YEARLY STATUS REPORT - 2021-2022

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

	• Name of the Affiliating University	**GAUHATI UNIVERSITY**
	• Name of the IQAC Coordinator	**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/
4.Whether Academic Calendar prepared during the year?		**Yes**
	• if yes, whether it is uploaded in the Institutional website Web link:	yes

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	9	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
The Internal Quality Assurance Cell of the College organized a total of nine Meetings with its different Stakeholders and Cells and Committees for taking Academic and Quality related decision.
The IQAC of the College has successfully signed MoU with different stake holders viz., Industry, Academic Institution Government and Govt. Organization for the fulfillment of its Vision and Mission Statement.
The Cell successfully conducted Academic, Gender Audit.
The Internal Quality Assurance Cell has purchased a good number of Books for Central and Departmental Library from RUSA.2.0 Fund.
Organized Seminar on Intellectual Property Right (IPR), Faculty and Non-Teaching Staff's Training Programme, Faculty and Student Exchange Programme, Collaborations with different Stakeholders.

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
Implementation of NEP 2020	Being an Affiliated Institution the College have to follow the guidelines given by the Parent University for implementing NEP from the coming Academic Session. Despite that, the college is actively representing the Seminar, Workshops on NEP 2020 organized by different organization for better understanding of NEP2020.
Plan to Organize NEP base Programme.	The College, besides sending representation to the NEP based programmes, organize seminar/workshop and constituted a Committee to look after the challenges and prospects of NEP Implementation.
Blended Mode of Teaching Learning	Under the initiative of the IQAC, the Teaching Learning System, specially at the time of Covid-19 Pandemic situation a good number of online classes has been organized along with Google Classroom and WhatsApp Group.
Plan for Clusterization	The college organized meetings and discussed about the clustering process of the Higher Education Institutions ifor achieving Multidisciplinary and Trans-Disciplinary approach.
Boundary Wall	The process of construction of the boundary wall has started and the same could be achieved by 2023.
College Canteen	The newly constructed College canteen has been completed.
TLM & Development of Content	It started a Digital Library Portal in the College Website

	and uploaded electronic material such as notes, question papers, scanned books, rare books, syllabus, college magazine etc. for the benefit of the student and the faculty members.
Quality Initiatives	Conducted Academic and Administrative Audit, Gender audit along with the Training Programme on conducting of AAA.
IPR	Organize seminar on Intellectual Property Rights
Feedback	Feedback was collected from the different stakeholders, analyzed and action has been taken.
Seminars/Workshops	The Institution organize a number of quality seminar on different aspects with various MoU partner institutions.
Extension	Conducted programme outside of the college on different issues such as Hygiene, book distribution etc.
Collaboration	The college has signed more MoUs with academic Institutions/and Industry Partners.
Plantation programme	For Green Campus initiative, the college adopted plantation programme several time within the academic year.
Green Audit	Conducted Green Audit successfully

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY, KHAGARIJAN COLLEGE	**29/03/2023**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	**15/02/2023**

15.Multidisciplinary / interdisciplinary

- **Khagarijan College situated at Chotahaibor, Nagaon, is an affiliated HEI under Gauhati University, Guwahati**
- **The College strictly follows the courses & curriculum prescribed by the parent University.**
- **Despite that, considering the needs of Multidisciplinary/Interdisciplinary approach in higher education, the College has endorsed some measures to adapt its stakeholders with diverse aspects of knowledge with existing courses.**
- **For academic level the College has entered into collaboration with various academic & industries at national and state level viz, University of Science and Technology Meghalaya, ICT Academy, Ekodas International etc.**
- **Besides, collaboration has also been made with NGOs' & Government offices for disseminating knowledge.**
- **To disseminate multidisciplinary approach and to promote research culture & innovative ideas and to address perpetual socio-economic issues, projects works, Field trip, Industrial visit, students & faculty exchange programmes have been adopted.**
- **To enhance the knowledge of the students Add on/certificate courses on Creative writing in Assamese, Functional English, Personality Development, Beautician Cum hairstylists, Web Developer, e-Commerce & Banking Practices etc.**
- **The College has a plan to expedite Multidisciplinary approach by adding new courses viz, Music, Dance Sociology subjects etc.**
- **The institution offers a good range of subjects/options that combines crosscutting disciplines.**
- **Since the college is running a number of Honours in UG Programmes and one PG programme, hence it can effectively implement the multiple entry-exit system in the present subjects.**

16.Academic bank of credits (ABC):

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

17.Skill development:

- The skill development process helps the students to think beyond grades. It helps them to tap into their capabilities, develop rural-life skills, and prepare themselves to be successful in the careers of their choice.
- Keeping in mind of the necessity of skill development, Khagarijan college, Nagaon strives to except the same. The parent university has emphasized the needs of the skill enhancement and developed and revised its existing syllabus into choice based credit system and accordingly all the students irrespective of their streams have to choose one skill based paper to complete their graduation.
- Besides that, at the institutional level, right from 2020 onwards, the college has introduced some skill based certificate courses viz., beautician cum hairstylist, Web Developer etc.
- To impart value-based education for positivity amongst the learner to develop humanistic, ethical, constitutional and universal human values of truth etc. such as functional English, creative writing, personality Development and E-Commerce and banking practices and Diploma in Computer Application.
- In addition to that the college has been organizing several skill based programmes with its MOU partner industries and academia and by inviting processionals.

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

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

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

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

- As an affiliated institution the college strictly follows the curriculum designed and developed by the parent University. Following the prescribed syllabus by the Parent University the college adopts a student centric learning methods.
- The PO & CO are given in the prescribed syllabus of the Parent University and the same is uploaded in the college website.
- All the respective departments at the very beginning of new session explain their programme outcomes courses outcomes and programme specific outcome.
- In addition to that all respective departments of institution

- organizes different programme for experiential learning viz feed study under environmental study, educational tour to industry and historical places, student exchange programme with other higher educational institution and organizes leetures on specific topics by revising environment subject experts.
- Simultaneously, to facilitate the concept of participative learning the college gives maximum emphasis on preparation of wall magazine, publication of college magazine annually and organizes departmental seminars, debate, quiz competition , participation of NSS volunteer to different programmes, eco-clubs activities etc
- In addition to that all the departments allot project work, group discussion to facilitate and attainment of grope based education. The college while designing the add on and certificate courses it attach maximum emphasis on attainment of course outcome.

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1	330

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

File Description	Documents
Data Template	View File

2.Student

2.1	**1095**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**404**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**192**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**26**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**26**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	**View File**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**698.60**
4.3 Total number of computers on campus for academic purposes	**35**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

For effective curriculum delivery the college follows:

- **The colleges adopts the curriculum provided by the parent university and operationalize the curriculum within the given framework in its own way depending on its resources potential and institutional vision and mission.**
- **Prepared Academic calendar mentioning working and co-curricular activities.**
- **a Central Class Routine is prepared by Routine Committee**
- **The Internal Quality Assurance Cell and Academic Committee of the college holds meetings and discussed about the curriculum planning and delivery as per the calendar.**
- **The Central Class Routine is again divided among the Departmental faculty members**
- **The Faculty members as per the distribution of Courses prepare Lesson/Teaching plan for the entire semester.**
- **The college organizes "Induction Programme" for new comers.**
- **The curriculum delivery progression is recorded departmentally and centrally by the Vice-Principal.**
- **Test examination conducted by the departments to identify the learning levels of the students.**
- **The HoDs decides about the Assignments, Inter-Departmental**

activity, Project Work, Departmental Seminars/Educational Tours and Faculty exchange etc.

