ANNUAL QUALITY ASSURANCE REPORT (AQAR)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KHARUPETIA COLLEGE

FOR THE YEAR 2010-2011

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

Submitted by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

KHARUPETIA COLLEGE,

P.O. Kharupetia, Dist-Darrang(Assam), PIN-784115

E mail: *kharupetiacollege.gmail.com*

OFFICE OF THE PRINCIPAL

KHARUPETIA COLLEGE

P.O. KHARUPETIA, PIN-784115
DIST. DARRANG (ASSAM)
Website : www.kharupetiacollege.org.
Email : kharupetiacollege@gmail.com

Memo No. : KC/2012   Date :

From :

Dr. B.C. Hazarika, M.Sc., B.Ed., Ph.D.
Principal

To,

The Director

National Assessment and Accreditation Council

P.O. Box No. 1075,Nagarbhavi, Bangalore -560010

Dated Kharupetia the 25th Oct,2014

Sub: - Submission of Annual Quality Assurance Report for the session 2010-11

Sir,

I have the honour to submit herewith the Annual Quality Assurance Report (AQAR) of Kharupetia College, prepared by the Internal Quality Assurance Cell (IQAC) for the academic year 2010-11for your kind perusal. The report has been prepared as per the instruction of NAAC to reflect the goals and objectives of the IQAC.

With regards,

Yours faithfully

Dr. BuddhinChHazarika.
Principal
Kharupetia College

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> KHARUPETIA COLLEGE

1.2 Address Line 1

> P.O. KHARUPETIA

Address Line 2

> DIST-DARRANG

City/Town

> KHARUPETIA

State

> ASSAM

Pin Code

> 784115

Institution e-mail address

> kharupetiacollege@gmail.com

Contact Nos.

> 03713-255583

Name of the Head of the Institution:

> Dr.BuddhinChHazarika

Tel. No. with STD Code:

> 03713-255583

Mobile:

> 9435087533

Name of the IQAC Co-ordinator:

> Abdul Awal

Mobile:

9435385667

IQAC e-mail address:

iqac.kc2014@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

ASCOGN12007

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC/34/144 dated 04-11-2004

1.5 Website address:

www.kharupetiacollege.org.

Web-link of the AQAR:

www.kharupetiacollege.org/internal-quality-assurance-cell-iqac.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	63.40	2004	Up to 4th Nov,2009
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

03-11-2009

1.8 AQAR for the year *(for example 2010-11)*

2010-2011

1.9 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR _____2009-2010 submitted on 25-10-2014_____ _____ (DD/MM/YYYY)4
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ] Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ] No [ ]

Autonomous college of UGC   Yes [ ] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [ ]

  (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution **Co-education** [✓] Men [ ]   women [ ]

    Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status Grant-in-aid [ ] UGC 2(f) [✓]   UGC 12B [✓]

    Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓] Science Commerce [✓]PEI (PhysEdu) [ ]Law [ ] [ ]

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*

GAUHATI UNIVERSITY,GUWAHATI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   00

2.4 No. of Management representatives   00

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and

community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   02

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: [ ]   Faculty   [01]

Non-Teaching Staff Students   [01]   Alumni   [00]   Others   [00]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

   If yes, mention the amount   [00]

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos   International [0]   National [0]   State [0]   Institution Level [0]

 (ii) Themes   [N/A]

