Local Fund) Government of Assam. But due to Covid-19 Pandemic situation, the External Audit of the Institution for the Session is due and is under process.

File Description	Documents
Paste link for additional information	Nil
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)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
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 Institution is affiliated to the Gauhati University, Guwahati and abides by the rules and regulations laid by UGC and the Government of Assam. The institution receives its funds from various funding agencies for its academic and infrastructural developments.

Mobilization of Funds:

1. Grants received from RUSA 2.0

2. Grants Received from University Grants Commission

3. Salary Grants received from the Government of Assam.

4. Examination Grants received from Parent University.

5. Funds received from various agencies for conducting seminars/workshops/conferences etc.

6. Funds received from admission fee, tuition fees, magazine fees and others, bank interests, fee collected from issue of certificates etc.

7. Grants received Local MLA.

Policy for Funds:

1. Requirement Department Heads and IQAC.

2. Proposal for Budget

3. Resolutions of Budget in Governing Body

4. Scrutiny by the Purchase Committee

5. Verification and final order by the Purchase Committee.

Optimum Utilization of Financial Resources:

1. Finance Committee to supervise the optimum utilization of financial resources & recurring and non-recurring funds.

2. Purchase Committee seeks quotation from different vendors for purchasing books, computers, furniture, electronic items etc.

3. Finance & Purchase Committee of the college scrutinizes the quotations and final order.

File Description	Documents
Paste link for additional information	**Nil**
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 Internal Quality Assurance Cell of the College has contributed significantly to institutionalizations of the quality assurance and strategies and process. The details of the quality initiative undertaken by IQAC of the College are as follows:

- **Conduction of Seminar/Workshop/Conferences as part of Quality Development strategies**
- **IQAC, & the NSS Unit of the college organized a week long programme/special camp at adopted village at "Lalung Gaon"Borkola, Nagaon with the involvement of NSS volunteers and faculty members and local people of the village.**
- **Completed Internal & Academic and Administrative Audit by External Agency.**
- **Successfully conducted blended mode of learning in the midst of Covid-19 situation through college portal, Google Meet, Zoom Meeting App and by Google Classroom & College Website**
- **Successfully conducted Interview for six vacant posts**
- **New Memorandum of Understandings with various Industry & Academia**
- **Submission of AISHE Data**
- **Submission of AQAR**
- **Organised Meeting with different committees.**

File Description	Documents
Paste link for additional information	**Nil**
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 Internal Quality Assurance Cell, which is established in 10-12-2003, takes it as utmost priority to monitor the Teaching-Learning Process regularly. For effectiveness in the teaching-learning process the IQAC collect the Feedbacks from its stakeholders and accordingly policies and measures are taken:

- The IQAC periodically reviews the teaching learning process and their methodologies of teaching.
- Appoint the Academic Calendar Preparation Committee for preparation of Academic Calendar based on the Academic Calendar of the Parent University focusing on the Teaching Learning and other co-curricular activities.
- Preparation of Lesson Plan for Academic Session.
- Focus is given on enriching the Teaching Learning Process with the incorporation of the Guest Lectures, Faculty Exchange, and Student Exchange etc.
- Upgradation of Teachers Diary on daily classes.
- Collects Feedbacks from the students in a structured way on Teaching-Learning along with other parameters.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://khagarijancollege.co.in/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The Khagarijan College has a good practice of inclusivity. The stakeholders of the institution are from divergent cultural background, and the college believes in equal opportunities for all the sections of the society irrespective of the color, creed, religion, race, birth or other status. This unique and healthy tradition can be seen from the enrolment of the faculty and students from different background. The college tries its level best to provide safety, security, and well being and give maximum priority on Gender issues to develop a convenient work atmosphere.

The Institution ensures safety & security to its women employee & girls students by appointing Gatemen/Night Chowkidar, Hostel warden etc.

The institutions provides proper guidance to the Girls students on the issues of Gender Sensitization, counseling programme on violence of human rights, counseling against Ragging. Besides, that the college organized a number of programme on Gender issues and stress management among the women in work anvenues.

Sufficient facilities of Common Room, Departmental Rooms, Sick Bed facilities, canteen facilities are provided to the women.

File Description	Documents
Annual gender sensitization action plan	https://khagarijancollege.co.in/upload/miscellaneous/1657605471.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/miscellaneous/1657605509.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	**No File Uploaded**

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

The Khagarijan College gives maximum priority and deep concern in protecting environment, health and well-being of its stakeholders and in the adjoining areas with an effective waste management practice such as segregation, recycling and composting of wastes. Awareness among the students and its employee are made about the clean environment and the student has a paper on their curriculum through which they are made aware about the conservation of environment.

The college frequently employee safai Karmachari and sweepers in segregation of waste. Waste like plastics, metal, paper, stationary is sold out to vendors for recycling. The college adopts paperless concept chennalizing digital notices through websites and whatsApp Group, Email. Biodegradable wastes from the canteen, girls hostel are used in vermicomposting unit. Dustbins are installed in different places of the college campus, hostel, and canteen for disposal of waste. Electronic wastes such as computer components,

CPU are safely disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://khagarijancollege.co.in/admin/miscellaneous.php
Any other relevant information	**No File Uploaded**

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	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | `A. Any 4 or All of the above`

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	**No File Uploaded**

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

`E. None of the above`

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

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 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

`C. Any 2 of the above`

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

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 conducts and organizes several activities and programmes reflecting its inclusive environment to build and promote ethical, cultural and spiritual values among the students and the teachers and its stakeholders.