- After completion of the sixty percent of the Courses, Sessional Examinations are conducted in a decentralized process.
- Remedial classes are organized for the needy students and as per the request of the students concerned.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691939107.pdf

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

Curriculum Delivery & Planning

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

Ensuring CIE:

- Conduction of regular test examination.
- conduction of two Internal Examinations.
- Timely assessment of answer scripts.
- Timely completion of seminars, project work, field work,

assignments and industrial & educational tours.
- Conduction of Academic Audit.
- Organisation of mentoring system & remedial classess.
- Timely redressal of grievances relating to assessment.
- Completion of students related activities for ensuring all round development.
- Preparation of POs, PSOs & COs.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691939195.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above **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**

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)

06

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

159

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

159

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

1.3 - Curriculum Enrichment

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

The Institution runs the Programmes and Courses in Arts, Commerce, BCA, PGDCA, PG in Assamese and a number of Add on and Certificate

courses. Curriculum for these courses are designed and developed by the parent University that includes the cross-cutting issues relevant to the current pressing concerns both nationally and globally such as gender, environment & sustainability, human values and professional ethics, development of creative and divergent competencies to sensitize the students.

- Courses thatintegrate the Gender Perspectives areEnglish, Assamese, Bengali, Education, History, Political Science etc.
- Environmental awareness the collegee organizes Plantation Programme, observes World Environment Day and Project Work under Environmental Studies to nearby areas of the college and cleanliness drives as part of the Swachh Bharat Abhiyan.
- Green Audit with active participations of the Faculty members, Students and the External Experts.
- Organizes seminar and workshop for environmental consciousness.
- The Departments organized Field Study/Field Trip on various environmental issues with Faculty as Guide Teachers for promotion of environmental awareness.
- The college organizes events and extension activities for gender sensitization.
- Organize Self defense training programme, Yoga Training programme on Gender Sensitization.
- Organize Voters Awareness programmes, Personality Development programmes etc. for Skill development of the students.

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

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

05

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	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

530

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

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

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

855

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

205

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

2.2 - Catering to Student Diversity

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

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

ADVANCED LEARNERS:

- Students are motivated to participate in national & international seminar/webinar/debate/quiz competition etc. for interaction with experts with different avenues.
- Provided with additional reading materials.

- Advised to take part in student exchange programs and encouraged to contribute to the development of the wall magazine, which fosters their intellectual growth and creativity.

- Assigned project works for final year students and encouraged seminar presentation.

- Proper mentoring for achieving their goals.

SLOW LEARNERS:

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

File Description	Documents
Link for additional Information	https://khagarijancollege.co.in/
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
1095	26

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

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

- **For the experiential learning, workshop, seminar, activity-based learning and laboratory uses are made.**
- **In the participative learning process, department-wise preparation of wall magazines and guest lecture program are conducted.**
- **For the problem solving, open book tests are conducted along with that some departments conducts project-based learning in connection with the syllabus. In addition to that for the Skill Enhancement Course, all the departments conduct practical test exams.**
- **The college has Wi-Fi enabled campus which helps both the teacher and student to access information and stay updated. The college also has computer laboratory with internet accessibility and classrooms connected with projectors.**
- **The college has Automated library which enables the teachers and students to access e-resources along with books, magazines and newspapers.**
- **The college has a well-equipped computer laboratory for the students and teachers. Along with that it has also attached a language laboratory at the same.**
- **The Department of Education has a separate laboratory for practical classes. It helps the students to develop creative knowledge.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://khagarijancollege.co.in/

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

The institution follows a versatile assessment of learning through a common procedure of traditional learning method.

- The teaching learning process. In this regard, it is kept in care that the processes are mostly student centric.
- The teacher decides the topic that is suitable for ICT tools for the effective delivery of teaching.
- PPT as well as video lectures are also made available for students in the teaching process. In this way, the institution follows the traditional method of teaching using chalk and talk as well as it also extensively uses the dynamic and modern method of teaching using ICT facilities.
- The institution has well developed social media tools like Facebook official site, WhatsApp official group and official YouTube channel to develop better connection with the students and also to share necessary information regarding institutional programs, examination etc. for academic purposes.
- Teachers creates Google classroom to share class materials, topics for assignments and other necessary academic information so that the students can easily avail the necessary information.
- In addition to that, the institution also conducts webinar, seminar, guest lecture programs through digital modes using Zoom app, Google Meet app etc. and these are also made available in the College's official YouTube channel.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://khagarijancollege.co.in/online/dlibrary.php

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

26

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

189.2

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.

- **Before the commencement of the Internal Assessment, the Examination Committee seats in meeting.**
- **The Internal assessment is done in a decentralised manner .i.e. departmentally within the timeline specified in the Academic Calendar and the Notice issued by the principal.**
- **The Academic calendar of the College, prepared in line with Parent University Calendar, schedule the date for Internal Assessment and accordingly the Notice is issued by the Principal for each Semester in a given Academic Session.**
- **The Internal Assessment is done according to the rules and regulation framed by the Parent University.**
- **The HoD of the respective Departments after due consultation with Faculty members, the Syllabus is decided for IA and entrusted the responsibility for setting of the Question Papers and date is fixed for submission of the same.**
- **The Examination Schedules are prepared and communicated with the students through Notice Board. Attendance in IA examination is compulsory for each student.**
- **The evaluated answer scripts are shown to the students and in the case of any grievances related to assessment a date is fixed for redressal of IA related.**
- **The field visit, educational tours, survey works and institutional visits are also taken into consideration in internal assessment.**

File Description	Documents
Any additional information	View File
Link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691940723.pdf

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

and efficient

At college level

- **The college has a policy for those students who are not able to appear in IA examination due to genuine ground viz., medical or any other family related ground, with proper application, allowed to appear in the Sessional examinations.**
- **The slow learners, who scores less marks in the IA examination, to reappear in the examination for improvement in examination.**
- **The grievances and action taken policy at the college level are shown in the departmental answer sheet. The answer script of the student, IA examinations are shown to the student in their presence and options are provided for betterment to seat again in the examination.**
- **Student not satisfied with his/her marks are allowed to approach the HoD of concern Department. T**
- **he 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/exampolicy.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 Committeeand the Internal Quality Assurance Cell (IQAC), engages in discussions regarding the effective communication of Course Outcomes (COs) and Program Outcomes (POs). To ensure comprehensive understanding.**
- **Departmental Meetings are organized where COs and POs are**

imparted to students.

- Additionally, physical copies of the syllabi are made readily available in the respective departments for easy reference by students.
- The IQAC conducts meetings with Heads of Departments (HoDs) from all academic departments on the eve of each academic session.
- During these meetings, they communicate information about the COs to the students. Furthermore, the Mentor-Mentee meetings serve as a platform for discussing the COs and POs with students.
- The Admission Committee, responsible for admitting students into new courses, effectively communicates the COs and POs to the students during the admission process.
- Teachers make efforts to explain the Graduate Attributes to the students. Additionally, the College Website provides digital access to the Curriculum and Learning Outcomes of various programs and courses.
- The departments play an active role in explaining the COs and POs to the learners, ensuring their clarity and understanding. Furthermore, there is an emphasis on identifying relevant concepts emerging from society and formulating policies that encourage student engagement in scientific research.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://khagarijancollege.co.in/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 implements the courses and programs offered by its parent university.
- The course outcomes (COs) along with their program outcomes (Pos) and program-specific outcomes (PSOs) undergo a formal examination process for validation.
- The COs are reflected in the Annual Quality Assurance Report of Khagarijan College, which outlines the examination procedures.
- The validation process includes a feedback system, where collected feedback is carefully analyzed.
- Based on the findings, an Action Taken Report is generated,

- leading to further policy adjustments for evaluation purpose
- The college follows an Academic Calendar that organizes both academic and non-academic activities.
- This calendar is distributed to each department and displayed on the college website. Head of Departments (HODs) and teachers maintain departmental and individual diaries based on the Academic Calendar. Additionally, daily class routines are shared with the departments prior to each academic session.
- Each department designs a semester-wise evaluation plan, and the Examination Committee establishes guidelines to ensure the proper conduct of internal assessment examinations.
- The feedback levels from students are thoroughly analyzed, and appropriate actions are taken to achieve the desired course outcomes. The Placement Cell monitors the students' progression, which serves as an indicator of their attainment of the COs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941375.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

123

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/

2.7 - Student Satisfaction Survey

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

https://khagarijancollege.co.in/upload/feedback/1686117749.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://khagarijancollege.co.in/

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

24

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

02

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

- **Besides the curricular activities, the college, along with its stakeholders has a policy to conduct extension activities in different aspects for the benefits of the local communities**

that surrounds in the nearby areas of the college.