2.14 Significant Activities and contributions made by IQAC

> - **It has always been the effort of the IQAC to act as a catalyst in the process of quality improvement in academic and administrative activities of the institution. Like the previous year, this year also the IQAC held periodic meetings with the Academic Committee comprising of the Heads of the various departments of the college to chalk out strategies for quality enhancement in teaching learning and other areas. The IQAC also continued its effort to motivate the teachers to pursue research in their concerned areas. Making arrangements for taking remedial coaching classes for the slow and backward learners have been part of the contributions made by IQAC.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1..The IQAC proposes to arrange for creation of more infrastructure in the coming year. 2 The IQAC proposes to urge upon the college authority to procure some more ICT items for the academic quality enhancement of the college. 3 . . IQAC proposes to introduce remedial courses for the benefit of the slow learners 4. The IQAC proposes to encourage the faculty members to participate inInternational/National seminar, symposium, workshop etc. for updating themselves. 5. The IQAC proposes to organise through the Extension Education Cel,l a few community service programmes in this year. 6. The IQAC proposes to organise departmental seminars for the students and teachers of the college. 7. To improve the library services of the college. 8. To arrange for providing computers to the various departments of the college 9. To procure one high capacity power generator for round the clock uninterrupted power supply to the college. 10. Independent departmental accommodation for the teaching departments to promote healthy academic atmosphere. 11. Introduction of Biometric Attendance system to record the attendance of the teachers.	**1. The college suffered a major setback in this year. When efforts were being made to execute the various plan of action decided upon by the IQAC there occurred a big disaster in the college. A devastating fire broke out in the college building on the fateful night of 20th November,2010 in which the entire college building including the central library were gutted.Several fire tenders even after trying for hours together failed to douse the fire that engulfed the entire college building within minutes. College assets worth several crores of rupees were burnt into ashes. Besides, many valuable records and documents were gutted in the fire. Almost half of the existing stock of books in the central library was burnt into ashes.** In view of the mega disaster faced by the college, all the plan of action drawn by the IQAC in the beginning of this year stood shattered. The entire college fraternity had to be busy in recreating the infrastructures in order to keep the teaching learning process going without interruption. Whatever little fund was there at the disposal of the college authority, had to be utilised to restore normal academic activities in the college. It is worth mentioning that for some time, classes were taken in the open field, as theexisting class rooms were completely gutted in the fire and new ones were not yet ready.Fortunately enough, the UGC sanctioned grants to the tune of Rs.42 Lakh under UGC's XI plan schemes for infrastructure development and for certain other

	purposes. The lion's share of the said UGC grants had to be utilised in recreating the fire ravaged infrastructure of the college.
	2. 8 nos of class rooms were constructed/renovated to cater to the immediate need of taking classes and holding examinations.
	3.200 pairs of desks-benches were made for accommodating the students in the examination halls.
	4.15 nos of computers sets were purchased in order to provide ICT facilities to various departments of the college .
	5.One extension education programmewas undertaken at the aegis of the Extension Education Cell of the College.
	6.Remedial coaching classes were held for the benefit of the students who are found to be slow in their learning process.
	7. A total of 14 nos of Departmental seminars were organised during the year.
	8. Stock of books in the Central library increased.(Details shown in relevant Column)
	9. One 10 K.V.A..power generator has been purchased with financial grants from the UGC.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate ☐   Any other body ☐

As a part of the institutional quality enhancement process and in order to execute the action plan chalked out by the IQAC the following steps were taken.

- **The college applied to the UGC for financial grants under XI plan. Accordingly, an amount of Rs.37,64,000/-. has been sanctioned to the college under Development grants and other heads.**

- **8(Eight) nos of new Class rooms were constructed with financial assistance from the central ministry of DONER.**

- **.One extension education programmes was undertaken at the aegis of the Extension Education Cell of the College.**

- **Remedial coaching classes were held for the benefit of the students who are found to be slow in their learning process.**

- **A total of 14 nos of Departmental seminars were organised during the year.**

- **Stock of books in the Central library has been increased.**

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	02	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	**02**	00	00	00
Others				
Total	02	00	00	00
Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options: **Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	03

1.3 Feedback from stakeholders*Alumni ☐   Parents ☐   Employers ☐   Students ✔

(On all aspects)

Mode of feedback   :Online   Manual ✔   Co-operating   schools (for P☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The Commerce Stream that remained discontinued for the last few years has been revived from this session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	**29**	**0**	0	0

2.2 No. of permanent faculty with Ph.D.   **02**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   **0**   **0**   **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	26	0
Presented papers	0	08	0
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The college has taken initiatives to encourage the teachers to adopt participatory methods of teaching like Group Discussion method, question -answer method quiz, etc. to make the teaching and learning more effective. The college also emphasises s on increased use of ICT in the Teaching Learning process.

2.7 Total No. of actual teaching days
during this academic year

193

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
   Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

0	0	0

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A.	263	-	06	93	98	74.90%
B.Com	12	-	11	11	-	91.67%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

The IQAC always acts as a monitoring mechanism in the teaching learning process. It arranges for holding periodic meeting with the Academic Committee of the College to review the teaching learning process. The IQACalso arranges for taking feedback from the students on the quality of teaching being imparted by the teachers. The feedback so obtained is analysed and the teachers are advised to remove their shortcomings and deficiencies, if any for effective teaching learning.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	16
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	00	00	00
Technical Staff	00	00	00	00

Criterion – III3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC has continued its efforts to sensitise the teachers of the college to undertake research works in the area of their interests. The IQAC also persuades the college management to grant study leaves to the teachers for undertaking research activities. It also motivates the teachers to publish research papers in various journals and periodicals.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	0
Outlay in Rs. Lakhs	00	00	00	00

