

SELF STUDY REPORT

KHAGARIJAN COLLEGE

INSTITUTIONAL RE-ACCREDITATION

(Cycle-2)

IQAC
Khagarijan College
P.O.- Chotahaibor
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National Assessment and Accreditation Council
(An Autonomous Institution of the University Grants Commission)
P.O. Box No.:- 1075, Nagarbhavi, Bangalore-560072, India

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Self Study Report for Cycle – II

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PREFACE

The Khagarijan College, Nagaon, Assam is a premier institution of higher education of only Arts stream. Some of the eminent persons and well-wishers of Nagaon town started the college on 12 September, 1972. The college is affiliated to the Guhati University, Guwahati, having eight department viz. English, Assamese, Political Science, History, Education, Philosophy, Bengali and Economics. The college is also conducting one UGC sponsored Career Oriented Course in Functional English and one self-financed certificate course in Computer Application. The college is currently running with 15 faculty members against sanctioned post. However, part-time lectures and contractual teachers are appointed from time to time for the benefit of the students.

Khagarijan College was brought under Grant-in-Aid system in 1986 by the Government of Assam and was provincialised in 2005 under the provision of Assam College Provincialisation Act, 2005. It may be mentioned here that the college started its classes in the premises of Nur Uddin Muktab L.P. School near B.P. Civil Hospital. The college shifted to its own land having 3.25 acres in the same years i.e. in the year 1972.

The college was accredited by the NAAC with “C” grade in 2005. The NAAC suggested to give attention to the library and to set up a book bank. Moreover, the Peer Team of the NAAC suggested to do the needful for UGC affiliation and open vocational courses considering the rural setting and agrarian background of the locality. Meanwhile, the college has started Functional English and Computer Application Course with its own finance.

The collage has given much emphasis on the library. Currently the Central Library is equipped with more than 14,000 books, both text and reference and the process for automation of the library is being started. It has also a motto to open a book bank for the students having poor financial background. Over and above, Khagarijan College is trying its level best for the overall development with its limited resources.

EXECUTIVE SUMMARY

Khagarijan College established in 1972 is one of the premier institutions in central Assam. The institution is affiliated to Gauhati University and is included under Section 2(f) of the UGC Act 1956. Khagarijan College was brought under deficit system (Grant-in-Aid) of the Government of Assam in 1986 and was provincialised in 2005.

Further, it was included under Section 2(f) and 12(B) of UGC Act of 1956 in 2007. Accredited in 2005 with 'C' grade, this institution volunteers for the second cycle of re-accreditation, submitting its Self Study Report (SSR-2015), a document that faithfully conform to NAAC's guidelines and records, its vision, mission and innovative initiative in its pursuit of excellence. Khagarijan College is a co-education arts institution having eight departments and having major in six departments.

1 Criterion wise Report

The Curricula of the Bachelor of Arts programme is designed by Gauhati University. Earlier it was Three Years Degree course. From 2011, Gauhati University has introduced Semester system. The college follows the academic calendar provided by the university. Apart from the regular courses, the institution is providing one U.G.C. sponsored Career Oriented Course in Functional English and a certificate course of Computer Application under self-sponsored scheme. Supplementing the formal education "Environmental Studies" is introduced as a compulsory subject in regular classes.

2 Teaching-Learning and Evaluation

The College aims to make the teaching-learning process more student-centric. The departments prepare the teaching plans and lesson plans for the whole academic (semester-wise) session mostly depending on the academic calendar of the University. The teachers take special classes whenever it is required. A language laboratory has been developed with grants from UGC which is helping the students who seeks to have more knowledge in English language.

The students are encouraged to participate in seminars, workshops etc. to get acquainted with latest information and advancement in their respective fields. Class-seminar, group discussion, quiz, field survey, educational tour etc. are organized in order to enrich the knowledge of the students. The students are encouraged to participate in sports and games, cultural activities organized in the college from time to time. Under the banner of 'Red-Ribbon Club', the college makes the students aware regarding the health and hygiene, civil duties etc. The teaching-learning-evaluation process is made more fruitful by the ways like feedback, self-appraisal and result-review by the departments.

3 Research, Consultancy and Extension

The college encourages its faculty members to take up research activities. In the college, at present, there are two Ph.D. holders (including the Principal), and presently six are registered/enrolled for Ph.D. in different Universities. Moreover, there are nine M. Phil holders in the college.

The teachers are encouraged to participate in National/International/State level seminar organized by different institution and to present research papers. Minor Research Project with UGC fund is done by the faculty members. The teachers and students are encouraged for extension activities. The departments, Red-Ribbon Club, Women Cell, and Equal Opportunity Cell etc. take care of the extension activities. The college magazine and wall magazines provide a platform for the students to exhibit their creative skills.

4 Infrastructure and Learning Resources

The college possesses 3.25 (nine bighas three kothas) acres of land where tremendous potentialities are awaited to be trapped. The institution have one mini Indoor Stadium, one basket-ball court, and sports facilities like badminton, carom, volleyball, cricket, gym etc. Moreover, to meet the need of the students as well as the teaching staff and the office, the college has two xerox machines (one small). Though small in size the college provides one boys' common room and one girls' common room to the boys and girls students respectively. There are altogether 25 rooms/ Hall in the college for

class room and official purposes. With very limited resources, the college provides a canteen for all the members of the college. One class-room is equipped with digital facilities. However, the college has a plan to make more class rooms digitalized. Language-laboratory and computer-laboratory facilities are also there in the college.

The college has a library having currently more than 14,000 books. The process of automation of the central Library is started. Apart from the central library, process is being going on for the enrichment of the departmental libraries. Though the college does not have a permanent auditorium, temporary arrangement is made for performing cultural programm etc. The college has a girls hostel which is recently declared suitable for the borders by a visiting team of UGC.

5 Students Support and Progress

The college tries to provide all kinds of the support to the students as far as possible in all aspects. The institution has the facilities for financial aid to the students under ST/SC/OBC/MOBC scholarships of the Government. Moreover, there is provision for financial help from the college to a limited number of students having BPL card on the basis of their merit.

The students are encouraged to expose their skill in the form of writing through college magazine, the departmental wall magazines, and wall magazines.

Though the college does not have any Employment Cell, career exposures are given to the students through Career Guidance Cell. There is students' union body namely Khagarijan College Students' Association. The office bears and the members of the associations are elected in a democratic process so that students can acquire the knowledge on democracy.

6 Governance, Leadership and Management

The College has a system of administrative management. The Principal of the college functions as the administrative head of the institution and monitoring authority. He is assisted by the Vice-Principal. The college has a duly constituted Governing Body

consisted of two Government nominees, two University nominees, two Teachers representatives, two guardian representatives and one member from non-teaching staff. The Local MLA is the special Invitee of the Governing Body.

The activities of the office staff is supervised primarily by the Head Assistant. The Head Assistant allots the different works of the college among the subordinate office staff. The library works are supervised by the librarian of the college.

The financial requirements are met from Government grants and fees collected from the students. The salary component is borne by the Government. The college has an internal audit mechanism for monitoring financial matters. The internal audit is done by one auditor appointed by the Governing Body and the external audit is made by the local auditor (Govt. auditor) appointed by the Directorate of Audit.

Each and every year Anti-Ragging Cell is constituted with the representatives from the teaching staff. At the time of the admission an Admission Committee is constituted to smoothly conduct the admission process. Moreover, different committees are formed to conduct the different activities like seminar, publication of magazine, beautification of college premises etc. from time to time. The IQAC convenes meeting regularly to discuss different issue of the college. The Principal convenes meeting with the Head of the Departments and the teachers are to discuss mainly the academic issues of the institution.

SECTION B: PREPARATION OF SELF-STUDY REPORT

1 Profile of the Affiliated/Constituent College

1 Name and Address of the College:

Name:	Khagarijan College	
Address:	P.O.- Chotohaibor, Dist.- Nagaon	
City:	Pin- 782003	State:- Assam
Website:	www.khagarijancollege.co.in	

2 For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr Sagar Boruah	O:03672-237480 R: NIL	91+9954106633	03672-230085	sboruah7@gmail.com
Vice Principal	Mrs Mamoni Bhuyan	O:03672-237480 R: NIL	91+9864950435	03672-230085	_____
Steering Committee Co-ordinator	Abdul Salam	O:03672-237480 R: NIL	91+9435590390	03672-230085	salam.457@rediffmail.com

3 Status of the Institution

Affiliated College

Constituent College

Any other (specify)

4 Type of Institution

- a. By Gender
 - i. For Men
 - ii. For Women
 - iii. Co-education

- b. By Shift
 - i. Regular
 - ii. Day
 - iii. Evening

5 It is a recognized minority institution?

- Yes
- No

If yes specify the minority status (Religious/Linguistic/any other) and provide documentary evidence.

6 Sources of funding:

- Government
- Grant-in-aid
- Self-financing
- Any other

- 7 a. Date of establishment of the college :- 12/09/1972
- b. University to which the college is affiliated/or which governments the college (if it is a constituent college) :- Gauhati University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd/mm/yyyy)	Remarks (if any)
i. 2(f)	12/06/2007	-
ii. 12(B)	12/06/2007	-

The certificate of recognition U/S 2(f) 12(B) of the UGC Act are enclosed in the annexure (I)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC

(AICTE, NCTE, MCI, DCI, PCI, RCI etc.) :-Not Applicable

8 Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated college?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9 Is the college recognized

a. By UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition
(dd/mm/yyyy)

b. For its performance by any other governmental agency?

Yes No

If yes, Name of the agency and
Date of recognition (dd/mm/yyyy)

10 Location of the campus and area in sq. mts:

Location*	Urban
Campus area in sq. mts.	13,152.34 Sq. Mtr.
Built up area in sq. mts.	4228 Sq. Mtr.

11 Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate place) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information of the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities
Nil
- Sports facilities
 - Play ground - Nil
 - Swimming pool - Nil
 - Gymnasium -
- Hostel
 - Boys' hostel
 - i. Number of hostels - N/A
 - ii. Number of inmates - N/A
 - iii. Facilities (mention available facilities) –N/A
 - Girls' hostel
 - i. Number of hostel – 01
 - ii. Number of inmates – Nil
 - iii. Facilities (mention available facilities) – N/A
- Working women's hostel – Nil
 - i. Number of inmates – N/A
 - ii. Facilities (mention available facilities) – N/A
- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise)
There is one quarter for one 4th Grade employee in the college campus.
- Cafeteria – Nil
- Health centre – Nil
 - First aid –Yes
 - In-patient –N/A
 - Outpatient –N/A
 - Emergency care facility –N/A

Ambulance – The College does not have Ambulance service facilities by its own. But Ambulance services (108, Emergency free government service) is available at the time of need.

Health center staff – Nil

Qualified doctor, full time –Nil Part-time –Nil

Qualified Nurse, full time –Nil Part-time –Nil

- Facilities like banking, post office, book shops –Nil
- Transport facilities to cater to the needs of students and staff – Nil
- Animal house – Nil
- Biological waste disposal – Nil
- Generator or other facility for management/regulation of electricity and voltage – Yes,
 1. Generator Set -01
 2. Mini Generator -01
 3. UPS -09
 4. Invertor -09
- Solid waste management facility – Nil
- Waste water management – Nil
- Water harvesting – Nil

12 Details of programmes offered by the college (Give data for current academic year)

2014-2015

Sl. No.	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
1	Under-Graduate	B.A.	6 Semester (36 months)	H.S. passed (10+2)	Assamese/ English	668	668
2	Post-Graduate	-	-	-	-	-	-
3	Integrated Progmms PG	-	-	-	-	-	-
4	Ph. D.	-	-	-	-	-	-
5	M. Phil.	-	-	-	-	-	-
6	Ph. D.	-	-	-	-	-	-
7	Certificate courses	Computer Course	12 months	10+2	English	50	50
8	UG Diploma	Functional English	12 Months	10+2	English	30	20
9	PG Diploma	-	-	-	-	-	-
10	Any Other (specify and provide details)	-	-	-	-	-	-

13 Does the college offer self-financed Programmes?

Yes

No

If yes, how many? = 02

14 New programmes introduced in the college during the last five years if any?

Yes

No

Number

15 List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering

academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional language etc.