- This extracurricular activity as part of extension is a part of enhancement of knowledge of the students in burning social issues, problems and cultural milieu of the society and holistic development, to understand themselves in relation to their community, to develop competencies that are required for group-living and sharing of responsibilities, to attain knowledge in mobilizing community participation etc.
- The outcomes of these extension or outreach activities are appreciated by the community, institution, organisation where the programmes were conducted. Besides that, these activities extend the helping hand of the college through its stakeholders to the needy people of the local society.
- In addition to that, various other programmes are organised at departmental level, individual level under the banner of the college. The college conducts Swachh Bharat Abhiyan, plantation programmes, voters awareness programmes which significantly contributed in sensitizing the students on social and environmental issues.

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

23

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

02

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

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

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

50

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

22

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

23

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.

Classrooms:

- **The college has 25 classrooms.**
- **Classrooms are hygienic, well-ventilated and equipped with teaching learning tools, furniture's and electricity's.**

Laboratories:

- **The dept. of Education has maintained a laboratory.**
- **Separate laboratory is available in the Department of Computer Science and for Language Lab.**

Computing Equipment:

- **There are 68 No. of computer and 15 no. of printer and scanners.**
- **College has two mobile LCD projectors.**
- **The college has 5 laptops and Wi-Fi connectivity.**
- **The college has four 7 ICT enabled classrooms.**
- **These classrooms equipped with White board, LCD Projectors and Wi-Fi Connectivity.**
- **The academic building, the administrative building is ICT enabled and SOUL 2.0 in central Library with Wi-Fi Connectivity.**
- **The College has a two storied administrative building which contain Principal's Chamber, Office Room and cash counter, Staff Common Room, Girls Common Room and in the first floor Conference Room, Computer Lab, and Classrooms.**
- **The Library has a 58 seating capacity along with faculty reading room. It is equipped with Text Book, Reference Book, Proceedings of Seminar & Conferences, Autobiography, Rare Books, Question banks, News Papers (Assamese and English), Print Journals, NLIST subscription etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941784.pdf

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

Cultural Activities:

- **Different cultural activities like folk dance, modern dance, one act plays, chorus, group dance, individual songs etc. are performed on the occasion of freshman social, College week, Farewell functions, college foundation day and Saraswati puja in the college campus.**
- **Almost all the functions are held in the open areas of the college campus, for which formed a temporary stage, while some functions are held in the meeting halls.**
- **Various musical instruments viz., harmonium, tabla, dhol, flute, guitar, keyboard etc. are made available for the students in the cultural programs.**

Sports:

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

Gymnasium Hub:

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

Other Facilities:

- The College has allotted separate room for NSS, Women Forum and KKHSOU study Centre.
- Each department has its own room provided with a desktop and a departmental library.
- The college has sick bed facility for needy students to appear in the examination.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941692.pdf

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691947227.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

698.60

File Description	Documents
Upload any additional information	View File
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)

Library Management System:

- **The Central Library is the main knowledge resource center of the college. The central Library of the College is equipped with the following system for proper Library Management System.**
- **Integrated Library Management System: Soul**
- **ILMS Version: 2.0**
- **Nature of Automation: Partially**
- **Year of Installation: 2016**

The Integrated Library Management System has modules

- **Self Management.**
- **Library Stock verification.**
- **Membership Login.**
- **Library membership.**
- **Issue item.**
- **Return item etc.:**
  - **The library has a total of 10 Computers:**
  - **For OPEC Purpose: 03 Computer**
  - **For Scanning : 01**
  - **Circulation of Books: 01**
  - **Library Administration: 01**

Digital Library Portal:

- **The Central Library of the College has a Digital Portal for accession of electronic resources/ institutional repository. This portal contains scanned e-copies of previous years question papers, study material uploaded by the Faculty members, accumulated scanned college magazines, rare book section etc. for the benefit of the students. along with that, the Central Library has access (Remote Access) such as N-List for the faculty and the students purpose.**
- **The college has a Digital Library Platform where student log in and faculty log in panels are available. This digital library platform contains class Notes, Question Papers, College Publication, Syllabus, eBooks, E Resources and College Magazines.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://khagarijancollege.co.in/online/dlibrary.php

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

D. Any 1 of the above

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

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

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

6800.00

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

4836

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

With the growing demand of the IT facilities for maintenance of the organisations/institutional works, the college adopts a policy to update its IT infrastructures from time to time.

- **The Central Library of the college is equipped with SOUL: 2.0**

- software from 2016 onward with a highly versatile and user friendly OPAC system for simple and advanced search.
- The institution has installed a Digital Library Portal from 2020-2021 academic sessions where the faculty members can impart classes as per their needs at any time. The Digital Library Portal has e-copies of college magazines, e-question papers, study materials, class videos, class notes etc.
- Besides, the college has updated its Library access facilities for the faculty and the students by subscribing N-List facility from 2020-2021.
- The institution has replaced BSNL Broadband service in 03/06/2021 with the subscription of BSNL Fibre (Optical Network Termination) for better Internet service with above 100 mbps network speed.
- But from 2019 onwards it has been upgraded under S.S. Technologies, Guwahati, Assam with a very active website domain. Presently, the college website contains Online admission Portal, Certificate Printing facilities, Digital library portal, Students Satisfactory survey, Learning management System, Alumni Registration portal, Accounts maintenance, Students I-card printing facilities, leave management system etc

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

4.3.2 - Number of Computers

68

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)

144.11

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

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

Policies & Procedures:

- **The Budget Committee prepares the budget for the maintenance of the infrstructures.**
- **Meetings of the Constructions Committee were held for infrastructural requirements.**
- **All types of repairs and maintenance were monitored by the construction committee.**

Library:

- **Library Committee and the Liobrarian look after the functioning of the Library.**
- **The Committee finalised the list of the books and journals for the approval of the principal.**
- **ICT updates were maintained by the Committee.**

Laboratory:

- Maintenance of the laborartory equipments were done through the HoD of the concerned departments.
- Stock registers are maintained in the departments.
- maintenance and verifications of the stocks were done regualrly.

Sports:

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

Computers:

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

Classrooms:

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691947588.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

947

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
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

30

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://khagarijancollege.co.in/
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

268

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

268

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	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

13

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

16

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

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

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

05

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.

01

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

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

TheInstitution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities:-

- **At Khagarijan College, students actively engage in a wide array of activities that go beyond their regular academic pursuits. These activities encompass administrative, co-curricular, and extra-curricular domains, enhancing their overall educational experience.**

- **Every year student council, "The Khagarijan College Student Association" is formed whichtake up responsibilities and advocate for student interests.**

- **The students actively partake in assessing and improving the college's eco-friendly practices, such as waste management, energy conservation, and promoting sustainable initiatives.**

- **The National Service Scheme (NSS), where students engage in social welfare activities to address community needs.This voluntary service allows students to contribute to society through various initiatives like organizing health camps, promoting literacy, and participating in community development projects.**

- **The College encourages students to showcase their talents and skills through college-level sports and cultural activities.**

- **Besides, the Committees and Cells of the College has the student representation.**

- **By participating in these diverse activities, students at Khagarijan College broaden their horizons, develop essential life skills, and contribute positively to their college community and beyond.**

- **The Green Club initiatives, Class Representatives and the the representation in NYK activities.**

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

32

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 Alumni Association of Khagarijan College was formed in the**

- year 2003 with the objective of acting for the all-round development of the college.
- The College has an active Alumni Association and it actively takes part in the development activities of the college.