3.4   Details on research publications

	International	National	Others
Peer Review Journals	00	00	

Non-Peer Review Journals	00	00	
e-Journals	00	00	
Conference proceedings	00	00	

3.5 Details on Impact factor of publications:

Range `-`   Average `-`   h-index `-`   Nos. in SCOPUS- `-`

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects *(other than compulsory by the University)*	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

3.7 No. of books published   i) With ISBN No.   `00`   Chapters in Edited Books   `00`

ii) Without ISBN No.   `00`

3.8 No. of University Departments receiving funds from:**NIL**

UGC-SAP `-`   CAS `-`   DST-FIST `-`

DPE `-`   DBT Scheme/funds `-`

3.9 For colleges   Autonomy `-`   CPE `-`   DBT Star Scheme `-`

INSPIRE `-`   CE `-`   Any Other (specify) `-`

3.10 Revenue generated through consultancy   `NIL`

3.11 No. of conferences/seminars

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	12
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   `0`

3.13 No. of collaborations   International [0] National [0] Any other [ ]

3.14 No. of linkages created during this year [0]

3.15 Total budget for research for current year in lakhs :

From Funding agency [0] From Management of University/College [0]

Total [0]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions   received by faculty and research fellows
     Of the institute in the year

Total	International	National	State	University	Dist	College
	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides [0]
and students registered under them [0]

3.19 No. of Ph.D. awarded by faculty from the Institution [0]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [0]   SRF [0]   Project Fellows [0]   Any other [0]

3.21 No. of students Participated in NSS events:

University level [0]   State level [0]

National level   International level [0]   [0]

3.22 No. of students participated in NCC events:

University level [0]   State level [0]

National level   International level [0]   [0]

3.23 No. of Awards won in NSS:

University level [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level   International level [0]   [0]

3.25 No. of Extension activities organized

University forum [-]   College forum [01]

NCC [-]   NSS [-]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **One Health check-up camp was organised in the neighbouring areas of the college under the aegis of the Extension Cell of the College.**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.4 Acre	-	-	15.4 Acre
Class rooms	*00(All classrooms gutted in fire)*	08	UGC	08
Laboratories	00	02	UGC	02
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10 KVA Generator	01	-	-

Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

> **Computerization of administration and library is yet to be done.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	*5080	462000/-	-	-	*5080	462000/-
Reference Books	*1400	120000/-	-	-	*1400	120000/-
e-Books	-	-	-	-	-	-
Journals	8	4080/-	-	-	8	4080/-
e-Journals	-	-	-	-	-	--
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	--	-
Others (specify)	-	-	-	-	-	-

*N.B-nearly 8000 books out of the total stock of the year 2009-10 have been destroyed in a devastating fire that broke out in the entire college building including the central library on 20th November,2010.Hence, the Opening stock of books in the year 2010-11 is less than the closing total stock of the previous year. In other words, the books that could be recovered from the burnt shelves have been shown to be the Opening stock in the year 2010-11.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing		-	-	-	-			-
Added	-	-	-	-	-	**05**	**10**	-
Total	-	-	-	-	-	**05**	**10**	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> **Teachers are trained up with basics of computer and internet use. A full-fledged computer laboratory for the use of the students is yet to be developed**.

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	1978646/-
iii) Equipments	
iv) Others	Nil
Total :	1978646/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC took up with the Management the issue of improving various students support services such as library services, information and career counselling services, entry into services,etc. At the initiative of the IQAC a cell named Information and Career Counselling Cell has been formed for helping and guiding the students in choosing their career options. The IQAC also coordinates with and monitors the activities of the concerning cells constituted for the purpose of Student Support and Progression.

5.2 Efforts made by the institution for tracking the progression :

The college is yet to develop an effective mechanism to keep track of the progression of the students. As of now the Alumni Association of the College keeps records of the students who pass out from the college every year by registering them as their member. The association also makes efforts to know from the outgoing students as to their immediate future plan.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	750	74.92%		251	25%

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
671	02	40	08	0	721	981	02	09	04	05	1001

Demand ratio   100%   Dropout % 49.09%

5.4 Details of student support mechanism for coaching for competitive examinations (If any) No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET Nil   SET/SLET Nil   GATE Nil   CAT Nil

IAS/IPS etc Nil   State PSC Nil   UPSC Nil   Others Nil

5.6 Details of student counselling and career guidance

The Career Counselling Cell of the college conducts Counselling programmes from time to time. During the current year one formal Counselling programme was organised by this Cell.