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	-	-	-	-
Arts	Assamese English History Economics Education Political Science Philosophy Bengali	08	-	-
Commerce	-	-	-	-
Any Other (Specify)	-	-	-	-

16 Number of Programmes offered

B. A.

a. Annual system

b. Semester System

c. Trimester system

17 Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18 Does the college offer UG and/ or PG programmes in Teacher Education?

Yes

No

19 Does the college offer UG or PG programme in Physical Education

Yes

No

20 Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		M	F	M	F
	M	F	M	F	M	F				
Sanctioned by the UGC/University/State Government <i>Recruited</i>	-	-	01	04	07	03	04	-	-	-
<i>Yet to recruit</i>	-	-	-	-	01	-	-	-	-	-
Sanctioned by the Management/Society or other Authorized bodies <i>Recruited</i>	-	-	-	-	-	-	03	05	01	01
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

21 Qualifications of the teaching staff:

Higher qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D. Sc./D/litt.	-	-	-	-	-	-	-
Ph. D.	-	-	-	-	01	-	01
M. Phil.	-	-	-	01	05	02	08
PG	-	-	01	03	01	01	06
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	01	01
PG	-	-	-	-	-	01	01
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	01	-	01
PG	-	-	-	-	02	03	05

22 Number of Visiting Faculty/Guest Faculty engaged with the College Nil

23 Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year I 2010-2011		Year II 2011-2012		Year III 2012-2013		Year IV 2013-2014	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	08	06	10	08	06	10	68	50
ST	05	02	10	05	02	10	21	08
OBC	06	06	15	06	06	15	66	47
General	173	91	226	173	91	226	201	151
Others	09	10	20	09	10	20	00	01
Total	321		495		532		613	

**24 Details on students enrollment in the college during the current academic year:
(2014-2015)**

Type of students	UG	PG	M. Phil.	Ph. D.	Total
Students from the same state where the college is located	668	-	-	-	668
Students from other states of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	668	-	-	-	668

25 Dropout rate in UG and PG (average of the last two batches)

UG

PG

26 Unit Cost of Education

(Unit cost – total annual recurring expenditure (actual) divided by the number of students enrolled)

a. Including the salary component

b. Excluding the salary component

27 Does the college offer any programmes in distance education mode (DEP)?

Yes

No

28 Provide Teacher-student ratio for each of the programme/course offered

29 Is the college applying for

Accreditation:

30 Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle1: From 23/09/2004 to 25/09/2004, accreditation Outcome/ Result

31 Number of working days during the last academic year.

32 Number of teaching days during the last academic year.

33 Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC was established on 10/12/2003

34 Details regarding submission of Annual Quality Assurance Report (AQAR) to NAAC.

AQAR (i) 19/05/2014

AQAR (ii) 18/06/2014

AQAR (iii) 30/06/2014

AQAR (iv) 30/07/2014

35 Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

(D) CRITERIA – WISE INPUTS

CRITERION: I CURRICULAR ASPECTS

1.1 Curriculum planning and Implementation

1.1.1 State the vision, Mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

To spread and promote higher education for the sustainable development of the nation.

Mission:

To set 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 further with “Better Every day” spirit.

Objective:

The College being in an economically and educationally backward area, our objectives are determined by the contextual necessities. About 90% of the students come from the lower strata of the society belonging to rural background. Most of them come here to enable themselves to earn livelihood after the completion of their study.

Our prime aims/objectives are:

- To help the students to achieve their aspirations.
- To make all-round development of the students and to inculcate in them the virtues of hard work, honesty, fairness, tolerance etc.

- Pursuit of educational excellence to help the students bring out the best in them.
- Attainment to loftier and nobler goals through sustained intellectual efforts for the teachers and students.
- Instillation of a spirit of enquiry and a sense of responsibility in them.
- Development of the spirit of patriotism, dedication and service.

Our above mentioned vision, mission and objectives are communicated to the students, teachers, staff and other stakeholders of education through various strategies and activities. For example, we publish our prospectus for the students at the time of admission where in the objectives, vision and mission are reflected. In the beginning of new academic session, we arrange welcome programme for the new entrants. We also organize our annual prize distribution programme.

In such welcome programme and in annual function, the principal, teachers, students, alumni and members of the management remain present and the principal in his speech briefly informed the about vision, mission and objectives to all the concerned stakeholders of the institution. These are displayed in administrative building and library of our college.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Being a affiliated college, it does not have any autonomy to prepare academic calendar. The university prepares the academic calendar for the semester and supplies it to the college. On the basis of this calendar the principal in the beginning of the new academic year holds meeting with staff members to chalk out other activities for the semester. Besides, the college maintains academic diary which includes month wise lectures, topics and other information. Each faculty designs its academic plan to implement curriculum in the academic diary and they deploy action plans for effective implementation of the curriculum. Every faculty member of the institution follows this process and if any faculty members fail to implement curriculum within stipulated time, finds other alternative like arrangement of extra lectures for his/her class or

subject. In order to make the effective implementation of the curriculum the teachers also use innovative teaching methods such as class room seminars, assignment, question bank, extra test etc. from time to time. The faculty members of each department sit in meeting and develop academic plan for the proper implementation of the curriculum.

1.1.3 What type of support (Procedural and practical) do the teachers receive (from the university and/or institution) for effectively translating the curriculum and improving teaching practices?

Being affiliated to the Gauhati University the college follows the curriculum prepared by it. The university provides syllabus, regulations regarding course structure, examination and evaluation procedure etc. along with the academic calendar.

In all these matters teachers of all affiliated colleges are allowed to participate directly or indirectly depending on the terms and conditions of the agenda. Teachers of the college can provide their suggestions if they feel regarding the above matter to the University.

The college allows the teachers to undergo refresher courses, orientation programmes, seminars, workshop in relation to their respective subjects to make themselves update with the changing scenario of the teaching methods and systems. Gauhati University provides such supports. However, teachers can avail such facilities from other universities too. The institution also organizes seminar, workshop, annual lecture, and popular talks etc. from time to time as per guidelines provided by the UGC. The collage encourages the teachers to participate in the orientation programmes, refresher courses and workshops to acquaint with the update knowledge and improved the teaching practices.

The college provides library facilities along with internet connection so that the teachers can make them enable with proper data and information for effective impart of knowledge.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.

The delivery of curriculum provided by the University has been made effective by preparing class routine, course distribution, workload division, etc. in a planned manner. Departments are empowered to organize their own departmental activities other than normal class room activities with a view to transact the curriculum set by the University accordingly.

- Department wise Seminars, annual lectures, class tests are held from time to time.
- Departments organize guest lectures by inviting lectures from other organisations.
- Students are taken for study tour, field survey etc. to enrich them with practical experiences.
- For Environmental Studies project writing, field studies are made compulsory and students are to carry out the project work under the guidance and supervision of the allotted teachers.
- Audio – visual aids are used occasionally by some departments to make teaching effective.
- The college provides computer and internet facility for both the teachers and students to update their knowledge.
- The college provides Wi-Fi facility so that everybody can have the access to 24 hours internet connectivity.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the University in effective operationalization of the curriculum?

For networking and interact with research bodies the principal Dr. Sagar Boruah as well as faculty members of the college through their association and participation in several academic activities remain in touch with various research bodies and get latest information about their curriculum. Namely, World Shakespear Society, North-East

India History Association, Indian History Congress, Asomiya Sahitya Sanmilani, North-East India Network Academic Discourse, Sri Sri Jagannath Dev, National Sanskritik Kendra, Udayan Sangha, Bharatiya Itihas Sankalan Samiti, North-East Economic Association, Pachimbanga Itihas Samsad, North East India Council for Social Science Research, Institute of North-East India Studies (Calcutta), Research Forum etc.

Besides, the institution remains constantly in touch with the affiliating University and gets latest information regarding the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The curriculum is prepared by the affiliating University. The colleges under affiliating University do not have any autonomy to prepare the curriculum. To prepare the curriculum the University has a board of studies consisting nominated members from the affiliated college. No faculty member of our college has got the opportunity to be a member of the board of studies. However, there is a mechanism having students' feedback in curriculum which we send to the university from time to time.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the Purview of the affiliating University) by it ? If Yes. Give details on the Process ('needs assessment', design, development and Planning) and the courses for which the curriculum has been developed.

The institution developed and designed a syllabus for the course offered by it which is not under the purview of the affiliating university. The Functional English course is conducted by the department of English. It is an inter- disciplinary course conducted by the department, with Professor Ashraful Alam Choudhury as its co-ordinator. Laying emphasized on communication skills and working knowledge of English on a day to day basis. Syllabus of the course has been developed and designed by the department of English and sent it to the University for Approval.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

There is a clear cut policy of the college to analyze the stated objectives of the curriculum. The head of the departments of all subjects along with the principal hold a meeting in the beginning of the term and they devise the strategy and plans to achieve objectives of the curriculum in the proposed time frame. The teachers are instructed by the head of the department about the outcomes of the meeting. The teachers act according to the planning and strategy and note down their progress in their diaries monthly. Every month in a meeting with the Principal the progress is analysed and certain suggestions are made to the teachers who have not reached their goals. The progress report of the teachers is to be submitted to the Principal at the end of every month. Thus, the college ensures the achievement of the objectives stipulated by the implementation of syllabus/curriculum.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

The institute offer a career oriented course on Functional English keeping aims and goals to develop communication skill, working knowledge, reading, writing and speaking skills of the learners in English language. To achieve these goals of our college has a language laboratory.

Moreover, it offers a few job oriented certificate, diploma and post graduate courses on computer application. The aims and objectives of these courses are to make the student competent for job after completing the course.

The courses are – Certificate in Computer Diploma in office automation, Diploma in financial accountancy and Post Graduate Diploma in computer application.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes' give details.

No

1.2.3 Give details on the various institutional Provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, Progression to higher studies and improved potential for employability. Issues may cover the following and beyond.

- Range of core/Elective options offered by the University and those opted by the college.
- Choice Based Credit System and range of subject options.
- Courses offered in modular form.
- Credit transfer and accumulation facility.
- Lateral and vertical mobility within and across programmes and courses.
- Enrichment courses.

The college is affiliated to Gauhati University. Hence we have to follow the rules and regulations of the Gauhati University. We have single faculty with Arts only. Therefore, there is limited scope for academic flexibility. The college is offering under graduate Arts Courses in English, MIL (Assamese, Bengali, Alt. English), Political Science, Education, Economics, History and Philosophy.

Environmental studies, which is a compulsory subject for all the students ensures the responsibility of keeping the environment safe as good citizens. All these courses definitely enhance the employable skill among the students which in turn help them to progress in higher studies.

The Gauhati University does not give academic flexibility to the affiliated institutions. However, our college offers the following compulsory and optional subjects at under graduate level.

Core Option: -

The institution provides English, MIL and two optional Subjects and one of these subjects can be chosen as Major Subject by the willing and the competent students.

Elective option is also provided for those students who are unwilling to pursue major course by allowing them to take two optional subjects.