- The Alumni Association has its own President and Secretary. The Association organises annual meetings.

- Alumni of Khagarijan College often organizes various programs in the colleges to support current students and foster a sense of community. These programs may include plantation program, lecture program, good distribution program etc.

- Mr. Dhruba Jyoti Sharma, Alumnus of Khagarijan College contributed Rs. 15000/- to purchase Tiles on the date 06/12/2021. His support reflects the enduring commitment to our institution, ensuring a vibrant and inspiring environment for future generations of students.
- The Rural Unemployed Youth Training Programme under Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDUGKY) was organised by the Placement Cell, Khagarijan College in association with the Alumni Association, Khagarijan College on 12/2/2022.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The Khagarijan Collegeis governed by the Governing Body (GB)

- of the Collegewhich is formed by the Director of Higher Education, Government of Assam.
- In administration and decision making affairs, the Governing Body of the college is the Apex Body.
- It plans the policies and decisions as per the guidelines and instructions provided by the DHE, Government of Assam.
- The GB, IQAC and other Academic and Non-academic bodies of the college plays important role for implementing the decisions and policies adopted in GB meetings.

VISION:

The vision of the Khagarijan College is to spread and promote higher education for the sustainable development of the nation.

MISSION:

To set a high standard of excellence in the preservation and creation of knowledge through Teaching-Learning and experiment and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides, we shall go always a little with "BETTER EVERY DAY" spirit.

- Development of social responsibility through the Various committees and cells are formed for proper decentralization of the administrative and Academic works of the college.
- Grants of leave to the Faculty members for attending Induction/Refresher/Faculty Development/Short-Term Course/Winter & Summer School etc for teaching faculty for updating their knowledge base to achieve the vision and mission.

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

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

- The Khagarijan College has adopted a mode of administration that is decentralised and participatory in tune.
- The Governing Body of the College, involving different stakeholders appointed by the Government of Assam with

Teachers and Guardian representatives plays important role in functioning of the college.

- The IQAC, a quality sustenance body, initiates the strategies and monitors the activities in line with Vision & Mission of the institution.
- The Academic Committee, Finance Committee, Budget Committee, Construction Committee, Purchase Committee etc. comprising the members from faculty, students and representatives from other stakeholders assists the Principal in designing and implementing different developmental policies.
- The Student Union, The Khagarijan College Student Association" a statutory elected body, functioning under the guidance of Faculty Advisors, fecilitates student-centric education and representation in the administration.
- The faculty Members assists the IQAC by taking the responsibilties entrusted by the institution.
- The Administrative staff helps to realize the goals of the institution.
- The Teacher in charges and the Coordinators of the Committees and the Cells takeresponsibilities incorporating the suggestions from different stakeholders.
- The Alumni Association, Parent Teachers Association and other stakeholders plays important role in developmental activities of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Khagarijan College has attempted to implement successfully its Perspective plans and Action plans chalked by the Internal Quality Assurance Cell in the beginning of every Academic Year.

- The College, after NAAC 3rd Cycle Assessment in 2017, has successfully implemented three Self-Finance Courses from the Year 2020.
  - Self-Fnance UG Programme in Commerce
  - Self-Finance UG programme in BCA

- Self-Finance Post Graduate Diploma in Computer Application.

Digitization in Academic and Administrative Areas:

- The Admission process of the college has been fully digitized with Khagarijan College Admission Software.
- Fee collection and receipt generation process has been digitized.
- Students I-Card printing.
- Scholarship application procedure through NSP Portal.
- The college Library is partially automated through SOUL 2.0 Software.
- Bar Coding of Books through Bar Tendar.
- User access of e-journals through N-List.
- Biometric attendance of faculty members.
- Internet facilities with more than 100 Mbps BSNL Fiber.
- Learning Management System through the college online portal for blended mode of teaching learning process. In this system, every faculty members and students have their login ID for attending classes.
- The institution has Staff management software for receiving leave applications, granting leave and can maintain their academic data base.
- The college has increased the ICT enabled classroom facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://khagarijancollege.co.in/prespectiveplan.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 instituion in line with its Vision & Mission statement has its unique frame of operation that functions in accordance with the policies laid down by the Government of Assam and the Parent University. with its internal organizational set up, that has progressed 49 years, the instituion functioning is efficient and participative that is reflective in its managerial set up and

service proceedures.

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

Appointment and Service Rules:

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

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/file/Perspective%20Plan%20for%20Five%20Years.pdf
Link to Organogram of the Institution webpage	https://khagarijancollege.co.in/khag.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	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

Welfare Measures:

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

- **The college provides Child care leaves, maternity leave, casual leave, earn leave as per the rules of the Government of Assam to the teaching and non-teaching staffs.**
- **The college has provision for residence of grade IV staff.**
- **Encasement of earned leave at the end of service period.**
- **Timely disbursal of the salary to Permanent and part time staffs.**
- **24x7 Wi-Fi facilities for the stakeholders of the college.**
- **Separate Departmental Rooms for the faculty members.**
- **The college has a Welfare Fund which provides 5.40 lakhs loan at a time with minimal interests.**
- **The institution provides opportunities for career advance to the teaching and non-teaching staffs.**
- **NOC is provided to the faculty members for attending seminars, conferences, workshops, symposia, PDP, OC, RC and STC as required.**
- **Besides, the college organised a number of training programme for enhancing skill on ICT use for teaching and Non-teaching staffs in collaboration with the MoU partner institutions.**

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

00

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

NIL

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	No File Uploaded
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

7

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 provides in-house training to the Teaching & Non-Teachinf Staff for professional proficiency.

AVENUES FOR CAREER DEVELOPMENT:

- **Professional & Technical training programme for professional development.**
- **Mechanisim for Self-Apprisal System.**
- **API based promotion method for the Faculty members.**
- **Provision for financial assistance to attend seminar/workshop/conference/symposia/summer school/winter school etc. on certain terms and condition.**
- **Space for research activities.**
- **Performance Apprisal System developed by Internal Quality Assurance Cell.**

The Performance Apprisal System of the institution, aims to assess its human potentials to accomplish its quality parameters to achieve its vision and mission.

- **PBAS is adopts to determine the induviduals strengths & weaknesses and formulate policy for upgradation.**

- **Teachers' Diary is maintained by each of the faculty members.**
- **Apprisal is also made on the basis of the feedback and suggestions received from the stakeholders.**
- **Apprisal system for the Non-Teaching staff is in tune with the vision and mission of the institution.**

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

6.4 - Financial Management and Resource Mobilization

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

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

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

Sources of Revenue:

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

Interest Received:

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

Government Grants:

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

Non-Government Grants:

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

Financial Audits (Internal and External)

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

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/auditreport.php
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 instituion has a proper mechanisim for mobilization of Funds and the optimal utilization of resources.

- **The Finance Committee and the Budget Committee headed by the Principal as Chairperson, Vice Principal, Coordinator IQAC and**

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

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

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

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

Internal Quality Assurance Cells' sgnificat contribution for institutionalising the Quality Assurance strategies:

- Conduction of regular IQAC Meetings.
- Submission of Data on All India Survey on Higher Education.
- Preparation of Students database.
- Preparation of annual report by the department.

- **Submission of AQAR.**
- **Signing of MoUs with various stakeholders.**
- **Collection and analysis of Feedback from diferent stakeholders viz., Students, Teachers, Alumni & Parents.**
- **Conduction of Internal and External Audit.**
- **Conduction of Academic and Administrative Audit.**
- **Conduction of Gender Audit.**
- **Conduction of Green and Energy Audits.**
- **Streamlined the documentation process as per NAAC guidelines.**
- **Organizes Orientation programme, Seminar, Workshop on IPR for the benefits of the students and the faculty members.**

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

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

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

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

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

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

A. All 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

Khagarijan College has a strong commitment to inclusivity and ensuring equal opportunities for all individuals, regardless of their background. Giving priority to the proliferate the concept of the gender equity, the college has its unique policy and mode of operation.