No. of students benefitted   120

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Like the previous year, this year also, International Women's Day was observed in the college on 8th March to create awareness among the students as a part of gender sensitization programmes.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | Nil | National level | Nil | International level | Nil |

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**68**	**35000/-**
Financial support from government	**64**	**253065/-**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | - |

5.13 Major grievances of students (if any) redressed**:**   **01**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision-

To impart quality higher education to the learners of this socially and economically backward region.

Mission-

- **To develop human resources in such a way so that they can participate in the nation building process.**

- **To bring social change in a desired way by using education as a tool for change.**

- **To provide employability to the youths through vocational and employment oriented courses.**

- **To inculcate the sense of good citizenship among the youths.**

- **To promote leadership qualities among the youths.**

- **To bring this institution closer to the community by means of various extension educational activities.**

6.2 Does the Institution has a management Information System

> **This institution is yet to fully adopt a Management Information System (MIS). As of now, the financial ledgers and cash books etc. of the college are kept and maintained by using the tally software. However, efforts are on to computerise the entire administration system in the near future.**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> **Being an affiliated institution this college has little scope for doing anything towards Curriculum Development. Curriculum is framed and developed by the Gauhati University to which this college is affiliated.**

6.3.2 Teaching and Learning

> **The college encourages the use of a combination of different methods of teaching. For instance, Group discussion method, question answer method, quiz, home assignments, class tests, seminars are regularly organised to supplement the text book information. Remedial classes are also taken for the benefit of the disadvantaged learners.**

6.3.3 Examination and Evaluation

This college follows the Gauhati University guidelines in examination and evaluation matters. Accordingly, one sessional examination is held in each semester. Appearance in this examination is compulsory for all the students. Marks secured in this examination are added to the marks secured in the end semester examination. A student who fails to appear in the sessional examination is not allowed to appear in the end semester examination. In each paper of the programme, 20% weightage is given in the internal evaluation and 80% weightage is given in the external evaluation.

6.3.4 Research and Development

The college authority makes efforts to create a research environment in the college. Accordingly, teachers are encouraged to pursue research in their area of interest. Teachers are granted study leave for pursuing research. They also keep contributing to different research journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Like the preceding years, this year also, a good number of books- both text book and reference books- have been procured for the central library. Similarly, proposal has been taken to expand the existing building of the library to accommodate more book shelves as well as to ensure more space for the reading room in the library building.

6.3.6 Human Resource Management

Efforts are made to ensure the optimal use of the available human resource of the college. Both the teaching and non- teaching staff of the college put in their best services in ensuring quality education to the learners.

6.3.7 Faculty and Staff recruitment

No fresh faculty and staff members were recruited during this year.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9   Admission of Students

> **There is an admission committee in the college. Students are admitted on the basis of their academic records. Based on the number of applications received and keeping in view the number of seats available in the various programmes merit lists are prepared and students are admitted in order of merit.**

6.4 Welfare schemes for

Teaching	G.P.F,Pension ,Gratuity ,salary Advance, Financial assistance from Welfare fund
Non-teaching	G.P.F,Pension ,Gratuity ,salary Advance, Financial assistance from Welfare fund
Students	Scholarships, financial assistance from the college Aid fund.

6.5 Total corpus fund generated   :Nil

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	No	N/A
Administrative	No	N/A	No	N/A

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes ☐ Yes   No ✓

For PG Programmes Yes ☐   No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> **Being an affiliated institution, this college has no scope for initiating any examination reform measures. However, in the internal examinations various reforms are tried to be introduced. As of now, we are following the sessional examination system which is held twice in an academic session.**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> **N/A**

6.11 Activities and support from the Alumni Association

> **The Alumni Association of the college has done some plantation in the college campus with financial support of their own.**

6.12 Activities and support from the Parent – Teacher Association

> **The parent -Teacher Association of the college is yet to be formed.**

6.13 Development programmes for support staff

> **Occasional orientation programmes are organised by the college for the professional development of the support staff. However, this year, no such programme was organised.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