Besides, Core and Elective options, the college provides:-

- (i) Three months certificate course on 'Basic Computer Application' for which entry level is H.S.L.C. Pass.
- (ii) Six months under graduate Diploma Course on 'Office Automation in Computer Application' for which entry level is 12th pass.
- (iii) Six months under Graduate Diploma Course on 'Financial Accountancy in Computer Application' for which entry level is 12th pass.
- (iv) Fifteenth months 'Post graduate Diploma Course on Computer Application' for which entry level is 12th Pass.

The admission Policy for self-financing programmes is within the purview of college norms. The fees structure is also designed in a way to cover the remuneration of the faculty appointed for the courses. Besides the regular students, the college facilitates the candidates of the locality to enroll themselves in the Computer Certificate/Diploma Courses.

Choice Based Credit system and range of Subject Options:-

The courses are offered as per modules prepared by the Gauhati University, Assam.

Courses offered in modular form:-

Courses offered in modular form are provided unit wise and are arranged in the modular form at departmental level. The modules are so arranged as to test the students for two internal assessments.

Credit transfer and accumulation facility:-

In our institution we do not have any Credit transfer and accumulation facility.

Lateral and vertical mobility within and across the programmes and courses.

Lateral mobility for the same courses from other college as well as from our college to others is allowed prior to the permission of Gauhati University. After admission of the students to a particular programme no vertical mobility within and across the programmes are permissible.

Enrichment Courses:

The existing courses are enriched by organizing seminars/workshops relating personality developments, communication skills and preparing the students to appear the different Selection Boards for government jobs as well as other non-governmental organisations.

1.2.4 Does the institution offer self-financed programmes? If 'Yes' List them and indicate how they differ from programmes, with reference to admission, Curriculum, fee structure, teacher qualification, salary etc.

The institution has two self-financed courses–

- 1 Computer Application
- 2 Functional English

Admission, Curriculum, fee structure, teacher qualification, salary etc.

Admission to these courses is given on the basis of first come first chance as the number of intake is very limited. The Curriculum is designed for the said courses to fulfill the growing needs of the time. The salary of the teachers in these courses is fixed and is arranged from the collection of the enrolment fees.

1.2.5 Does the college Provide additional skill oriented Programmes, relevant to regional and global employment markets? If 'Yes' Provide details of such Programme and the beneficiaries.

The college directly does not offer any additional programmes/courses except Functional English for personality development, and for regional and global employment opportunity the college offers course of computer application. Besides, the college arranges some programmes by guest lecturers from various walks of life which brings awareness of regional/global opportunities for the students.

National level seminars/workshops on topics like Human Rights, Women Empowerment, Environment and on Current issues are organized to develop their skills.

Moreover, the Career Guidance Cell of our institution makes the students aware of their career and gives them information of different Career options available from time to time.

1.2.6 Does the University provide for the flexibility of combining the conventional face to face and Distance Mode of Education for students to choose the courses/Combination of their choice. If ‘Yes’, how does the institution take advantage of such provision for the benefit of students?

The institution do not offer any Distance Mode of Education Programmes.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s curriculum to ensure that the academic programmes and institution’s goals and objectives are integrated?

Our institution does not have autonomy in formulating its own curriculum. Yet, the courses offered at U.G. level have their relevance to the institutional objectives and goals. We strive towards overall development of students. Besides, we follow the academic calendar and the principal makes sure that the curriculum framed by the University reflects institution’s objectives and goals.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

There is no scope for direct modification of curriculum. However, the institution has adopted some measures to enrich the curriculum. For example, besides the student centric methods used in the class rooms, learning by doing methods are incorporated while involving the students in organizing various functions and festivals such as Annual College Week, Freshers’ Social, Swaraswati Puja, Teachers’ Day, Gandhi

Jayanti etc. This kind of activities helps the students in developing leadership quality and organizing capacity. Excursions are arranged for the students to make them acquainted with the Journey of life. Integrating these means along with the University prescribed curriculum, the college attempts to prepare the students for their future employment.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. into Curriculum?

The college spares no efforts to bring the above cited issues as supplementary to the curriculum.

The College believes in gender equality. It allows no space for gender discrimination. It arranges talks, discussions on gender issues, for which experts from various fields are invited to share and deliver their knowledge and experiences.

There is a Women Forum which supports and inspires student relating to women in the local as well as in the global scenario. The subject of environmental studies is a part of curriculum. It is compulsory of all the students. Besides this the college organizes state level as well as national level seminars, popular talks relating to environmental issues.

The issues of human rights are part of several subjects taught in the class room. The Equal Opportunity Cell of the college organizes a annual lecture on 14th November on “Child Right in the light of Human Right”. Several cells, such as Anti-Ragging Cell, Equal Opportunity Cell, Women Forum, Grievance Redressal Cell etc. are constituted to ensure the safety of human rights within the campus. The college follows certain rules and regulations for maintaining discipline and through these students are taught how to keep a balance between the rights and responsibilities.

Regarding Information and Communication Technology the college office is fully computerized. The college library is well equipped with computerization. The college has Wi-Fi facility which the students as well as the teachers can access the networking sites.

1.3.4 What are the various value-added courses/enrichment Programme offered to ensure holistic development of students?

- Moral and ethical values.
 - Employable and life skills.
 - Better Career options.
 - Community orientation.
-
- Moral and ethical values are imparted through class room teaching in subjects like Education, Philosophy etc. as the syllabus contain such issues. Prominent educationists from different educational institutions are invited to deliver lectures on moral and ethical values in the college Freshers' Social, Annual College Week and in other event organized from time to time.
 - Birth and death anniversary of great leaders and freedom fighters are observed in the institution.
 - Ban on cigarette smoking, chewing gutkha in the college premises.
 - Ragging free Campus – No Case of ragging has been reported. Anti-Ragging committee has been constituted for this purpose.
 - Communication skills are considered to be vital for the students for better career options. The college encourages students to participate in Functional English, a career oriented course. As mentioned earlier a language laboratory is also made available to practice their skill in communication.

Students are also exposed to different event and activities such as cultural and sports event to improve their team spirit and organizational skill.

- The college provides self-financing computer courses for the willing students to develop their skills of basic computer operating principles which includes

certificate and diploma courses. Besides, counseling are done by the faculty members in informal manner about the career Possibility.

- Community Orientation Programmes are carried out by Blood donation and AIDS awareness programmes. The college has a Red Ribbon Club for AIDS awareness. The Extension Education Cell is also associated with community orientation.

The college tries to ensure holistic development of the students with its limited capacity.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stake holders in enriching the curriculum?

The college has provision of feedback from the students at the end of the each semester. The forms for feedback are supplied by the college in which the students expressed their opinion on curriculum as well as on the methodology used by the teachers. Besides, the institution constantly interacts with students and management authority regarding curriculum. IQAC is an important tool of collecting the feedback from students. There is a representation of different stakeholders in the composition of IQAC. They express their views on curriculum in the meeting of IQAC.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

Monitoring and evaluation of the quality of enrichment programme is performed by analyzing examination results and feedback from students.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The curriculum is designed and developed by the affiliating University. The Colleges under affiliating University do not have any autonomy to design and develop the curriculum. To design and develop the curriculum the university has a Board of Studies consisting nominated members from the affiliated colleges. No faculty member of our college has got the opportunity to be a member of the Board of Studies. However, there is a mechanism having students' feedback on curriculum design and development which we send to the University from time to time.

1.4.2 Is there a formal mechanism to obtain feedback from students and stockholders on curriculum? If 'Yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new Programmes?

There is a mechanism to obtained feedback from the students on curriculum. These feedbacks are analysed in the IQAC and suggestions are made on it. Then we put forward these feedbacks to the Gauhati University for curriculum enrichment and introducing changes/new Programmes.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

Any other relevant information regarding curricular aspects which the college would like to include.

During the last four years the college introduced computer application course only. The course will definitely make the students competent for job opportunity in national as well as international level job market.

CRITERION : II TEACHING – LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures wide publicity for admission. The whole admission procedures are notified in the college Notice Board and distributes leaflet through daily newspaper agents. The college also publishes its prospectus which gives details of the vision, mission of the institution, history of college, brief overview of courses, fees structure and department wise list of, along with the admission rules as well as the college rules and regulations.

The authority adopts every possible measure to make the admission process transparent .Generally, the following steps are taken:-

- A Prospectus Committee is formed to prepare a common brochure for all courses offered by the college with fees structure and the related information. The prospectus bears all the terms and conditions about the eligibility of the candidates, class wise seat capacity and class wise date of issue of admission form and submission, date of admission and interview.
- The authority constitutes an Admission Committee every year to carry out the admission related works. The committee fixes the schedules and guidelines provided by the University.
- The staff member engaged for issuing prospectus along with forms.
- The member of the admission committee short out the forms and prepare a list of application in order of merit. The list is displayed on the Notice Board.
- On the day of admission, in the admission hall, candidates are called on with necessary documents in order of merit. The lists of enrolled students along with other data are submitted to the Directorate of Higher Education.
- The parent and the candidate have to put their signature on the admission form which also contains on undertaking regarding the attendance and anti-ragging norms.

- Registration forms, Library cards and Identity cards are issued to the students by the office staff from different counters.

In this manner, the whole process of admission is completed in a transparent way.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the institution.

Merit is the basic criterion adopted by the college for the admission process. No entrance test is conducted to select the candidates for enrollment. Rather, marks secured in the previous examination needed for undergoing the said course are considered to prepare the merit list.

Criteria for students offering major course are different. As number of seats is limited in major course, a minimum cut off mark is fixed which varies in each year. Departments are allowed to keep the flexibility of cut of marks and the number of seats considering on the number of applicants.

In offering admission on the bases of quota government direction is followed strictly.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other college of the affiliating university within the city/district.

For the admission to the entry level under graduate general course, the college prepares a merit list on the basis of marks secured in the previous examinations and as per the norms laid down by the Gauhati University and the State Government and displays the same on the notice board.

But in case of the admission into the entry level under graduate major courses a minimum cut of marks is fixed which varies in each year.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘Yes’ what is the outcome of such an effort and how has it contributed to the improvement of process?

The institution has a mechanism to review the admission process and student profile annually. The admission committee closely monitors the whole admission process. Admission are given on the basis of merit as well as according to the rules laid down by the affiliating University and the government.

The college reviews the profiles of the students admitted annually. The admission committee reviews the profiles of the students and chalks out a comparative summary of the admitted candidates. The activities of the students are closely monitored. A record of students’ performance in all the fields, such as academic as well as extra- curricular activities is maintained in the office. The students’, who brings laurels to the institution, are duly rewarded in the next year. The students with a little bit of negative approach or disturbing is motivated with counseling so that a positive frame of mind may be developed.

As a result of this process, in the last five years, the college has observed a sharp rise in the number of students maintaining discipline. They have learnt to channelize their energy, potential into more constructive activities.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

Our admission process adheres to the admission rules laid down by the University and by the government. In our college more than 40% students belongs to women. The Governing Body of the college has given discretion to the Principal to help

the economically weaker section of the students by giving them financial assistance at the time of admission. Sports personnel are given preference in the admission process. Through extensive lectures, the college makes tireless efforts to create awareness among SC/ST, OBC, women, differently abled, economically weaker section and minority community that higher education is must to make socio-economic change of the society. Moreover, the college annually makes arrangement for guardian meeting for the awareness of higher education.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/ decrease and action initiated for improvement.

Programmes	Number of Applications	Number of students admitted	Demand Ratio
UG			
2010-2011	321	321	100:100
2011-2012	495	495	100:100
2012-2013	532	532	100:100
2013-2014	603	603	100:100

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the need of different added students and ensure adherence to government policies in this regard?