Gendera Sensitization through Curricular and Administrative Activities:

- **The Curriculum provided by the Parent University has courses on addressing the Gendera Issues like Equity, Domestic**

Violence, Discrimination at workplace etc.
- The instituion has a good mixture of male and female faculty members and its student strengths are alomst 50 per cent female.
- The females faculty members and female students takes active part in the administrative and policy making process through different Bodies, Committees & Cells.

Gendera Sensitisation through Co-Curricular Activities:

The various Cells and Commiittees are cautious about the gender issues and initiates diffent programmes:-

- Anti-Sexual Harassment Cell
- Women Cell
- Awareness programme on Self Defence.
- Human Rights and Gender Awareness programmes
- Personality Development Courses
- Skill Development Programmes
- Gender Audit.

File Description	Documents
Annual gender sensitization action plan	https://khagarijancollege.co.in/upload/dvv/1688556550.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/1690716294.pdf

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

C. Any 2 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Waste disposal is an integral part of any institution to maintain the balance with the ecosystem.**
- **The KhagarijanCollege generates various biodegradable and non-biodegradable wastes which have to be disposed in a proper manner so as not to pollute the environment and the campus surroundings.**
- **The non-biodegradable wastes are dumped inside the dustbins placed in various corners of the campus, which are then collected by the municipality of the district.**
- **The biodegradable wastes are separated and deposited into the Vermicompost Plant, inside the college campus, which then turns the waste into manure so as to maintain a sustainable balance in the campus ecosystem.**
- **The manure generated is used to provide nutrition to various plants inside the college campus.**
- **A Drainage Machine is also available in the college which aids in draining unwanted water specifically during floods which causes water logging of muddy waters in various places inside the college campus.**
- **The water is drained to the Kolong River in the backyard of the college. Furthermore, proper drainage and plumbing systems are also available in the washrooms and canteen.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://khagarijancollege.co.in/upload/miscellaneous/1690716871.pdf
Any other relevant information	[View File]()

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

`D. Any 1 of the above`

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

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

Cultural Approach of the Institution:

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

College & Wall magazine:

- **For inculcation creativity among the students, the institution**

annually publishes college Magazine "Amritdhara".

Cultural Team to other Institution:

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

Integration of IKS:

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

Constitutional Obligations:

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

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

Democratic values and principles are instilled among the faculty members and the students by adhering to the egaliterian principles. Some of the examples are:

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

Body of the College.
- Faculty and Non-Teaching participation in the college election.
- sustainability and human rights are focused in the curriculum delivery process.
- Gender Audit conducted.
- Energy Audit Conducted.
- Green Audit conducted.
- Academic and Administrative Audit performed.
- Programmes on energy conservation and gender sensitization.
-

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 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

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

- **Organize World Environment Day .**
- **Celebrates " International Yoga Day"**
- **Celebrates Independence Day**
- **Observes Republic day**
- **Celebrates Constitutional Day**
- **Obserbes Women Day**
- **Celebrates Swaraswati Puja**
- **Observe College Foundation Day.**
- **Observe inaugural Session of the Golden Jubilee Ceremony of the College.**

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

7.2 - Best Practices

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

Best Practice: I .I

TITLE: Green Campus & Cleanliness:

Objectives:

- **To develop a clean and eco-friendly campus.**
- **Raising awareness among students about environmental issues**
- **Improving students' management skills for green campus and cleanliness drive.**

Context:

- **Providing basic knowledge and understanding to students regarding pollution and cleanliness.**
- **To develop basic conceptions to cope with the environmental issues.**
- **Making them realize the social responsibility in terms of a**

clean environment.

Evidence & Success:

- The college campus remains neat and clean which is praise by all the visitors to the college.
- The success of the Green Campus & Cleanliness drive is also evident from the initiative.
- Bamboo-made dustbins were used by students.
- Tree plantation programs have been adopted by the college.

Best Practice II

TITLE: Anti-Tobacco Drive:

Objectives:

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

Evidence of Success:

- On March 13, 2021, the Anti-Drug and Tobacco Prevention Cell in collaboration with Chokitup VDP conducted an Anti-Tobacco program.
- The program aimed to raise awareness among students and the nearby community about the dangers of tobacco and substance use.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Streamlining the MoUs:

The major objectives of the Mous signed:

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

In 2020, bringing a new dimension in the education system, the Government of India has passed a new Education Bill namely, NEP 2020 which revolutionized the entire education system from top to bottom. The new education policy in its draft outline give maximum emphasis on Multidisciplinary/Interdisciplinary, creation of Academic bank of Credit, Skill Enhancement, Integration of Indian Knowledge System, Outcome Based Education and Distance and Online Learning. Under this backdrop, the college, as it is only a single stream institution, adopt policy to incorporate different stakeholders in enriching its curriculum planning and deliver to achieve the goals designed and developed in NEP 2020.

Through the above mentioned the MoU partner institutions and Industry the college has successfully conducted 42 collaborative activities

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

For effective curriculum delivery the college follows:

- The colleges adopts the curriculum provided by the parent university and operationalize the curriculum within the given framework in its own way depending on its resources potential and institutional vision and mission.
- Prepared Academic calendar mentioning working and co-curricular activities.
- a Central Class Routine is prepared by Routine Committee
- The Internal Quality Assurance Cell and Academic Committee of the college holds meetings and discussed about the curriculum planning and delivery as per the calendar.
- The Central Class Routine is again divided among the Departmental faculty members
- The Faculty members as per the distribution of Courses prepare Lesson/Teaching plan for the entire semester.
- The college organizes "Induction Programme" for new comers.
- The curriculum delivery progression is recorded departmentally and centrally by the Vice-Principal.
- Test examination conducted by the departments to identify the learning levels of the students.
- The HoDs decides about the Assignments, Inter-Departmental activity, Project Work, Departmental Seminars/Educational Tours and Faculty exchange etc.
- After completion of the sixty percent of the Courses, Sessional Examinations are conducted in a decentralized process.
- Remedial classes are organized for the needy students and as per the request of the students concerned.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691939107.pdf

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

Curriculum Delivery & Planning

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

Ensuring CIE:

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691939195.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	B. Any 3 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)

06

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

159

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

159

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

1.3 - Curriculum Enrichment

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

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

- Courses thatintegrate the Gender Perspectives areEnglish, Assamese, Bengali, Education, History, Political Science etc.

- **Environmental awareness the collegee organizes Plantation Programme, observes World Environment Day and Project Work under Environmental Studies to nearby areas of the college and cleanliness drives as part of the Swachh Bharat Abhiyan.**
- **Green Audit with active participations of the Faculty members, Students and the External Experts.**
- **Organizes seminar and workshop for environmental consciousness.**
- **The Departments organized Field Study/Field Trip on various environmental issues with Faculty as Guide Teachers for promotion of environmental awareness.**
- **The college organizes events and extension activities for gender sensitization.**
- **Organize Self defense training programme, Yoga Training programme on Gender Sensitization.**
- **Organize Voters Awareness programmes, Personality Development programmes etc. for Skill development of the students.**

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

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

05

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	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

530

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	

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

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

855

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

205

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

2.2 - Catering to Student Diversity

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

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

ADVANCED LEARNERS:

- Students are motivated to participate in national & international seminar/webinar/debate/quiz competition etc. for interaction with experts with different avenues.
- Provided with additional reading materials.

- Advised to take part in student exchange programs and encouraged to contribute to the development of the wall magazine, which fosters their intellectual growth and creativity.

- Assigned project works for final year students and encouraged seminar presentation.

- Proper mentoring for achieving their goals.

SLOW LEARNERS:

- Proper mentoring system for the slow learners.
- The institution provides remedial classes where they receive special counseling and guidance from teachers to address their weaknesses.
- Bridge courses were arranged for filling up the knowledge gap.
- Parent-Teachers meetings were arranged.
- The college also has a mentoring system in place, where slow learners receive individualized counseling and support to overcome their difficulties.
- In order to facilitate the learning process, the

institution displays the marks obtained by the students in the Internal Examinations. This allows students to review their mistakes and discuss any problems they encountered with their teachers.