> **The college makes concerted efforts for making the campus eco-friendly. Periodic plantation programmes are undertaken within the college premises to keep the campus green. There is also the system of waste management in the college. Awareness is created among the students to avoid the use of plastic and other non bio-degradable items in the college campus. This year, Twenty nos of tree saplings were planted to add to the existing greenery of the college campus.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1**. This year, emphasis was laid by the IQAC to apply participatory methods of teaching, i.e. group discussion, seminars, quiz etc. instead of sticking to the traditional lecture method. Accordingly several meetings with the Heads of various academic Departments of the college were held to sort out ways as to how to effectively apply these innovative methods.**
>
> **2.Similarly, the IQAC strived to introduce some audio visual aids to make the teaching-learning process more effective for the students.**
>
> **3.8 Nos of class rooms were created to cope with the growing number of the students in the various programmes.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> **As already mentioned above the college suffered a major setback in this year. When efforts were being made to execute the various plan of action decided upon by the IQAC there occurred a big disaster in the college. A devastating fire broke out in the college building on the fateful night of 20th November,2010 in which the entire college building including the central library were gutted. In view of the mega disaster faced by the college, all the plan of action drawn by the IQAC in the beginning of this year stood shattered. The entire college fraternity had to be busy in recreating the infrastructures in order to keep the teaching learning process going without interruption. Whatever little fund was there at the disposal of the college authority, had to be utilised to restore normal academic activities in the college**.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

BEST PRACTICE- I

Name of the Practice: **Students' Aid Fund**

1. Goals:

i)To extend financial support to the students belonging to the economically weaker section .
ii) To inculcate a sense of fellow- feelings among the students and to have an understanding about the underprivileged section of the society.

2.The Context:

Kharupetia College is the only institution of higher studies in the minority dominated areas of Darrang District of Assam. Most of the students of the college hail from families belonging to low income group. These students coming from the marginalized families cannot afford higher education and these students are vulnerable to college dropouts. In order to discharge its social commitment, the College authority has made provision to extend a helping hand to these poor students in pursuing higher studies. It is hoped that this practice will go a long way in fostering philanthropic feelings amongst the students besides serving as a motivational factor to make the students responsible citizens in future.

3.The Practice:

The Students 'Aid Fund of the college was created way back in the year 2002-2003. The fund is generated by collecting a compulsory subscription from each and every student of the college. Initially an amount of Rs.10/-(Rupees ten) only was collected from each student, but subsequently, this subscription has been raised to Rs.30 per student. The fund so generated is deposited in the concerned Bank Account. After collecting the amount a committee is formed which invites applications from the poor and needy students for disbursement of the aid. Normally, students belonging to the BPL families are given the opportunity to apply for financial assistance from this fund. The committee formed for this purpose scrutinises the applications and makes a selection list of the beneficiaries among whom the entire amount collected during the year is distributed. It is pertinent to mention here that this financial aid is a onetime aid only which is extended only once in a year. However, a student beneficiary of a particular year may apply again the next year for the ai

4.Evidence of Success

The practice mentioned above has proved to be very successful. Every year a large number of students belonging to the poor families apply for financial assistance under this scheme. The amount of assistance provided from this fund is utilised by the poor students for paying college dues or for purchasing books etc. The numbers of beneficiaries under this Best Practice for the last four years are as follows.

Year	No of beneficiaries.	Amount
2010-11	**68**	**35000/-**
2011-12	**236**	**50000/-**
2012-13	**201**	**67320/-**

2013-14	**410**	**92310/-**

5.Problems Encountered and Resources required:

In view of the poor economic condition of majority of the people of this region every year a large number of applications seeking financial aid are received. This poses a big problem in processing the applications. Since the amount of fund is very small, the management committee finds it difficult to deal with the matter. As a result, the amount of aid given to each beneficiary is very meagre. Of course, there is a proposal to enhance the amount of subscription to be collected from the students so that a bigger amount can be provided to the needy students in future.

Contact Details:

Name of the Principal : Dr. Buddhin Ch. Hazarika

Name of the Institution : Kharupetia College

P.O. Kharupetia Dist. Darrang

State : Assam   Pin – 784115

Accredited Status : C+

Website   : www.kharupetiacollege.org

Mobile   :9435087533

E-mail   : kharupetiacollege@gmail.com

BEST PRACTICE- II
Name of the Practice: Library Users' Education

Goal of the Practice:

- To orient the newly enrolled library user to the facilities and services provided by the library.
- To raise awareness about the services.
- To optimize usage of the library.
- To provide guidance on accessing electronic databases (infonet) to faculty and scholars.

The Context: Over the years, it has been seen that the newly enrolled users of the library face various problems in availing of the library services of the college. Owing to their lack of awareness about the available services, many users are not able to optimize usage of the library.it is in this context that the IQAC of the college mooted the idea of initiating steps to provide users' education to the newly enrolled students of the college so that they can derive the optimum benefit from the library services.