The institution is adherence to the government policies regarding the differently - abled students. The institution follows the quota in admission process regarding the differently -abled students and to some extent provide with financial assistant to them. Moreover, the college takes extra care for such students at the time of examination; especially seat arrangements are made in the ground floor.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'Yes', give details on the process.

Yes, each and every member of the faculty bears the responsibility of assessing the needs of the students. In an informal manner in the class room every faculty member assesses the needs of the students in terms of knowledge and skills before the commencement of the programme. The faculty members conduct an introductory lecture and interact with students. A welcome ceremony is organized every year for B.A. 1st Year students where fresher openly discuss their problems, needs and expectations from the institution.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Till date the college does not have any such course to bridge the knowledge gap of the enrolled students to cope with programme of their choice. But, it is the common practice of the faculty to give a summary of the topic at the end of the class and enquire about their doubts. Enrichment courses like Spoken English classes are conducted to improve students' personality and motivated them for an innovative and creative mindset.

2.2.4 How does the college sensitizes its staff and students on issues such as gender, inclusion environment etc.?

Our college which is co-educational institution sensitizes its staff and students on issues such as gender, inclusion, environment and etc. Our college has a women forum which constitutes with the women faculty members of the college. This forum works in the various fields for the empowerment of the women. The College with its own capacity and with the assistance from UGC make arrangements for seminars and conferences where experts are invited to deliver lectures among the students and staffs on the topics like women empowerment, female feticides etc. Recently our college has organized a Martial Art Workshop for a period of one month to train for self-defense of the women students.

It is attempted to run the college on the principle of inclusiveness. Within its all limitations, the college tries to provide equal opportunity of its stakeholders in all

respects including academic, infrastructural and environmental issues. The enrollment of the students exhibits inclusiveness of diverse sections of society. It is the regular practice of the college authority to include all possible rules and regulations for the smooth running of the college.

Regarding environment, several measures are taken to create awareness among the students. Students are taught the issues of environment as a part of syllabus under Environmental Studies and Environmental Economics. Projects are carried out by the students on serious environmental issues. The college has Red Ribbon Club, Anti Ragging Cell, Students' Union and Governing Body which works for healthy environment in the campus. Moreover, cleanliness drive, plantation drive, campaign against tobacco, ghutka, disuse of plastic, deforestation etc. are carried out as a part of such awareness programme.

2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?

The advanced learners are detected in an informal manner in classroom by the faculty members. Students are subjected to evaluation like vocal responses after each unit of syllabus. Based on their performance, students are identified as slow and advanced learners. They are supported in the best possible manner. The teachers take extra care in helping them with an additional and personal interest. They are provided with an additional time and advanced learning materials. Further, such learners are motivated for higher studies and topmost career options. A number of motivational lectures are organized to channelize their potential to accomplish better success.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. How many discontinue their studies if some sort of support is not provided)?

Academic performance of the students from the disadvantaged sections of the society, physically challenged, slow learners, economically weaker sections etc. is detected by the teachers in an informal manner during their lectures in classroom. We consider marks as an index for identifying slow learners. Students are subjected to evaluation like vocal responses after each unit of syllabus. The students, those who do not seem to cope with the pace of learning are advised and counseled by the teachers by assisting them with study materials. The morale of the slow learners is boosted by counseling session and intensive interactive sessions. They are also given guidance after class hours and motivated by providing additional learning materials such as text books and solved question papers for examinations. The creative abilities of students are given through wall magazines and college magazine. A friendly environment is created to improve the communication skills of the advanced learners. A number of motivational lectures are organized to channelized their potential to achieve success. However, the college has a high dropout ratio, though it has taken best possible measures to reduce it.

2.3 Teaching -Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The academic calendar is released by the affiliating University and is to be followed in totality by our college. The same academic calendar is published in the college prospectus. It provides plan for the academic year to students and teachers. Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which contains details of contents to be covered. A copy of the teaching plan is submitted to the Principal. Time table is prepared and displayed on the notice board. The departments also carry out internal assessment based on students' test performance and punctuality. The final evaluation of students is done according to the University schedule. Towards the end of each session/semester, examinations

are conducted by the University and evaluation is carried out. The examinations results are declared and mark sheets are issued by the affiliating University.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

IQAC provides the development and application of quality parameters for the various academic and administrative activities of the institution. Its contributions towards the teaching learning process are summarized below.

- The IQAC maintains a close contact with the Academic Committee on the basis of the guidelines of the UGC as well as the affiliating University. The cell along with the Academic Committee decides the strategies to be followed to improve the process of teaching learning.
- The IQAC looks into the matter of class routine and suggestions are put forward if needed.
- At the time of admission for every session, the IQAC becomes a partner of the Admission Committee in formulating rules and regulations.
- IQAC always encourages the teachers for research. Such as, for Ph.D., M. Phil, minor and major research project.
- Students feedback collected by the IQAC is utilized to assess the performance of the faculties which helps improvement of their teaching.
- To motivate the students for effective learning, IQAC works with several committees, cells and clubs of the college and encourages the students to involve in participatory learning.
- IQAC always keeps an eye on infrastructural facilities needed for effective teaching -learning process and communicates with the management if necessity arises.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independence learning among the students?

The college offers a lot of support services to its teachers for making the learning student-centric. The primary objective of the departments is to make the subject

matter clear for the learners while interpreting and implementing the curriculum. It provides a well-stocked library which boasts of latest text books and journals which the faculty uses efficiently to provide comprehensive and latest information to the students. The lecture delivery is bilingual, especially in the textual context for clarity of the subject-matter and overall involvement of the teachers. This generates interest in the text and helps them to respond to the context. Most of the general classrooms are equipped with the black/green-board, while audio-visual devices in the class are also in practice. The facilities offered by the central and departmental library are easily accessible for any student as well as faculty of the college. Home and class assignments are frequently followed. To develop the collaborative and independent learning departmental projects are assigned to the 6th semester students and 4th semester students (Assamese department). Students are encouraged to meet the teachers in the department to clear their doubts and solve problems on any academic matters and library affairs during the working hours of the college. The record of student's attendance is maintained in each class for identification of the irregular students and whenever discrepancy is noticed, concerned students are called for explanation and further corrective measures are taken in consultation with the guardian.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

Apart from curriculum, students are encouraged to participate in the various fields of co-curricular activities to nurture critical thinking and scientific temper among them. These help them to cultivate talents and skills beyond their curriculum requirements, facilitating all-round personality development.

To achieve these goals the college undertakes the following measures.

- (a) Guiding students in undertaking Environmental Studies Projects and Field Study Projects.

- (b) Guiding and helping the students in writing articles for the annual college magazine and wall magazines.
- (c) Undertaking educational tours to visit industry, museums, historical monuments and other places of importance.
- (d) Encouraging students to attend National and International seminars as well as participate in debates and discussions.
- (e) Encouraging students to participate in activities carried out through Red Ribbon Club and Khagarijan College Students' Association.

Creativity is sought to be instilled in the students by encouraging them to participate in different events of the college week (fine arts, literary, magazine, cooking, hand works etc.). They are also encouraged to contribute to the different wall magazines as well as the college magazine.

2.3.5 What are the technologies and facilities available and used by the facilities for the effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through information and Communication Technology (NME-ICT) open educational resources, mobile education, etc.

For effective teaching by the faculty, the following facilities are provided. One classroom is provided with multimedia projector.

The College library is equipped with computers. The college campus has Wi-Fi facility; Internet facilities are accessible for necessary information and reading materials at any time of the day. The Principal can monitor the campus activities relating to teaching and other works through CC TV.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshop etc.?)

The departments of the college conduct annual lectures in which experts are invited to deliver lectures on various important issues. National Seminars, Workshop with UGC funding are organized by college every year, in which

faculty members and students are participating and reap benefits. Many faculty members has been participating in the conferences and presenting papers in state and national level seminars. The teachers are goes for Refresher and Orientation Courses from time to time. Educational tours are also conducted for exposed the knowledge and skills of students and faculties.

2.3.7 Detail (process and the number of students/benefitted) on the academic, personal and psycho- social support and guidance services (professional counseling/mentoring/academic advice) provided to students?

In our institution, the faculty members are always ready to extend helping hands towards students. Academic supports are provided by the departments. Books are available in departmental libraries for lent out to the needy students for the whole session. Besides, teachers help the students by issuing books in their names during the restricted period for students from the central library. Sometimes, if requires the teachers helps the students by providing books from their personal collection.

To fulfill the academic needs, the faculties provide help in cash too. Department-wise and sometimes personally they help the students by providing fees for admission/examination or purchasing books. The college has a Students' Welfare Fund to provide financial help to the poor and deserving students for fulfilling the financial compulsion of academics.

Academic advices are given not only in class room but wherever the student approaches for the teachers' common room is also utilized for such activities. It is a common practice to give academic advice specially before the starting of new classes and before the commencement of the examination.

There is a Career Counseling and Guidance Cell which guides and instructs the students about all possible opportunities regarding competitive examinations and etc. Various career orientated programmes have been organized under the aegis of the cell of the college.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the

institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on students learning?

The college encourages the teachers to keep themselves abreast of the latest development in their respective fields.

The curriculum provided by the University is basically based on the Conventional Study methods. But, the faculty tries to use some possible unconventional methods to compete with changing global scenario.

Faculty members use internet to collect new information that are not available in text books for easy reference. They ask and guide the students to use internet in a fruitful manner.

Students are taken for conducting field survey at relevant spots associated with their subject. To fulfill the requirements of project report of Environmental Studies, students are taken for collecting primary data through field survey. They are guided to prepare questionnaire and procure data for report writing. Thus, they become able to gather practical knowledge.

The authority always encourages the faculty for innovative teaching. They are given opportunity to undergo necessary training programmes including Refresher Course, Orientation Programmes etc. They can avail special leave for attending seminar, conference and workshop for their academic development.

Innovative teachings are always found to be beneficial for successful learning of the students. It helps the students to get rid of the traditional class room lecture method. Students find learning more easy and fruitful through these new methods. The innovative methods are much more productive for the advanced learners.

2.3.9 How are library resources used to augment the teaching learning process?

The college has a separate central library. The library continues to provide information of new entries of useful articles, periodicals and news items for faculty members and students. Students are also encouraged to make use of library services. They are provided with a library card which enables them to read books

issued from the library. Students are also taken to the library to instill reading habits among them and to show new arrivals and other collections.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If ‘Yes’ elaborate on the challenges encountered and the institutional approaches to overcome these.

The college has always managed to complete the curriculum within the stipulated time frame. Completing of curriculum within planned time frame is very important for semester system. The academic calendar has provided target dates for completing the curriculum. The faculties prepares lesson plans to ensure that the curriculum is completed well in advance. The faculty’s work dairy ensures a disciplined and systematic teaching learning practice.

Some times because of unavoidable circumstances the institution faces challenges in completing the curriculum. Faculty members try to overcome these by taking extra classes.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The Principal and the IQAC of the college monitors the quality of teaching learning. Result of the college reflects the quality of teaching learning. The head of the institution makes a review of the results immediately after the declarations of examination result of the University. Head of the departments are accountable for the students’ performance and has to reply the Principal at the joint meeting of the Academic Committee and IQAC.

The IQAC procures feedbacks from the students to monitor the quality of teaching learning. Self-Appraisal Report of the teacher provides self-evaluation of teaching quality of the teachers.

All these practices help the institution to modify the teaching learning method along with the personality of the teachers which finally become responsible for improving the quality of the learners.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the curriculum.