File Description	Documents
Link for additional Information	https://khagarijancollege.co.in/
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
1095	26

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

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

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://khagarijancollege.co.in/

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

The institution follows a versatile assessment of learning through a common procedure of traditional learning method.

- The teaching learning process. In this regard, it is kept in care that the processes are mostly student centric.
- The teacher decides the topic that is suitable for ICT tools for the effective delivery of teaching.
- PPT as well as video lectures are also made available for students in the teaching process. In this way, the institution follows the traditional method of teaching using chalk and talk as well as it also extensively uses the dynamic and modern method of teaching using ICT facilities.
- The institution has well developed social media tools like Facebook official site, WhatsApp official group and official YouTube channel to develop better connection with the students and also to share necessary information regarding institutional programs, examination etc. for academic purposes.
- Teachers creates Google classroom to share class materials, topics for assignments and other necessary academic information so that the students can easily avail the necessary information.
- In addition to that, the institution also conducts webinar, seminar, guest lecture programs through digital modes using Zoom app, Google Meet app etc. and these are also made available in the College's official YouTube channel.

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

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

26

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

`189.2`

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.

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

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

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691940723.pdf

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

At college level

- **The college has a policy for those students who are not able to appear in IA examination due to genuine ground viz., medical or any other family related ground, with proper application, allowed to appear in the Sessional examinations.**
- **The slow learners, who scores less marks in the IA examination, to reappear in the examination for improvement in examination.**
- **The grievances and action taken policy at the college level are shown in the departmental answer sheet. The answer script of the student, IA examinations are shown to the student in their presence and options are provided for betterment to seat again in the examination.**
- **Student not satisfied with his/her marks are allowed to approach the HoD of concern Department. T**
- **he 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/exampolicy.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 Committeeand the Internal Quality Assurance Cell (IQAC), engages in discussions regarding the effective communication of Course Outcomes (COs) and Program Outcomes (POs). To ensure comprehensive understanding.**
- **Departmental Meetings are organized where COs and POs are imparted to students.**
- **Additionally, physical copies of the syllabi are made readily available in the respective departments for easy reference by students.**
- **The IQAC conducts meetings with Heads of Departments (HoDs) from all academic departments on the eve of each academic session.**
- **During these meetings, they communicate information about the COs to the students. Furthermore, the Mentor-Mentee meetings serve as a platform for discussing the COs and POs with students.**
- **The Admission Committee, responsible for admitting students into new courses, effectively communicates the COs and POs to the students during the admission process.**
- **Teachers make efforts to explain the Graduate Attributes to the students. Additionally, the College Website provides digital access to the Curriculum and Learning Outcomes of various programs and courses.**
- **The departments play an active role in explaining the COs and POs to the learners, ensuring their clarity and understanding. Furthermore, there is an emphasis on identifying relevant concepts emerging from society and formulating policies that encourage student engagement in scientific research.**

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

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941375.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

123

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/

2.7 - Student Satisfaction Survey

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

https://khagarijancollege.co.in/upload/feedback/1686117749.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://khagarijancollege.co.in/

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

24

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

02

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

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

community participation etc.

- The outcomes of these extension or outreach activities are appreciated by the community, institution, organisation where the programmes were conducted. Besides that, these activities extend the helping hand of the college through its stakeholders to the needy people of the local society.
- In addition to that, various other programmes are organised at departmental level, individual level under the banner of the college. The college conducts Swachh Bharat Abhiyan, plantation programmes, voters awareness programmes which significantly contributed in sensitizing the students on social and environmental issues.

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

23

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

02

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

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

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

50

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

22

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

23

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.

Classrooms:

- The college has 25 classrooms.
- Classrooms are hygienic, well-ventilated and equipped with teaching learning tools, furniture's and electricity's.

Laboratories:

- The dept. of Education has maintained a laboratory.
- Separate laboratory is available in the Department of Computer Science and for Language Lab.

Computing Equipment:

- There are 68 No. of computer and 15 no. of printer and scanners.
- College has two mobile LCD projectors.
- The college has 5 laptops and Wi-Fi connectivity.
- The college has four 7 ICT enabled classrooms.
- These classrooms equipped with White board, LCD Projectors and Wi-Fi Connectivity.
- The academic building, the administrative building is ICT enabled and SOUL 2.0 in central Library with Wi-Fi Connectivity.

- **The College has a two storied administrative building which contain Principal's Chamber, Office Room and cash counter, Staff Common Room, Girls Common Room and in the first floor Conference Room, Computer Lab, and Classrooms.**
- **The Library has a 58 seating capacity along with faculty reading room. It is equipped with Text Book, Reference Book, Proceedings of Seminar & Conferences, Autobiography, Rare Books, Question banks, News Papers (Assamese and English), Print Journals, NLIST subscription etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941784.pdf

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

Cultural Activities:

- **Different cultural activities like folk dance, modern dance, one act plays, chorus, group dance, individual songs etc. are performed on the occasion of freshman social, College week, Farewell functions, college foundation day and Saraswati puja in the college campus.**
- **Almost all the functions are held in the open areas of the college campus, for which formed a temporary stage, while some functions are held in the meeting halls.**
- **Various musical instruments viz., harmonium, tabla, dhol, flute, guitar, keyboard etc. are made available for the students in the cultural programs.**

Sports:

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

Gymnasium Hub:

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

Other Facilities:

- **The College has allotted separate room for NSS, Women Forum and KKHSOU study Centre.**
- **Each department has its own room provided with a desktop and a departmental library.**
- **The college has sick bed facility for needy students to appear in the examination.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691941692.pdf

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

09

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

09

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691947227.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year

(INR in lakhs)

698.60

File Description	Documents
Upload any additional information	[View File](#)
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)

Library Management System:

- **The Central Library is the main knowledge resource center of the college. The central Library of the College is equipped with the following system for proper Library Management System.**
- **Integrated Library Management System: Soul**
- **ILMS Version: 2.0**
- **Nature of Automation: Partially**
- **Year of Installation: 2016**

The Integrated Library Management System has modules

- **Self Management.**
- **Library Stock verification.**
- **Membership Login.**
- **Library membership.**
- **Issue item.**
- **Return item etc.:**
  - **The library has a total of 10 Computers:**
  - **For OPEC Purpose: 03 Computer**
  - **For Scanning : 01**
  - **Circulation of Books: 01**
  - **Library Administration: 01**

Digital Library Portal:

- **The Central Library of the College has a Digital Portal for accession of electronic resources/ institutional**

repository. This portal contains scanned e-copies of previous years question papers, study material uploaded by the Faculty members, accumulated scanned college magazines, rare book section etc. for the benefit of the students. along with that, the Central Library has access (Remote Access) such as N-List for the faculty and the students purpose.

- The college has a Digital Library Platform where student log in and faculty log in panels are available. This digital library platform contains class Notes, Question Papers, College Publication, Syllabus, eBooks, E Resources and College Magazines.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://khagarijancollege.co.in/online/dlibrary.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

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

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

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

6800.00

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

4836

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

With the growing demand of the IT facilities for maintenance of the organisations/institutional works, the college adopts a policy to update its IT infrastructures from time to time.