The Practice: In the beginning of the academic session, an orientation programme is arranged by the librarian of the college who is assisted by his subordinate staff as well as the senior experienced teachers. In the said programme, the new students are explained about the library rules and the procedure of using the library services. They are also oriented about easy and convenient ways of tracing text and reference books from the stacks without the assistance of the library staff. Moreover, library staff meets the users who walk into the library and gather details of information needs and take them to the process of retrieving information from the library.

Evidence of success: The practice has resulted in considerable improvement in the quality of library users of the college. Following the orientation given in the beginning of the session, students in general and the new users in particular, find it easy to avail the library services. The practice also ensures optimal use of the various facilities available in the college library.

Problems encountered The practice is not free from problems. Arranging orientation programme involves

and resources required: cancellation of classes. Moreover, those students who remain absent from the orientation session are deprived of the training. It is not possible to arrange separate orientation session for them. The practice requires resources like skilled manpower as well as time.

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E-mail   : kharupetiacollege@gmail.com

7.4 Contribution to environmental awareness / protection

The college has been making constant efforts towards creating environmental awareness / protection in the college premises. The students are regularly reminded of the need to protect the environment. Awareness programmes are also organised every year to synchronise with the World Environment Day. Moreover, plantations of trees are also done in the college campus to add to the already existing greeneries of the college campus.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS

- ➢ **Dedicated teaching and non-teaching staff.**
- ➢ **The unstinted support from the management.**

- ➢ .Faculty members undergo orientation and refresher courses to keep themselves updated on the latest trends in education.
- ➢ Provision of extending financial support to the poor students.
- ➢ Spacious college campus with sylvan surrounding.
- ➢

WEAKNESS:

- ➢ Poor economic background of the students.

- ➢ Inadequate infrastructure

- ➢ Insufficient books and journals in the central library

- ➢ Lack of digital class rooms.

- ➢ Inadequate ICT facilities.

- ➢ Research activities of the teachers are not up to the mark.

- ➢ Inactive Alumni Association.

OPPORTUNITEIS:

- ➢ Two big ponds of the college can be developed in future into swimming pools. The same may also be used for the purpose of pisciculture as well.

- ➢ The college has some unused land which may be used for medicinal plant.

- ➢ There is ample scope to undertake various programmes under Institutional Social Responsibility.

- ➢ Provision for strengthening the book bank in the central library.

- ➢ Provision of free admission to outstanding sportspersons and students with brilliant co-curricular performance.

- ➢ Provision for giving awards/incentives to the toppers of each department.
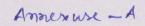
CHALLENGES:

- • High dropout rate

- • Growing demand for admission as against limited intake capacity of various programmes offered by the college.

- • Little scope for resource generation in the college.

- • Poor entry level performance of students in almost all the programmes offered by the college.

8.**Plans of institution for next year**

IQAC proposes

i)   To apply to the UGC for some development grants under XI plan.

ii) To reconstruct the class rooms that were destroyed in the recent devastating fire to continue the usual teaching learning activities.

iii) To procure adequate ICT equipment in order to ensure quality enhancement in the teaching learning areas.

iv) To recreate the library facilities with the addition of new books and journals.

v)   To arrange remedial coaching classes for the slow and backward learners.

vi) To provide separate accommodation to the departments.

vii) To provide internet connectivity to the Departments and the library.

viii) To organise a few extension programmes through the Extension cell.

ix) To organise at least two departmental seminars in every department.

x)   To motivate the faculty members to undertake more research works in the field of their choice.