Higher qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D. Sc./D. Litt.	-	-	-	-	-	-	-
Ph. D.	-	-	-	-	01	-	01
M. Phil.	-	-	-	01	05	02	08
PG	-	-	01	03	01	01	06
Temporary teachers							
Ph. D.	-	-	-	-	-	-	-
M. Phil.	-	-	-	-	-	01	01
PG	-	-	-	-	-	01	01
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	01	-	01
PG	-	-	-	-	02	03	05

The college follows the UGC guidelines and the direction circulated by the Directorate of Higher Education, Government of Assam as well as the parent University in terms of recruitment, promotion and retention of faculty. The college has always strived to recruit and retain teachers who are competent, experienced and experts in their respective field of study. The interviews are conducted by a selection board that has been constituted as per norms of the college management rule of the state government. Thus, a merit based panel list of selected candidates prepared by the selection board in order of preference approved by the college governing body is sent to the DHE. After the approval of DHE, the Principal issues appointment letter to the duly selected candidates. The number of faculty is determined by the University and approvals are required from the Government of Assam for sanction post. With the prior approval of the Governing Body, the Principal appoints part -time and temporary teachers on the basis of the numbers of students after assessing the needs. In that case too, UGC

guidelines are strictly followed and emphases are given to emphasis duly qualified candidates.

The human resources of the college are used in an optimum way. Besides, class room teaching and other academic services, the teachers are made best effort for all-round development of the institution.

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bio informatics etc.)? Provide details on the efforts made by the institution \in this direction and the outcome during the last three years.

Being an arts college we do not have new and emerging areas like Biotechnology, IT Bioinformatics etc. The college has a fully qualified and efficient full-time and part- time staff. To cope with the new/modern areas, during the last three years many of our teachers have participated in a good number of workshops, training programmes, state level and national level seminars organised by the college itself or organized by the other institutes of higher learning. To retain the existing teachers, the college provides research facilities like library, internet etc. All these teacher centric facilities retain the teachers in the institution and motivate them to be here permanently.

2.4.3 Providing details on staff development programme during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes.

Academic Staff Development Programmes	Number of faculty nominated
Refresher Course	07
HRD Programme	-
Orientation Programmes	05
Staff training conducted by the University	01 (Short Term Course)

Staff training conducted by the institutions	-
Sumer/Winter schools, workshop, etc.	02

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and Technology for improved teaching-learning.

- Teaching learning methods/approaches – No
- Handling new curriculum – No
- Content/Knowledge management – No
- Selection, development and use of enrichment materials – No
- Assessment – No
- Gross cutting issues – No
- Audio Visual Aids/multimedia – No
- OER'S – No
- Teaching learning materials development, selection and use – No

c) Percentage of faculty

- Invited as resource persons in workshop/seminars/Conferences organized by external professional agencies. – Nil
- Participated in external Workshops/Seminar/Conferences recognized by National/International professional bodies – Nil
- Presented papers in Workshop/Seminars/Conference conducted or recognized by professional agencies – Nil

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave , support for research and academic publications, teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The institution does not have any provision for providing research grant except UGC and other agencies. Study leaves are given to the eligible faculty members with the prior permission from DHE. The college grants permission to each faculty to attend national conferences, seminars and workshops. The college encourages its faculty to attend various types of training programmes in and outside the institution by granting special leave. A few faculty members are engaged in co-ordinating and organizing national conferences and seminars.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

No such awards from state, national and international level are yet received by any faculty member of the college.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The institution has implemented the feedback system through which the students provide feedback on the faculty once in a semester. The feedbacks are analyzed. The appreciation received from the students and improvement required to be taken up by the faculty are also discussed. These are communicated to the teachers by the Principal for necessary improvement. Thus, these feedbacks are proved to be a useful tool for quality enhancement.

The institution has assessed by the NAAC Peer group in 2005. In its report, NAAC pointed out the loop holes that they had found at the time of assessment. In the subsequent period, the institution is striving to improve its status by overcoming the draw backs.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The stakeholders of the institution that is students and faculty members are communicated about the evaluation process through the prospectus. At the very beginning of the session the student are informed verbally about the whole evaluation system. The information about the sessional examination, marks distribution, final examination and the process of answer scripts correction, declaration of result, time of project works etc. are intimated to the students and teachers. The periodic instructions issued by the University are promptly communicated to the students as well as teachers. The date for the sessional examination is fixed by the college within the period directed by the University. The examination branch circulates notice regarding the examination schedule. These are also hanged on the notice board. The schedules for final examination which is announced by the University are intimated to the stakeholders by the authority at college. The evaluation is the integral part of the teaching learning arrangements for the smooth application of the rules about the evaluation process. The college has developed a proper mechanism for this purpose.

2.5.2 What are the major evaluation reforms of the University that the institution has adopted and what are the reforms initiated by the institution on its own?

Evaluation system keeps changing from time to time whenever the University brings about new changes in curriculum or makes examination reform and notification to keep pace with new as well as to make evaluation process more fruitful. The major evaluation reform initiated by the institution from the affiliating University includes introduction of credit based grading system for under graduate course under semester system. The authority along with the academic committee and IQAC streamlined the necessary steps to work with the new evaluation system. Earlier the University used to supply the answer scripts to the college in the name of assigned teacher. At Present, according to the new rule, the teachers are going to the examination Zone. The college authority has made the accommodation of sending teachers to the assigned Zone.

Besides this, the college has adopted almost all the University reforms concerning evaluation viz.

- The college holds the internal examination with the same pattern of question papers prescribed by the affiliating University.
- Internal assessment is awarded to the students as per the University criteria.
- Class tests and unit tests are conducted to evaluate the performance of students.
- Student centric learning through assignments, projects and seminars and other methods.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

The Principal is responsible for effective implementation of evaluation reforms. The IQAC keeps an eye on prompt delivery of notices or distribution of circulars towards the other stakeholders regarding evaluation reforms. The authority maintains all possible contacts with the University authority to implement the evaluation reforms in an error free manner at the institution. Any doubt about evaluation is made clear to the students.

To make existing evaluation system run smoothly, timely and effectively, the college has adopted a few steps. The academic calendar of the college also help students in providing time schedule for both in semester and end semester examinations. There is an examination sub-committee to conduct in semester sessional examinations. Record of answer sheets, award lists etc. are maintained. Whenever mid tests are taken, the results of the students' performance/awards are shown to the students to encourage them or counsel them for better future performance. The end semester examination is conducted as per the guidelines and control of the affiliating University and in the process the college has made sincere effort to conduct the examination smoothly and fairly.

2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student's achievement. Cite a few examples which have positively impacted the system.

University is the sole authority for implementation of reforms in examination and evaluation. To bring about a positive change in the evaluation practices, the

institution follows both continuous and end semester examination evaluation as directed by the affiliating University. The institution strongly adopts formative as well as summative method of evaluation so that the entire process and practice of evaluation may be made fully rewarding and fruitful.

We have adopted formative approach for evaluation which includes measuring the students' performance through mid-examination and assignments. The evaluation through these approaches gives a lot of information about students performance periodically. Two sessional examinations as per internal assessment are conducted as per University rules. At the end of the semester, the marks obtained in the sessional examination (best of two) are forwarded to the Gauhati University. The summative evaluation is done by the University at the end of each semester by conducting final examination and appropriate grade/CGPA is granted to them. This is how the institution uses the formative and summative evaluation approaches in the campus.

2.5.5 Detail on the significant improvement made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills) etc.

There is complete transparency in the internal assessment. The criterion is as directed by the affiliating University. All the students are familiar about the transparency in internal assessments.

Transparency in the internal assessment is ensured through the following measure.

- Internal assessment test are conducted on a strict vigil by the assigned invigilators as to check all kinds of mal-practices.
- The entire process of compiling, submitting and printing question paper is done confidentially by the examination cell of the college.

- Students can verify the evaluated answer scripts for self-assessment and may request to respective departments for re-evaluation if they are not satisfied with the marks obtained.
- The behavioral conduct of a student is primarily assessed by the regularity of students' attendance which is maintained mandatorily.
- Seminar paper/project presentation/assignments are taken as the measuring scale of knowledge and skill of a student.

Although the college formally cannot assign any weightage for behavioral aspects, independent learning etc. students are encouraged to participate in various extra-curricular activities within and outside the college for their overall development.

In spite of all the above aspects of the students, their behavioral aspects, independent learning and communication skill etc. are also taken into consideration during the assessment of a student.

2.5.6 What are the graduates attributes specified by the college/affiliating University? How does the college ensure the attainment of these by the students?

It is a responsibility of a higher education institution to produce good graduates through proper teaching learning and appropriate evaluation. A graduate is expected to have its own entity and possess such attributes which not only helps his/her development but also contributes to social good. The very curriculum, the goals and objectives of the college, and various other programmes and activities are undertaken aim at producing graduates of quality. Accordingly, a good graduate may be expected to possess such attributes as acquisition of knowledge on course (on the basis of which class. division and distinction etc. conferred), development of communicability, inculcation of values, cultivation of sense of nationalism, brother hood, social responsibility and belongingness, development of inner talents and development of employability. We try to develop the attributes through the measures such as course on communication skill,

departmental seminars, debate and extempore speech competition, sports and cultural programmes.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

At college level, the examination committee has been formed. Students having grievances with the evaluation process or his/her any every doubt is made clear by showing his performance in the answer sheet. The committee resolves the matter considering all the aspects. Student is made clear about every grievance in his mind. The institute follows open evaluation system where the student performance is displayed on the notice board. All grievances regarding evaluation, including the internal assessment marks awarded to the students are redressed by the examination committee and the head of the departments. There is a provision for re-evaluation and is permitted on request.

At the University level, a nominal fee is charged from the student for re-evaluation. The examinations are conducted and controlled by University. The college has to follow the instruction of the University. If students have any problem, the Principal of the college communicates to the concerning authority (Controller of Examinations or other offices) of University about the grievances of the students. The students are properly guided and made aware of the University procedure of re-evaluation.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'Yes' give details on how the students and staff are made aware of these?

Syllabus of each and every subject contains the learning outcomes to be achieved by the learners. Though the college does not exhibit any direct and firm definition of learning outcomes, it is associated with all the subjects and course programmes. Faculty is best suited to determine the intended educational outcomes of their academic programmes and activities, how to assess these outcomes, and how to use the results for program development and improvement as a part of student

evaluation. Faculty uses the collected information to develop and improve academic programs. Peer discussions among the teachers in a very informal manner are also held which are again conveyed to the students to define and describe the learning outcomes of the courses.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

To facilitate the achievement of the intended learning outcomes, the teaching, learning and assessment strategies of the institution have developed as per Gauhati University's regulations of TDC semester system (Choice Based Credit & Grading system). Utmost cares are taken to provide quality teaching and to make the teaching learning process more fruitful. Through formative evaluation poor or non-achievers are identified by the subject teachers. Special cares are taken to bring them at par with their fellow classmates. The institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. The teaching plan is based on the following points for equally teaching, learning evaluation.

- Introductory class talk on the scope and importance of the subject to make the student interested.
- Information to the students about the chapters and units of the syllabus to be discussed.
- Provide information/study material of the topic.
- Inspire students for interaction.
- Daily use books for the students of major from departmental library.
- Guide students to go to Central library.
- Home assignment.
- Education tours.
- Sessional examination.
- Semester examination.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placement, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The students are made aware of their social as well as economic responsibility. In the introductory classes of any course, teachers make the newcomer students aware of the social and economic relevance of the courses. The teachers focus on how the study of the courses can be economically and socially significant by explaining job opportunities and scope in further studies and research work in the subjects. During the courses college organizes seminars and popular talks to discuss the issues relating to impact of studying the subjects on the society. The students are guided, motivated and inspired to participate in the competitive exams as well. They are also motivated for higher studies and research too.