- **The Central Library of the college is equipped with SOUL: 2.0 software from 2016 onward with a highly versatile and user friendly OPAC system for simple and advanced search.**
- **The institution has installed a Digital Library Portal from 2020-2021 academic sessions where the faculty members can impart classes as per their needs at any time. The Digital Library Portal has e-copies of college magazines, e-question papers, study materials, class videos, class notes etc.**
- **Besides, the college has updated its Library access facilities for the faculty and the students by subscribing N-List facility from 2020-2021.**
- **The institution has replaced BSNL Broadband service in 03/06/2021 with the subscription of BSNL Fibre (Optical Network Termination) for better Internet service with above 100 mbps network speed.**
- **But from 2019 onwards it has been upgraded under S.S.**

Technologies, Guwahati, Assam with a very active website
domain. Presently, the college website contains Online
admission Portal, Certificate Printing facilities, Digital
library portal, Students Satisfactory survey, Learning
management System, Alumni Registration portal, Accounts
maintenance, Students I-card printing facilities, leave
management system etc

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

4.3.2 - Number of Computers

68

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)

144.11

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

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

Policies & Procedures:

- **The Budget Committee prepares the budget for the maintenance of the infrstructures.**
- **Meetings of the Constructions Committee were held for infrastructural requirements.**
- **All types of repairs and maintenance were monitored by the construction committee.**

Library:

- **Library Committee and the Liobrarian look after the functioning of the Library.**
- **The Committee finalised the list of the books and journals for the approval of the principal.**
- **ICT updates were maintained by the Committee.**

Laboratory:

- **Maintenance of the laborartory equipments were done through the HoD of the concerned departments.**
- **Stock registers are maintained in the departments.**
- **maintenance and verifications of the stocks were done regualrly.**

Sports:

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

Computers:

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

Classrooms:

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/upload/miscellaneous/1691947588.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

947

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
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

`30`

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

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

`A. All of the above`

File Description	Documents
Link to institutional website	https://khagarijancollege.co.in/
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

`268`

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

`268`

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

5.1.5 - The Institution has a transparent

`A. All of the above`

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	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

13

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

16

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

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

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

`05`

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.

`01`

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

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

TheInstitution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities:-

- At Khagarijan College, students actively engage in a wide array of activities that go beyond their regular academic pursuits. These activities encompass administrative, co-curricular, and extra-curricular domains, enhancing their overall educational experience.

- Every year student council, "The Khagarijan College Student Association" is formed whichtake up responsibilities and advocate for student interests.

- The students actively partake in assessing and improving the college's eco-friendly practices, such as waste management, energy conservation, and promoting sustainable initiatives.

- The National Service Scheme (NSS), where students engage in social welfare activities to address community needs.This voluntary service allows students to contribute to society through various initiatives like organizing health camps, promoting literacy, and participating in community development projects.

- The College encourages students to showcase their talents and skills through college-level sports and cultural activities.

- Besides, the Committees and Cells of the College has the student representation.

- By participating in these diverse activities, students at Khagarijan College broaden their horizons, develop essential life skills, and contribute positively to their college community and beyond.

- The Green Club initiatives, Class Represeratives and the the representation in NYK activities.

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

32

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 Alumni Association of Khagarijan College was formed in the year 2003 with the objective of acting for the all-round development of the college.**
- **The College has an active Alumni Association and it actively takes part in the development activities of the college.**

- **The Alumni Association has its own President and Secretary. The Association organises annual meetings.**

- **Alumni of Khagarijan College often organizes various programs in the colleges to support current students and**

foster a sense of community. These programs may include plantation program, lecture program, good distribution program etc.

- Mr. Dhruba Jyoti Sharma, Alumnus of Khagarijan College contributed Rs. 15000/- to purchase Tiles on the date 06/12/2021. His support reflects the enduring commitment to our institution, ensuring a vibrant and inspiring environment for future generations of students.
- The Rural Unemployed Youth Training Programme under Deen Dayal Upadhaya Grameen Kaushalya Yojana (DDUGKY) was organised by the Placement Cell, Khagarijan College in association with the Alumni Association, Khagarijan College on 12/2/2022.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The Khagarijan Collegeis governed by the Governing Body (GB) of the Collegewhich is formed by the Director of Higher Education, Government of Assam.
- In administration and decision making affairs, the Governing Body of the college is the Apex Body.
- It plans the policies and decisions as per the guidelines and instructions provided by the DHE, Government of Assam.
- The GB, IQAC and other Academic and Non-academic bodies of the college plays important role for implementing the decisions and policies adopted in GB meetings.

VISION:

The vision of the Khagarijan College is to spread and promote higher education for the sustainable development of the nation.

MISSION:

To set a high standard of excellence in the preservation and creation of knowledge through Teaching-Learning and experiment and to serve as an effective instrument of development in the path of education, progress and total awakening. Besides, we shall go always a little with "BETTER EVERY DAY" spirit.

- **Development of social responsibility through the Various committees and cells are formed for proper decentralization of the administrative and Academic works of the college.**
- **Grants of leave to the Faculty members for attending Induction/Refresher/Faculty Development/Short-Term Course/Winter & Summer School etc for teaching faculty for updating their knowledge base to achieve the vision and mission.**

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

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Khagarijan College has attempted to implement successfully its Perspective plans and Action plans chalked by the Internal Quality Assurance Cell in the beginning of every Academic Year.

- The College, after NAAC 3rd Cycle Assessment in 2017, has successfully implemented three Self-Finance Courses from the Year 2020.
  - Self-Fnance UG Programme in Commerce
  - Self-Finance UG programme in BCA
  - Self-Finance Post Graduate Diploma in Computer Application.

Digitization in Academic and Administrative Areas:

- The Admission process of the college has been fully digitized with Khagarijan College Admission Software.
- Fee collection and receipt generation process has been

- digitized.
- Students I-Card printing.
- Scholarship application procedure through NSP Portal.
- The college Library is partially automated through SOUL 2.0 Software.
- Bar Coding of Books through Bar Tendar.
- User access of e-journals through N-List.
- Biometric attendance of faculty members.
- Internet facilities with more than 100 Mbps BSNL Fiber.
- Learning Management System through the college online portal for blended mode of teaching learning process. In this system, every faculty members and students have their login ID for attending classes.
- The institution has Staff management software for receiving leave applications, granting leave and can maintain their academic data base.
- The college has increased the ICT enabled classroom facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://khagarijancollege.co.in/prespectiveplan.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 instituion in line with its Vision & Mission statement has its unique frame of operation that functions in accordance with the policies laid down by the Government of Assam and the Parent University. with its internal organizational set up, that has progressed 49 years, the instituion functioning is efficient and participative that is reflective in its managerial set up and service proceedures.

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

Appointment and Service Rules:

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

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/upload/file/Perspective%20Plan%20for%20Five%20Years.pdf
Link to Organogram of the Institution webpage	https://khagarijancollege.co.in/khag.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	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

Welfare Measures:

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

- The college provides Child care leaves, maternity leave, casual leave, earn leave as per the rules of the Government of Assam to the teaching and non-teaching staffs.
- The college has provision for residence of grade IV staff.
- Encasement of earned leave at the end of service period.
- Timely disbursal of the salary to Permanent and part time staffs.
- 24x7 Wi-Fi facilities for the stakeholders of the college.
- Separate Departmental Rooms for the faculty members.
- The college has a Welfare Fund which provides 5.40 lakhs loan at a time with minimal interests.
- The institution provides opportunities for career advance to the teaching and non-teaching staffs.
- NOC is provided to the faculty members for attending seminars, conferences, workshops, symposia, PDP, OC, RC and STC as required.
- Besides, the college organised a number of training programme for enhancing skill on ICT use for teaching and Non-teaching staffs in collaboration with the MoU partner institutions.

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

00

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)	<u>View File</u>

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

NIL

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

7

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 provides in-house training to the Teaching & Non-Teachinf Staff for professional proficiency.

AVENUES FOR CAREER DEVELOPMENT:

- **Professional & Technical training programme for professional development.**
- **Mechanisim for Self-Apprisal System.**
- **API based promotion method for the Faculty members.**
- **Provision for financial assistance to attend seminar/workshop/conference/symposia/summer school/winter school etc. on certain terms and condition.**
- **Space for research activities.**
- **Performance Apprisal System developed by Internal Quality Assurance Cell.**

The Performance Apprisal System of the institution, aims to assess its human potentials to accomplish its quality parameters to achieve its vision and mission.