Name :Abdul Awal   *Name* Dr.Buddhin Ch.Hazarika

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

KHARUPETIA COLLEGE
P.O. KHARUPETIA, DARRANG (ASSAM)
ESTD : 1981
ACADEMIC CALENDAR – 2010-11

Month & Year	Class days	Total No. of Class days	Academic & Other activities	Sundays	Holidays
Aug./ 2010	2-7, 9-14, 16-21, 23-28, 31.	24 days	Celebration of Independence Day Holding of Freshmen Social on 9th August, 2010	2, 8, 15, 22, 29	30- Tithi of Sri Sri Madhab Dev
Sept./2010	2-4, 6-9, 20-25, 27-30.	17 days	1st Unit Test to be held in the 2nd half of September, 2010 (13-18)- 6 days	5, 12, 19, 26	1- Janmastami 10- Tithi of Sri Sri Sankardev 11-Id-Ul-Fitre
Oct./2010	1, 4-9, 11-12, 23, 25-30.	16 days	Election of Students' Union of the college to be held in the 1st half of October, 2010	3, 10, 17, 24, 31	2- Birth day of Mahatma Gandhi, 13-22 Durga Puja, Janmutsav of Srimanta Sankardev, Lakshmi Puja
Nov./ 2010	1-4, 8-13, 15-16, 18-20, 22-27, 29-30.	24 days		7, 14, 21, 28	5- Kali Puja and Diwali 17- Id-Uz-Zuha
Dec./2010	1-4, 6-11, 13-16, 18, 27-31.	20 days	Annual College Week to be held in the 2nd half of December, 2010 (5 days), Examination form fill up to be completed by 31st Dec., 2010 (20-24) Students/Teacher exchange programme may be done in first half of December.	5, 12, 19, 26	17- Maharam 25-Christmas Day
Jan/2011	13, 17-22, 24-25, 27-29, 31.	13 days	2nd Unit Test to be held from 1st January to 12th January, 2011

Seminars in the 3rd and 4th week of January | 2, 9, 16, 23, 30 | 14-16 Magh Bihu 26- Celebration of Republic Day |
Feb./2011	1-5, 7, 9-12, 14-15.	13 days	Commencement of the TDC Part-II Exam. from 3rd week of February, 2011	6, 13, 20, 27	8-Saraswati Puja
Mar./2011	1-5, 7-12, 14-18, 21-26, 28-31.	26 days	Commencement of TDC Part-I & III Examination from 3rd week of March, 2011	6, 13, 20, 27	19- Dol Jatra
April/2011	9, 11-13, 18-21, 23, 25-30.	15 days	Continuation of TDC-I & III Final Examination 2011, (Upto 8th April)	3, 10, 17, 24	14-16 Bohag Bihu 22- Good Friday
May/2011	2-7, 9-14, 16, 18-21, 23-28, 30-31.	12 days	Admission in TDC Part II & III be done in the 1st week of May/2011, Workshop & Seminars etc. may be held in the 2nd half of May suitably in the College	1, 8, 15, 22, 29	1- May day 17- Buddha Purnima
June/2011	1-4, 6-11, 13.	Evaluation	Admission to TDC 1st Semester classes be started from 1st June/2011, World Environmental Day on 5th June	5, 12, 19, 26	15- 30 Summer Vacation.
July /2011	16, 18-23, 25-30.	13 days	The classes of TDC 1st Semester of TDC be commenced from 16th July. Holding of Freshman's Social on 30th July.	3, 10, 17, 24, 31	1-15 Summer Vacation
	Total nos. of Teaching days =	193 days			
	Total nos. of Working days =	280 days			

Sd/
Deepak Kalita
Principal i/c
Kharupetia College

KHARUPETIA COLLEGE, DARRANG, (ASSAM)