2.6.4 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The academic progresses of the students are analyzed in the head of the departments' meetings and in the departmental meeting. The outgoing students learning outcomes are assessed to ensure that the learning outcomes are comprehensively meets the goals of the programs.

The following points are adopted by the institution in this context.

- Internal tests, assignments and presentations.
- To ensures comprehensive study interactions are held in classroom.
- End semester examination for all courses.
- Seminar presentation by students.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

The faculty continuously monitors the students academic achievement through the classroom interactions. Sessional examinations, seminars, discussions, assignment writings, project works etc. are also used as tools to measure achievement of the learning outcome. The results of the sessional examinations are published on notice boards. Answer scripts are shown to the students. Model answers are prepared and discussed for the benefit of the students. The performances are recorded by the departments. After thorough observation of such data students are made aware about their weak points and suggestions are provided.

2.6.6 What are the graduates attributes specified by the college/affiliating University? How does the college ensure the attainment of these by the students?

The college aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence, the college ensures the attainment of the graduate attributes by the students.

The areas which are focused are as follows:-

- The college aims to make its students employable.
- The college always strives that the students develop qualities like honesty, morality, dutifulness etc. to become a true citizen of India.
- To make the students economically sound enough. So that they are able to do something new in this competitive world and earn their bread and butter.

2.6.7 Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The college believes in the Principle of dignity, loyalty and simplicity. Compare to a number of renowned institute of higher education in and around this locality, our college is too small but still able to draw the attention of students, guardians and academia due to the good reputation that it has created during the last two decades through its differently nurtured atmosphere. It is the uniqueness of the

college that through the common method of teaching, learning and evaluation adopted by all the affiliated colleges of Gauhati University, it has created a handful of good citizen and true human resources making them able to compete with global scenario.

CRITERION : III RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research centers of the affiliating University or any other agency/organization?

The institution does not have any recognized research center of the affiliating University or any other agency/organization.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The institution has a research forum with the following members –

Dr Sagar Boruah	– Adviser
Mr Abdul Salam	– Adviser
Dr Jonaram Nath	– Member
Mr Rayhanul Ahmed	– Member
Mr Swapan Jyoti Nath	– Member
Mr Mainul Hoque Akanda	– Member
Mr Ashraful Alom Choudhury	– Member
Mr Deepak Kumar Sarkar	– Member
Mr Rameswar Kurmi	– Member

The forum encourages faculty members to participate in the research works and present research papers in seminars, conferences and in workshops. It encourages faculty members to undertake and to apply for their research projects. It also

encourages faculty members to arrange seminars and conferences. It helps faculty members in their research publications. The forum has made the following recommendations –

- The minor research project should be on the preservation of the local culture, language and the works of local poets and authors.
- The Forum decided to publish a half yearly bi-lingual (English and Assamese) serial research publication by named “Pioneer”. The forum tries to focus the relevant issues of the region and try to bring them out into national as well as to the global focus.

As a result of it, the faculty members participated in seminars, conferences and presented papers. A few minor research projects have already been done, a few are in progress and some of the teachers have applied for it. The faculty members are also published their research articles too.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- Autonomy to the principal investigator.
- Timely availability or release of resources.
- Adequate infrastructure and human resources.
- Time- off reduced teaching load, special leave etc. to teachers.
- Support in terms of technology and information needs.
- Facilitate timely auditing and submission of utilization certificate to the funding authorities.
- Any other.

The institution gives full autonomy to principal investigator for smooth progress and implementation of research projects. Resources are timely make available to the principal investigator to carry out the research project to complete in time.

Each department has provided computers with internet facility.

As per the rules of the Director of Higher Education, the college provides the facilities of time- off, reduced teaching load, special leave etc. to teachers.

As the college campus is equipped with Wi-Fi, the principal investigator can avail the facility of internet anywhere within the campus. The college library has well stocked reference books and scientific journals are subscribed.

The college makes timely auditing and submission of utilization certificate to the funding authority.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- Research has become a compulsory component at the UG level under Gauhati University. Students are to prepare a research project of 100 marks at UG level in certain departments. The prescribed study includes data collection through field-work, data analysis and report writing which inculcate research skills among the students. The faculties at college provide all kinds of help and guidance to the students in preparing such projects.
- For the last few years students are being guided to do field works and prepare report by following research methodology to submit their project for Environmental Studies.
- Students are encouraged to participate and present research papers inside and outside the college.
- Students are motivated to collect data and write report whenever they are taken for educational tour or field study.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.).

A significant number of the faculty members are actively involved in research by guiding the students for undertaking research projects.

Details of research projects are guided by faculty during the last 4 years.

Name of the Teachers	Department	Topic for research Project
Rameswar Kurmi, Assistant Professor	History	<ul style="list-style-type: none"> • “Oitishahik Borkola Anchalar Omaihteata Utasabh Homuh: Eti Adhyan”. • “Nagaon Anchalar Bangali Sampradayar Dharmiya Utshabhomuh: Eti Adhyaon”.
Kabita Goswami, Associate Professor	Assamese	<ul style="list-style-type: none"> • “Dakshin Kapiliparia Anchalat Prachalita Lokbiswas.” • “Dakshinpat Kachari Satrar Itibitta Aru Bhina Sampradayar Samannaya.” • “Dumdumia Anchalat Prachalita Islam Dharmavalambilokar Dharmiya Utshav.” • “Asamat Bah Kora Brahman Sokalor Bibah Padhati.” • Islam Dharmalombisokalor Sunni Sampradayar Utshav Praban.” • “Dakhinpat Anchalar Kota Sanskriti.” • “Borkolar Sikh Hokalor Sanskritir Abah.” • Borkola Anchalat Bah Kara Tiwa Sakalor Utshav Praban.” • Asomia Sanskritis Bihur Bhumika
Dr Jonaram Nath, Assistant Professor	Assamese	<ul style="list-style-type: none"> • “Sikh Sampradayar Janma Bibah Aru Mitru Kendrik Lok Parampara Aru Bishas.” • “Bihur Utpatti Lokachar Rititi Niti.” • “Tezpur Anchalar Aitiya Mandita Sthanhamuhar Chamu Rengani.” • “Bihu Nachat Nari Dehar Anga Shobha Eti Rengani.” • Nagaon Zilar Mariya Sampradayar Loka Sankriti AruLoka Biswas Aru Alukpat. • “Asomya Samaj Bajavasthat Bibah Utshav.” • “Asomya Samajat Bibah.” WtiKhetra Adhayar.
Kabita Goswami, Associate Professor	Assamese	<ul style="list-style-type: none"> • “Hindu SamajarJiva-Jantu Sambandhya Lokabiswas.” • “Sikh Sakolar Bibah Padhati.” • “Barkola Anchalat Pranchalila Sikh Dharmalambilokar Dharmiya Utshavar Ati Chamu Adhayan.” • “Baligaon Mariya Sampradayar Ati Adhayan.”
Kabita Goswami, Associate Professor	Assamese	<ul style="list-style-type: none"> • “ Chakitop Anchalat Prachalita Islam Dharma lambi Lokar Dharmya Utshavar Ati Chamu Adhyan.”

		<ul style="list-style-type: none"> • “Asomar Kampur Rajagaon Anchalor Bengali Sampradayar Janma Aru Mitru Samparkia Loka Biswas.” • “Madhupur Gaonor Guria Musalman Samajar Janma, Bibah Aru Mitru Samparkia Loka Biswas.”
Swapan Jyoti Nath, Assistant Professor	Assamese	<ul style="list-style-type: none"> • “Asomya Janjivnar Pradhan Utsav Bihur Pradhan Lokachatsomuh.” • “Asomar Jatya Utsav Rangali Bihu.” • Asomya Sanskritri Bihu Arulyar Logat Sarita Parampara.” • “Utsav Pravan.” • “Islam Dharmar Bihoye Eti Chamutoka.” • “Barkula Anchalat Sikh Dharmalambi Lokar Dharmya Utashavar Eti Chamu Adhyan.” • “Asomya Bibah.” Eti Chamu Adhyan. • “Nagaowar Musalman Sampradayar Bibah Padhati.” Eti Alokpat.
Ajanta Bora Khargharia, Assistant Professor	Education	<ul style="list-style-type: none"> • “A study on material condition of Primary school with special reference to Borkola area in the Nagaon District, Assam.” • “Development of women education in Sialmari village of Nagaon District Assam.” • “Development of Sarbasiksha Abhiyan in Sialmari village of Nagaon District Assam.”
Deepak Kr. Sarkar, Assistant Professor	Education	<ul style="list-style-type: none"> • “A study on facility of co-curricular activity in Junior college of Nagaon Town.” • “Value inculcation scouting – A study of Nagaon District of Assam.”

3.1.6 Give details of workshops/training Programmes sensitization Programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The college organizes seminar, workshop etc. every year to nurture research culture in the institution. The following are the examples of some important seminars and workshops.

1. 2009 (7th& 8th February): An UGC sponsored seminar on “Relevance of the Study of History in the 21st Century”.
2. 2009 (4th& 5th November) : An UGC sponsored seminar on “The Study of History in the 21st Century Perspective and Prospects”.
3. 2009 (5th, 6th& 7th November): The 30th annual conference of “North East India History Conference”.
4. 2009 (29th December): A state level seminar on “Sampratik Kalor Itihas Charchar Avashyakata”.
5. 2010 (27th& 28th May): An UGC sponsored national seminar on “Impact of Globalization in History of Education of North- East India”.
6. 2011 (27th& 28th May): An UGC sponsored National Seminar on “Globalization: Its Impact on Cultural Milieu of North -East India”.
7. 2011 (2nd December): An UGC sponsored national symposium on “Value of Human Rights and Programmes of the Women Community of Minority Group”.
8. 2011 (30th& 31st July): An UGC sponsored national seminar on “Historical Studies in the context of Globalization: Rationale for Re-structuring Curriculum.”
9. 2011 (20th January to 5th February): An UGC sponsored workshop on “Recent Trend in Modern Indian Drama.”
10. 2012 (11th& 12th February): An UGC sponsored national seminar on “Globalization: Its impact on Folklore and Folk culture of North East India.”
11. 2013 (9th October): An UGC sponsored workshop on “Entrepreneurship Development: Career options for Degree Students.”
12. 2014 (26th September to 25th October): An UGC sponsored workshop on “Ti-kenwando.”

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Details of the prioritised research areas and the expertise with the institution as follows:-

Name of the Faculty	Department	Prioritised research areas
Mrs Selima Sultana Khandakar	Economics	Janani Suraksha Yajana
Dr Jonaram Nath	Assamese	Caste System in Assam
Rayhanul Ahmed	History	Journalism
Ajanta Bora Khargharia	Education	School Review
Ashraful Alom Choudhury	English	Indian English Poetry
Rameswar Kurmi	History	Labour History
Deepak Kr. Sarkar	Education	Tea Garden Education

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The institute organizes seminars, workshops and lectures on relevant topics and issues. In these programmes, the institute invites persons of eminence in the campus. These eminent personalities also interact with student and teachers which ultimately works for the promotion of research culture in the institute. Some of the renowned personalities, who visited the college in the last four years in different occasions and interacted with the teachers and students, are given below: -

Nos	Name	Designation	From
1	Prof. J. B. Bhattacharjee	Former Vice Chancellor Assam University, Silchar	NEHU Shillong
2	Prof. Monorama Sarmah	Professor	NEHU, Shillong
3	Prof. Apurba Boruah	Professor	NEHU, Shillong
4	Prof. S. D. Goswami	Professor	Dibrugarh University.
5	Prof. A.K. Thakur	Professor	NEHU, Shillong
6	Prof. Shristidhar Dutta	Professor	Rajib Gandhi University, Arunachal Pradesh

7	Prof. Sheila Bora	Professor	Dibrugrah University
8	Prof. Ananda Gopal Ghosh	Professor	North Bengal University
9	Prof. Ishamuddin Sarkar	Professor	North Bengal University
10	Prof. Smriti Kr Sarkar	Professor	Kalyani University
11	Prof. Amitava Roy	Professor	Rabindra Bharati University
12	Prof. Saiten Bharali	Professor	Gauhati University
13	Dr. Poona Mahanta	Professor	Dibrugrah University
14	Prof. Himadri Benarjee	Professor	Jadovpur University
15	Dr. P.K. Chatterjee	Professor	Calcutta University
16	Prof. Priyam Goswami	Professor	Gauhati University

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

There is no provision for Sabbatical Leave as per the Director of the Higher Education, Assam.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (Lab to land) .