- **PBAS is adopts to determine the induviduals strengths & weaknesses and formulate policy for upgradation.**
- **Teachers' Diary is maintained by each of the faculty members.**
- **Apprisal is also made on the basis of the feedback and suggestions received from the stakeholders.**
- **Apprisal system for the Non-Teaching staff is in tune with the vision and mission of the institution.**

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

6.4 - Financial Management and Resource Mobilization

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

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

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

Sources of Revenue:

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

Interest Received:

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

Government Grants:

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

Non-Government Grants:

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

Financial Audits (Internal and External)

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

File Description	Documents
Paste link for additional information	https://khagarijancollege.co.in/auditreport.php
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 instituion has a proper mechanisim for mobilization of Funds and the optimal utilization of resources.

- **The Finance Committee and the Budget Committee headed by the Principal as Chairperson, Vice Principal, Coordinator IQAC and the representative of the Faculty members planned annual financial planning and prepared annual budget as per the requirement.**
- **The Committees viz., the Purchase Committee & the Construction Committees are headed by the Principal, Vice-**

Principal and senior faculty members properly monitored the
tenders and the purchase orders and disburshment of the
funds.

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

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

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

Internal Quality Assurance Cells' sgnificat contribution for
institutionalising the Quality Assurance strategies:

- Conduction of regular IQAC Meetings.
- Submission of Data on All India Survey on Higher Education.
- Preparation of Students database.
- Preparation of annual report by the department.
- Submission of AQAR.
- Signing of MoUs with various stakeholders.
- Collection and analysis of Feedback from diferent
  stakeholders viz., Students, Teachers, Alumni & Parents.

- **Conduction of Internal and External Audit.**
- **Conduction of Academic and Administrative Audit.**
- **Conduction of Gender Audit.**
- **Conduction of Green and Energy Audits.**
- **Streamlined the documentation process as per NAAC guidelines.**
- **Organizes Orientation programme, Seminar, Workshop on IPR for the benefits of the students and the faculty members.**

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

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

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

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

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

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

Khagarijan College has a strong commitment to inclusivity and ensuring equal opportunities for all individuals, regardless of their background. Giving priority to the proliferate the concept of the gender equity, the college has its unique policy and mode of operation.

Gendera Sensitization through Curricular and Administrative Activities:

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

Gendera Sensitisation through Co-Curricular Activities:

The various Cells and Commiittees are cautious about the gender issues and initiates diffent programmes:-

- **Anti-Sexual Harassment Cell**
- **Women Cell**
- **Awareness programme on Self Defence.**
- **Human Rights and Gender Awareness programmes**
- **Personality Development Courses**
- **Skill Development Programmes**
- **Gender Audit.**

File Description	Documents
Annual gender sensitization action plan	https://khagarijancollege.co.in/upload/dvv/1688556550.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/1690716294.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

- **Waste disposal is an integral part of any institution to maintain the balance with the ecosystem.**
- **The KhagarijanCollege generates various biodegradable and non-biodegradable wastes which have to be disposed in a proper manner so as not to pollute the environment and the campus surroundings.**
- **The non-biodegradable wastes are dumped inside the dustbins placed in various corners of the campus, which are then collected by the municipality of the district.**
- **The biodegradable wastes are separated and deposited into the Vermicompost Plant, inside the college campus, which then turns the waste into manure so as to maintain a sustainable balance in the campus ecosystem.**
- **The manure generated is used to provide nutrition to various plants inside the college campus.**
- **A Drainage Machine is also available in the college which aids in draining unwanted water specifically during floods which causes water logging of muddy waters in various places inside the college campus.**
- **The water is drained to the Kolong River in the backyard of the college. Furthermore, proper drainage and plumbing systems are also available in the washrooms and canteen.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	https://khagarijancollege.co.in/upload/miscellaneous/1690716871.pdf
Any other relevant information	[View File]()

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

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

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

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

| **7.1.7 - The Institution has disabled-friendly,** | D. Any 1 of the above |

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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 has always tried its level best to cater its students on the issues of inclusive environment for achieving tolerance, harmony towards culture, regional, linguistic, communal and socio economic and constitutional obligations.

Cultural Approach of the Institution:

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

College & Wall magazine:

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

Cultural Team to other Institution:

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

Integration of IKS:

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

Constitutional Obligations:

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

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

Democratic values and principles are instilled among the faculty members and the students by adhering to the egaliterian principles. Some of the examples are:

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

members.

- Incorporation of the different stakeholders in the Governing Body of the College.
- Faculty and Non-Teaching participation in the college election.
- sustainability and human rights are focused in the curriculum delivery process.
- Gender Audit conducted.
- Energy Audit Conducted.
- Green Audit conducted.
- Academic and Administrative Audit performed.
- Programmes on energy conservation and gender sensitization.
-

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 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

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

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

- **Organize World Environment Day .**
- **Celebrates " International Yoga Day"**
- **Celebrates Independence Day**
- **Observes Republic day**
- **Celebrates Constitutional Day**
- **Obserbes Women Day**
- **Celebrates Swaraswati Puja**
- **Observe College Foundation Day.**
- **Observe inaugural Session of the Golden Jubilee Ceremony of the College.**

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

7.2 - Best Practices

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

Best Practice: I .I

TITLE: Green Campus & Cleanliness:

Objectives:

- **To develop a clean and eco-friendly campus.**
- **Raising awareness among students about environmental issues**
- **Improving students' management skills for green campus and cleanliness drive.**

Context:

- **Providing basic knowledge and understanding to students**

regarding pollution and cleanliness.
- To develop basic conceptions to cope with the environmental issues.
- Making them realize the social responsibility in terms of a clean environment.

Evidence & Success:

- The college campus remains neat and clean which is praise by all the visitors to the college.
- The success of the Green Campus & Cleanliness drive is also evident from the initiative.
- Bamboo-made dustbins were used by students.
- Tree plantation programs have been adopted by the college.

Best Practice II

TITLE: Anti-Tobacco Drive:

Objectives:

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

Evidence of Success:

- On March 13, 2021, the Anti-Drug and Tobacco Prevention Cell in collaboration with Chokitup VDP conducted an Anti-Tobacco program.
- The program aimed to raise awareness among students and the nearby community about the dangers of tobacco and substance use.

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

7.3 - Institutional Distinctiveness

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

within 200 words

Streamlining the MoUs:

The major objectives of the Mous signed:

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

In 2020, bringing a new dimension in the education system, the Government of India has passed a new Education Bill namely, NEP 2020 which revolutionized the entire education system from top to bottom. The new education policy in its draft outline give maximum emphasis on Multidisciplinary/Interdisciplinary, creation of Academic bank of Credit, Skill Enhancement, Integration of Indian Knowledge System, Outcome Based Education and Distance and Online Learning. Under this backdrop, the college, as it is only a single stream institution, adopt policy to incorporate different stakeholders in enriching its curriculum planning and deliver to achieve the goals designed and developed in NEP 2020.

Through the above mentioned the MoU partner institutions and Industry the college has successfully conducted 42 collaborative activities

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 to enhance the ICT enabled classroom.**
- **Upgradation of the Language Laboratory and Computer laboratory.**
- **Construction of Boundary Wall.**
- **Purchase of Computer for academic purpose.**
- **Implementation of NEP 2020 as per the direction of the Parent University.**

- Signing of MoU with different stakeholders.
- Adopt Faculty and Student & Faculty Exchange programme.
- Improve national and international collaborations.
- Plan to install Solar Energy plant.
- Plan to maintain proper student database through college website.
- Upgrade the Digital Library Portal with more e-resources.
- Plan to increase reserach avenues and to encourage the faculty members for publication in the UGC Care List Journals.
- Plan to conduct Local Audit.
- Plan to conduct Internal Audit.
- Plan for Academic & Administrative Audit, Gender Audit and Green and Energy Audit.
- Plan to purchase bookshelf for Central Library.
- Plan to organise Training Programme for Teaching and Non-Teaching Staff.