To foster the emotional and religious feelings among the teachers and the students various commemorative days are observed in the college campus under the initiative and the support of the Management for the development of communal harmony among its stakeholders.

Every year, the college authority, staff and the office staff jointly organized the college establishment day on 12th September and other cultural and religious festivals like, Swaraswati Puja, Sankerdev Tithi, Gandhi Jayanti, birth & death anniversary of Dr. Bhupen Hazarika, Freshmen Social, Parting Social, Teachers' Day, International Women Day, International Yoga Day, rallies organized at the time of College week, Oath taking ceremony of the students union are some of the example that foster communal harmony and tolerance among its stakeholders.

Besides that, the students and the faculty members are involved in the community outreach programmes. The field trip for educational purpose organize by every departments and other infrastructures of the college built communal harmoy and tolerance among the students and the teachers.

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	No File Uploaded

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

The khagarijan College, takes utmost care in inculcating constitutional values and practices among the students and its stakeholders. It organizes programmes like Independence Day, Republic day, Swaraswati Puja, NSS Activities, Mentoring Programme on personal development; Human Rights, National Voters day etc are organized among the students.

Besides that, the students of the college are inspired to take part in the programmes organized by the institutions and other partner institution on different aspects of culture, values and traditions.

Moreover, the Faculty members of the Institution are involved in different training programme organized by the District administration to demonstrate about the election process for Loksabha & Bidhansabha and Panchayat Elections. Besides that, the elections to the Student Association of the College follow the the Constitution based on Lyngdo Commission guidelines and they are taught about the constitutional procedures to take part in the elections.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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	No File Uploaded

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

The institution gives it utmost priority in organizing national and international days and events mainly to foster the sense of brotherhood and patriotism. The institution celebrates these commemorative days, events and festivals with great enthusiasm, pomp and gaiety to commemorate our national leaders. Through these events and festivals organized by the institution gather all sections viz., the faculty, students with different social background come in one umbrella and through these spread the message of peace, harmony, tolerance, love and happiness to its stakeholders.

In the Academic session 2020-2021 the institution celebrates Independence Day, Republic Day, International Women day, World Poetry day, Sankerdev Tithi, College Foundation Day, Golden Jubilee Celebration of the College, World AIDS day etc.

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.

The Institution since a long time tries to develop a sense of clean and green environment in and outside the adjoing areas of college campus.To develop such an initiative, it gives maximum focus on keeing its campus clean and green. As part of the that agenda, the college authority does not allowed the motor vehicles inside the college campus. And the student are asked to bring By Cycles instead of Motor Bikes. Beside, the college authority frequently employed part time workers to clean the college campus with cutting and leveling the grass with grass cutter machine.

The NSS Volunteers and the Green Club of the Institution takes initiatives to plant trees within and outside the college campus. The NSS volunteers takes initiatives to train the students by involving them in the Special camp organised in the adopted village.

Besides that, the college has taken a good deal of initiative to eradicate drug addiction from a section of the people that residing in the college campus since long time. And due to the initiative of the college, the mission of Anti Drug becomes successful and the habitation got evicted from the area.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

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

In the Academic Session 2020-2021, the most important performance of the college in the sphere of teaching and learning. due to Covid-19 Pandemic situation, all the educational institutions remained closed for a long time. Under this circumstances, the college adopted a policy to cope up the situation and for continuation in teaching learning system, the college develop a strategy for online education.

Before, Covid-19 pandemic situation, the students and theFaculty members were not fully acustomed with the online or blended mode of teaching.But due to Covid-19, the college along with its Technical partner, SS Technologies, GHY, adopted a policy to bring all the students in one umbrella, Online Education Portal.

This Online Portal serves as the main source of teaching Learning in the Covid-19 situation and all the faculty memn=bers are trained by the SS Technologies to organise classes in Live Discussion Portal of the college website.

In the entire Lock down period, a total of 523 classes were conducted by the faculty members for the fulfillment of the needs of the need of the students.

Besides. the college focus on Google classroom, google meet, whatsApp group etc for conducting online classes.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR THE NEXT ACADEMIC YEAR:

- **Plan to Submit the AQAR for the Session 2020-2021.**
- **Plan to arrange the 3rd Cycle NAAC Assessment within the Academic Year.**
- **Upgradation of Digital Library with More E-Resources and Question Banks.**
- **To arrange Training Programme for faculty & non-teaching Staff as well as Library staff.**
- **To Arrange more Faculty & Student Excahnge Programme with MoU Partner Institute.**
- **Plan to increase the follow up activity with the MoU partners' already signed.**
- **Plan to Revise the Vision Mission Statement of the Institution.**
- **Plan to focus on Blended mode of Teaching**
- **To organize quality based seminar/workshops/conferences on Gender/IPR/Environment/ etc.**
- **To Organise workshop on NEP 2020**
- **Plan to Pave Blocking in front of the Teachers' Common Room.**
- **Plan to Organize FDP in collaboration with the partner institution.**