Sufficient initiatives are taken by the institution to create awareness and on transferring the research findings to the students. However, the institution has in place a structured plan to develop and optimize the activities on formation of the research center.

3.2 Resource Mobilization for Research.

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

There is no provision for earmarking budget for research under affiliating college.

3.2.2 Is there a provision in the institution to provide seed money to faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No

3.2.3 What are the financial provisions made available to support student research projects by students?

There is no provision in the institution to provide financial help to support research projects by students but the institute provides them infrastructure facilities like library, internet facility and computer, if they seek help.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking interdisciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Nil

3.2.5 How does the institution ensure optional use of various equipment and research facilities of the institution by its staff and students?

The college library has a good collection of books which include original texts of syllabi, reference books, encyclopedias, Journals, magazines etc. Our institution spends a good amount of money to keep its library updated. Basic research facilities are available in the library like comfortable seating, computers with internet etc. The library hours can be extended on the request of a researcher.

3.2.6 Has the institution received any special grants or finances from the industry or their beneficiary agency for developing research facility? If 'yes' give details.

The institution has not received any special grants from the industry or from other beneficiary agency for developing research facility.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

Name of the Faculty	Nature of the Project	During years From To	Title of the projects	Name of the funding agency	Total Grant		Total grant received till date
					Sanctioned	Received	
Mrs Selima Sultana Khandakar	Minor Project	2010-2012	Performance of JSY in Nagaon Dist. (2005-10)	UGC	Rs 1,50,000.00	Rs 1,35,000.00	Rs 1,35,000.00
Dr Jonaram Nath	Minor Project	2011-2013	Caste System in Assam	UGC	Rs 1,00,000.00	Rs 90,000.00	Rs 90,000.00
Rayhanul Ahmed	Minor Project		The History of the Growth and Development of Press and Journalism in Nagaon, District	UGC	Rs 1,00,000.00	Rs. 80,000.00	Rs. 80,000.00
Ajanta Khargharia	Minor Project	2009-2011	Comparative study between boys and girls of mathematical subject of H.S.L.C.	UGC	Rs 1,20,000.00	Rs 1,70,00.00	Rs 1,70,00.00
Ashraful Alom Choudhury	Minor Project	2012-2014	Imjery in Jayanta Maha Patra's Poetry	UGC	Rs 1,50,000.00	Rs 1,17,000.00	Rs 1,17,000.00
Deepak Kr. Sarkar	Minor Project	2015	Tea Garden Education in Kaliabar Sub-division of Nagaon, District	UGC	Rs. 2,25,000.00	Rs. 1,85,000.00	Rs. 1,85,000.00
Rameswar Kurmi	Minor Project	2014	Labour Movement in the Industry	UGC	Rs. 2,80,000.00	Rs. 2,15,000.00	Rs. 2,15,000.00

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The institution provides maximum facilities of its limitation. The college has Wi-Fi facility for providing information on recent development of all over the world. The college has good number of reference books in various departments and in

the central library with the funding from minor research project as well as UGC. Both teachers and students have access to all the books, journals and internet facilities within the college campus without any cost.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The Institute makes constant effort in upgrading central library and other infrastructural facilities. At present, our institution has enough infrastructure and facilities to meet the needs of researchers. The institution has plans to established learning resources in the library. The head of the departments approaches the Principal formally for the books and other facilities needed for the research. These proposals are discussed in the “Academic Committee” and “Library Committee” as well. The college has a “Planning and Development Committee” where the proposals are discussed and steps are taken.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If ‘Yes’ what are the instruments/ facilities created during the last four years.

The institution has not received any grants so far for the purpose.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/ other research laboratories?

Nil.

3.3.5 Provide details on the library/ information resource center or any other facilities available specially for the researchers?

The college uses library as Information Resource Centre and internet facility with Wi-Fi connectivity.

3.3.6 What are collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

No such facilities are created till now.

3.4 Research Publications and Awards.

3.4.1 Highlight the major research achievements of the staff and students in terms of

- Patents obtained and filled (process and product)
- Original research contributing to product improvement.
- Research studies or surveys benefiting the community or improving the services.
- Research inputs contributing to new initiatives and social development.

The college being an Arts College, no such is related to any physical products or its process improvement.

For benefiting the community or improving the services, the faculty has published their research works in the form of books and journals, so that the community may be benefited.

3.4.2 Does the institute publish or partner in publication of research journal(s)? If 'Yes' indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The Institution publishes a national research journal on humanities and social sciences named "Pioneer".

The editorial board is comprised with the following members:

Dr Sagar Boruah – Advisor

Mr Abdul Salam – Advisor

Mr Rameshwar Kurmi – Chief Editor

Mr Swapan Jyoti Nath – Associate Editor

Mr Mainul Hoque Akanda – Associate Editor

Dr Jonaram Nath – Member

Mr Deepak Kumar Sarkar – Member

Mr Rayhanul Ahmed – Member

Mr Ashraful Alom Choudhury – Member

Board of Academic Advisors

Sri Pradip Saikia, Rtd. Principal, Nowgong College, Nagaon

Dr Naren Kalita, Rtd. HOD, Department of Assamese, ADP College, Nagaon

Prof. Biswajit Boruah, Department of History, Dibrugrah University

Prof. Rajib Handique, Department of History, Gauhati University

Dr Upen Barkataky, Rtd. HOD, Department of Assamese, Lumding College

The publication policy of this journal is that it is a bi-lingual (English and Assamese), with ISSN serial. The copyright of this journal is reserved by the Khagarijan College Research Forum.

This journal tries to bring out the relevant issues of entire North East-India to the national level. As, such the articles published in this journal are invited from in and outside of the institution.

3.4.3 Give details of publications by the faculty and students.

Publication per faculty.

The details of publications by the faculty are as under:

- **Number of papers published by faculty and students in peer reviewed journals (national/international).**

Ms. Ajanta Bora Khargharia (Education)

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Sree Sankara Journal of Arts, Science and Commerce, Vol.- I , Issue – II	Pollution and Impact on Environmental degradation, 2012	ISSN- 2250-3706
02	Shrre Sankar Journal of Arts, Science and Commerce, Vol.-II, ISSUE-I,	Development In Co-Curricular Activities At College Level, 2012	ISSN- 2250-3706

Ms. Joyashri Choudhury (English)

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Shakespeare Society of Eastern India	The Significance of Bird of Drawing . . . in Theatre International, 2012	2278-2036
02	Atlantic Review of Feminist Studies	The Study of Jon of Arc in Women's Studies,2013	232-5105

Dr Jonaram Nath (Assamese)

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Prantaswar, Vol-III, Issue-I	Asomiya Manuhar Upadhi Utpatti Aru Sreni Bibhag,2013	2231-6760

Ms. Joyashri Choudhury (English)

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Shakespeare Society of Eastern India	The Significance of Bird of Drawing . . . in Theatre International, 2012	2278-2036
02	Atlantic Review of Feminist Studies	The Study of Jon of Arc in Women's Studies,2013	232-5105

Ms. Rupshree Devi (Philosophy)

Nos.	Title of the Paper	Name of the Journal	ISSN
01	The Buddha's Ethics	Dristibhangi (The Perspective) VOL-VII , 2014	2278-5892
02	The Concept of man in different Indian Thought	Createrit Vol-2, Issue-I, 2015	2347-8829
03	Man and Humanism in the Philosophy of Radhakrishna	Pioneer Vol-I, Issue-I, 2014	2393-9818

04	Gandhiji's Conception of the Nature of Man	Sanghati 3 rd year 2 nd & 3 rd Issue, 2014	2319-7366
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- **Number of Publication listed in International Database (for Eg. web of Science, Scopus, Humanities, International Complete, Dare Database- International Social Sciences Directory, EBSCO, host, etc.) – Nil**
- **Monographs - Nil**
- **Chapter in Books**

Ms. Jayashree Choudhury (English)

Nos.	Title	Journal/Date	ISBN
1	Post-Colonial Imagining	Post-Colonial Imagining-Fission and Fusion, Published by Atlantic Publishers and Distributors, 2009	ISBN-978-81-269-1092-2
2	The Man who Invented Christmas	New Perspectives in British Literature, Vol.-II, Published by Atlantic Publishers and Distributors, 2010	ISBN- 978-81-269-1386-2
3	Eco-Tourism in Arundhati Roy- Booker Prize winners, Part-I,	Booker Prize winners, Part-I, Published by Atlantic Publishers and Distributors, 2010	ISBN-978-81-269-1492-0
4	Vision of Reality Booker Prize winners, Part-II	Booker Prize winners, Part-II, Published by Atlantic Publishers and Distributors, 2010	ISBN-978-81-269-1482-1
5	Travel Theory	Critical Theory, Part-I, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-
6	Nematology and Films	Critical Theory, Part-II, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-
7	Old Lands in Children's Literature	Children's Literature, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-1758-7
8	Truth in Children's Literature	Children's Literature, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-1759-4

Mr. Ashraful Alam Choudhury (English)

Nos.	Title	Journal/Date	ISBN
1	A Short History of India English Poetry	Sahitya Sanskritir Ruprekha, publish by Khagarijan College,2013	978-81-925436-17

Ms. Ajanta Bora Khargharia (Education)

Nos.	Title	Books/Publisher/Year	ISBN No
1	Impact of Globalization in Higher Education of North East India	Globalization: Its impact Cultural Milieu of North East India , Khagarijan College, 2012	81-202-8865-6 978-81-202-8866-5
2	Globalization and Its Impact on Traditional Culture of Assam	Lok Sanskriti Aru Bishwayan, Khagarijan College, 2012	81-202-88-719 978-81-202-9871-1
3	Globalization and Restructure in Educational Curriculum	Historical Studies in the Context of Globalization: Rational for Re-structuring Curriculum, Khagarijan College, 2011	81-202-8876-8 978-202-8876-7

Mr. Swapan Jyoti Nath (Assamese)

Nos.	Title	Name of the Book/Year	ISBN
1	Bishnu Prasad Rabha Aru Dr Bhupen Hazarika Gitot Samyabador Pratistha: Tiniti Gitor Bises Ullikhon	Asomia Bhasar Sahitya Goti Prokiti, 2012.	978-81-922338-4-0
2	Loka Sahitya Bishyaonor Prabhab	Bishyon Aru Asomia Sanskriti, 2012.	81-202-8868-8 978-81-202-8866-3
3	Bishnu Prasad Rabha Aru Dr Bhupen Hazarika Gitot Sarbaharar Mukti Setona : Duti Gitor Biheh Ullekhon	Jyoti Prasad Agarwala, Bishnu Prasad Rabhaaru Dr. Bhupen Hazarika Gitot Setonar Sandhan, 2012.	81-202-8864-5 978-81-202-8864-5
4	Asomor Ain Adalot Beboatha Yotishyor Pomkhidi	Sahitya Sanskritir Ruprekha, 2013.	978-81-925436-17
5	Bohag Bihur Poramparat Hok Tula Pratha	Asomor Jona Ghostya Bihu, 2012.	81-202-88694 978-81-202-0869-1