ANALYSIS OF STUDENTS' FEEDBACK ON TEACHERS

SESSION 2010-2011

Rating Scale: 1-10

Deptt.	Name of teacher	Communication skill	Interest generated by the teacher	Knowledge base	Ability to motivate	Accessibility	Broader perspective	Ability to design quizzes/assignments	Use of Teaching aids	Sincerity	Overall rating	Average of 10 attributes
English	A.Rahim	7.2	7.5	7.30	7.61	7.85	6.86	7.2	7.85	7.23	8.3	7.4
	A.Awal	9.5	9.1	9.42	8.86	9.4	8.81	9.2	8.6	8.69	8.9	9.04
	M.Chakravorty	6.81	7.65	6.33	6.91	6.91	6.89	6.33	7.07	7.15	6.33	6.83
	R.U. Ahmed	6.66	7.41	6.33	7.25	6.84	7.27	6.69	5.09	7.53	5.9	6.69
	H.Rahman	7.6	7.27	6.65	7.72	6.48	6.11	7.15	6.09	5.8	6.36	6.72
Assamese	K. Saikia	8.36	8.83	8.63	8.91	7.61	8.45	8.66	7.28	8.5	8.96	8.41
	Dr. A.Begum	7.61	7.48	8.5	6.68	7.41	7.86	6.6	7.55	7.81	8.63	7.61
	N.H. Sarker	6.83	9.08	7.72	7.48	7.45	8.25	5.09	8.75	6.86	7.41	7.49
	M.Parbin	7.6	7.72	7.82	8.9	7.83	7.36	6.83	6.91	7.75	8.18	7.69
	D. Sarma	7	7.54	8.5	6.9	6.83	8.63	7.66	7.25	6.33	7.25	7.38
Hindi	S.A. Islam	8.08	9.66	6.77	9.66	8.77	8.6	7.83	7.99	8.87	8.16	8.43
	A.Matin	6.44	7.54	6.69	6.33	5.9	7	5.3	5.9	7.07	6.92	6.50
	M.N.Jaman	6.23	6.36	7	6.33	6.11	6.41	5	5.81	7.99	7.45	6.46
Sanskrit	Dr. P.K. Datta	8.18	9.5	9.15	9.28	9.63	9.1	7.5	7.8	7.9	9	8.7
	A.Devi	7.63	7	7.16	7.6	7.53	9.1	6.82	6.33	7.90	7.15	7.42
Arabic	N.Jaman	9	9.2	9..6	9	9.5	9.62	10	9.56	9.62	9.9	9.48
	Z.H. Ahmed	9.62	9.85	8.85	8.33	9.18	9.37	9.62	8.5	8.9	8.91	9.11
	I.Ali	9.1	9.37	9.68	7.45	8.5	9.12	9.1	8.66	9.2	8.85	8.9
	J. Ahmed	8.46	9.2	9.4	9.7	9.2	7.56	8.46	7.41	9	8.6	8.69
Pol. Sc	N.Islam	7.5	7.82	8.9	7.65	7.27	9.2	8.9	7.66	7.23	8.18	8.03
	H.RAhman	6.41	6.2	7.68	6.56	8.28	7.46	7	7.307	7.23	6.69	7.08
	A.WAhid	8.3	7.93	7.16	8.46	8.33	7.66	7.30	6.15	6.91	6.69	7.48
Economics	D.KAlita	7.15	7.26	8.66	6.46	6.56	8.36	7.36	6.23	6.35	7.48	7.18
	M.S. KAlita	7.69	8.19	8.91	7	7.06	6.71	8	6.66	7.45	8.56	7.62
	M.RAhman	7.75	6.66	9	7.68	6.75	8.5	6.94	6.78	8.2	8.26	7.65
Education	A.B. Ahmed	8.45	8	7.53	7.07	7.15	6.76	7.5	6.99	7.17	7.38	7.40
	J. Sultana	7.8	6.67	7.07	6.5	6.50	6.74	7.12	6.40	7.53	7.17	6.95
	A.H. MAzumdar	8.1	8.46	7.23	7.41	8	6.99	7.15	7.17	8.20	7.54	7.62
	L.Rahman	7.54	6.99	7.14	6.86	7.2	6.42	6.86	7.07	6.58	6.56	6.92

Page 1

Philosophy	J.SAharia	8.5	6.9	8.5	9.2	9.65	7.9	8.88	8.23	7.6	9.2	8.45
	P. Dutta	8.3	7.9	6.7	7.6	8	7.7	6.5	7.8	8.55	9.2	7.82
	J.H. Choudhury	7.58	6.69	8.36	8.69	7.56	8.66	9.2	8.66	8.5	7.8	8.17
History	A.Karim	7.56	8.35	7.58	8.61	6.9	8.69	6.98	8.56	8.69	8.59	8.05
	J.U. Ahmed	8.86	8	7.44	7.1	6.66	6.59	6.9	6.56	7.88	7.69	7.36
	A.HAnnan	7.6	6.69	7.1	6.66	7.3	6.68	7.3	6.55	7.2	6.67	6.97
Geography	B.N. Bora	8.66	9.2	8.88	9.6	7.56	8.69	9	9.1	8.96	8.9	8.85
	Dr. K.D. Sarma	8.69	8.5	9.2	7.88	9.1	8.25	8.14	9.2	8.98	8.96	8.69
Mathematics	A.RAhman	9	10	9	10	9	9	9	8	10	9	9.20
commerce	A.Aziz	9.1	8.69	9.1	8.59	8.36	9.3	8.66	8.49	9	8.6	8.78
	A.B. Siddique	6.99	7.59	7.58	7.56	8.56	7.9	7.58	8.4	7.48	7.9	7.75
	F.M.Ahmed	9.5	9	8.69	8.56	8.2	7.59	7.88	9.1	8.50	8.6	8.56
	N.Hoque	6.7	6.47	6.35	6.6	7.8	6.9	5.6	5.98	6.5	5.8	6.47
	H.Saha	5.9	6.66	6.66	7.25	6.99	8	6.66	7.5	7.4	6.58	6.96
	A.U. Ahemd	7.14	6.39	7.58	7.5	6.56	6.26	6.23	6.96	6.2	6.4	6.72