6	Numghar Kandrik Badya-Jontra	Smriti Grantha: Madhulehi, 2013.	978-93-81694-55-8
7	Natokor Utpotti Aru Porampora	Udayan (Smriti Garantha)	978-93-81694-75-6
8	Human Rights Violation in day to day life in home, in work places and in society	Human Rights: New Dimension and challenges, 2012.	978-93-81694-15-2
9	Globalization and Restructuring Educational Curriculum	Historical Studies in the context of Globalisation Rationale for Restructuring Curriculum, 2011.	81-202-8876-8 978-202-8876-7
10	Bihu Sanskriti Aru Bishwayon	Loka-Sanskriti Aru Bishayon, 2012.	81-202-8871-9 978-81-202-9871-1

Mr. Kabita Goswami (Assamese)

Nos.	Title	Name of Books/ Year	ISBN
1	Asomia Sanskritir Sanbat	Bhinna Pub Bhinna Rekha, 2009.	81-202-8812-2 978-81-202-8812-6
2	Raijei Roja Mor	Chetonar Sandhan, 2012.	81-202-8865-5 978-81-202-8865-2
3	“Treats and Prospects of Assamese culture in the Context of globalization”	Globalization: Its Impact on Cultural Milieu of North East India, Khagarijan College, 2012.	81-202-8865-6 978-81-202-8865-5
4	“Bishayanat Bipanna Asomor Lora Silpa Sabda Bhandar Aru Sahitya.”	Khagarijan College, 2012.	81-202-8865-6 978-81-202-8866-5

Dr Jonaram Nath (Assamese)

Nos.	Title	Name of the Books/ Year	ISBN
1	Asomor Loka Bhasha Aru Viswayan	Asomiya Sanskriti Aru Vishwayan, 2011.	81-202-8852-1 978-81-202-8852-2
2	Sat Bihu	Asomor Joknagosthiya Bihu, 2012.	81-202-8864-4 978-81-202-8869-1
3	Asomiya Loka Bhashat Vishhvayar Probbab	Loka Sanskriti Aru Vishvayan, 2012.	81-202-8871-9-978-81-202-9871-1
4	Bisnu Prashad Rabha Aru Dr. Bhupen Hazarika Gitat Sarba Hanar Mukti Setana: Duti Gitor Bishesh Ullekhansaha	Jyoti Prashad Agarwala, Bishnu Prashad Rabha Aru Dr. Bhupen Hazarika	81-202-8864-5-978-81-202-8864-5

		Gitat Setonar Sandhan	
5	Namgharr Aru Namgharia	Madhu Lehi, 2013	978-93-81-694-55-8
6	Arun Sarmar 'Buranji Path' Aru Satish Bhattacharyar 'Maharaja' Natat Loka Natyanush thanar Prabhab	Udyan, 2013.	978-93-81694-75-6
7	Tiwa Sampradayat Upadhi Bibhayanar Patabhoomi Aru Bislehan	Axomar Barebaraniya Sanskriti, 2013	978-93-80454-77-1
8	Ankya Bhaonat Aharyar Bybahar: Eti Rengani	Goru Khiya , 2014.	978-93-84679-00-2
9	Gotra Parichay: Eti Abalokan	Kolong Kiling, 2014	978-81-202-3479-3

Ms. Selima Sultana Khandakar (Economics)

Nos.	Title	Name of Books/ Year	ISBN
1	Jyoti Prakashor Geetor Despremer Swarup	Chetonar Sandhan , 2012.	81-202-8865-5 978-81-202-8865-2
2	Problems & Prospects of Horticulture in Assam with special reference to Nagaon District	Sahitya Sanskritir Rup-Rekha , 2013.	978-81-92-5436-17
3	Gandhi and Gondhinomics	Gandhian Concept: Interrogation and Exploration, 2012.	978-93-81694-49-7
4	Globalisation and AIDS/HIV Epidemic in North East India with special reference to Assam	Globalisation :Its Impact on Cultural Milleu of NE India, 2012.	81-202-8865-6 978-81-202-8866-5
5	Jonbeel Mela, Panya Binimoy and Globalisation	Lok Sanskritis aru Bishoyan, 2012.	81-202-8871-9 978-81-202-98-71-1

• **Books Edited**

Dr Jonaram Nath (Assamese)

Nos.	Title	Year/Publisher	ISBN
1	Asomar Jangoshthiya Bises	2012	81-202-8869-4 978-81-202-8869-1
2	Sahitya Sanskritir Ruprekha	2013	978-81-9254-36-17
3	Udayan	2013	978-936-81694-75-6

Mr. Swapon Jyoti Nath (Assamese)

Nos.	Title	Year/Publisher	ISSN
1	Lok-Sanskriti Aru Bishwayan	Khagarijan College, 2012	81-202-8871-9 978-81-202-9871-1

Ms. Selima Sultana Khandakar (Economics)

Nos.	Title	Year/Publisher	ISSN
1	Globalisation: Its Impact on cultural Milleu of North East India	Khagarijan College, 2012	81-202-8865-6 978-81-202-8865-5

- **Books with ISBN/ISSN numbers with details of Publishers**

Dr Jonaram Nath (Assamese)

Nos.	Title	Journal/Date	ISSN
1	Asomiya Manuhar Upadhir Utpatti Aru Shreni Bibhag	Prantaswar, 2013.	2231-6760

- **Books with ISBN/ISSN numbers with details of publishers**

Dr Jonaram Nath (Assamese)

Name of the Book	Publisher/ Year	ISBN
Gotra Parichya	Ajanta Press, 2014	978-93-84679-01-9

Prof. Rupshree Devi (Philosophy)

Name of the Book	Publisher/ Year	ISBN
Buddhism and Humanism	Swaraswati D N Publication, 2014	978-93-82723-11-0

- **Citation Index**

Nil

- **SNIP**

Nil

- **SJR**

Nil

- **Impact factor**

Nil

- **H-index**

Nil

3.4.4 Provide details

- **Research awards received by the faculty**

Nil

- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally.**

Nil

- **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

Nil

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute industry interface?

Being an Arts college, the institution need not to create the systems and strategies for establishing institute industry interface.

3.5.2 What is the stated policy of the institution to promote consultancy how is available expertise advocated and publicized?

The college is a provincialized institution run by the Government of Assam. Hence, it does not have an objective of earning revenue by professional consultancy. Therefore, the college does not provide any formal consultancy for fees. But, it encourages the faculty and staff to render their consultancy at individual level to enrich their professional skills.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college authority allows the faculty members to offer their expertise in the needy areas of the society and for these provide duty leaves whenever asked for.

3.5.4 List the broad areas and major consultancy services provided by the institution and revenue generated during the last four years.

No revenue was generated through consultancy services.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (Staff involved: Institution) and its use for institutional development?

The college is not yet practicing the consultancy services in an income generating service.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood community networks and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Programmes under the Red Ribbon Club and Woman Forum provide opportunities for extension activities to the community in and around the college.

The College encourages students –

- The college arranges camps for blood donation under Red Ribbon Club.
- The Women Forum of the college organises awareness camp which are related with women issues.
- Students are encouraged to participate in camps organized by various organizations.

3.6.2 What is the Institutional mechanism to track students, involvement in various social movements/activities which promote citizenship roles?

The institution organizes its activities through Red Ribbon Club and Women Forum by conducting blood donation and various awareness camps such as AIDS and any other issues related to the society.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Feedbacks are taken from the final year students at the time of leaving the college by using specific format.

Feedbacks are also taken from parents during the Parent-Teacher meet.

The analysis of these feedbacks provides valuable information for the institution's continuous development.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

At the beginning of a new academic year, the Principal organizes a meeting with the faculty and instruct the programme officer of Red Ribbon Club, Women Forum and Equal Opportunity Cell to organize extension activities during the year. The faculty also offer helps in such programmes and activities.

There is no budgetary provision in the institute for funding the extension and outreach programmes. These activities are carried out by the fund sanctioned from UGC and State Government from time to time.

The college has conducted following extension and outreach programme activities during the last four years.

- Every year on 1st October, our college observes “Voluntary Blood Donation Day” where the students and the faculty members donate blood. A blood donation camp is organized in collaboration with the B. P. Civil Hospital, Nagaon. On the same day a procession is organised to make awareness about HIV/AIDS, DRUGS and Blood Donation.
- Four pairs of desks and benches supplied to Madhupur Uchchar Madhyamik Vidyalaya on 26/06/2010.
- Awareness programme on “Small Savings” was held on 30/10/2010 at college premise.
- Workshop on “Cottage and Small Scale Industry” was organized by Career and Counseling Cell, on 30/10/2010 at college premise.
- Awareness programme on “Disaster Management” held on 22/02/2011 at college premise.

- Equal Opportunity Cell organized awareness programme on “Various Social Welfare Schemes for Schedule Caste” community held on 05/03/2012 at Madhupur, a neighboring village of the collage.
- Financial assistance was provided to SC/ST/OBC/PH students from BPL family of our college on 15/12/2010.
- Awareness programme about the Central Government schemes for SC, ST, OBC, and MOBC & Religious Minority was held at Madhupur by Equal Opportunity Cell of college on 02/01/2011.
- Awareness programme was organized at college premise about “Education and Employment Response” of the SC & ST community on 27/11/2011.
- Awareness programme was organized on “Entrepreneurship Development: Career Options” for Degree Student at College premise on 09/11/2013.
- Awareness programme on “Cancer and Free Cancer Checkup Camp” was organized by college at Madhupur on 10/05/2011.

Such types of activities organized by the institute benefited the students to be a responsible person towards the family and society as well as a good citizen as a whole.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The institution does not have any national or international agencies like NSS, NCC and YRC. The students and faculties are involved in various activities without these agencies. The faculty members of the college are self-motivated and they think for participation in these programmes as their moral and social responsibility. So, they participated in such programmes themselves and also motivate the students participate. To promote such activities the institution provides special leave and duty leave to the faculty members to participate in the extension activities. The institution also considers the students in regards to the attendance in classes those who are engaged in such activities.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under- privileged and vulnerable sections of society?

The Equal Opportunity Cell of the college had organized various lectures on social issues belonging to the children from under privileged and vulnerable sections of the society.

- A programme on various social welfare schemes for schedule caste community was held on 05/03/2011 at Madhupur.
- Financial assistance was provided to SC/ST/OBC/PH students from BPL family of college on 15/12/2010.
- An awareness programme about the Central Government's schemes for ST/ SC/ OBC/ MOBC and religious minority was held at Madhupur on 02/01/2011.
- An awareness programmes was organized at college premise about the "Education and Employment-Response of the SC and ST Community" on 27/11/2011.

Moreover, the college authority and the faculty members extend helping hands to the under-privileged and minority community students and try to provide them scholarships from government sources.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complements students' academic learning experience and specify the values and skills inculcated.

The main objectives of the extension activities are to involve the students and faculty members for greater benefit of the society. The college believed that by engaging in such activities the students can develop various skills and values like fellow feelings, social responsibility, dignity of labour and good citizenship. This is the other objective of the extension activities of the college.

Participation of the students in the extension activities inculcates leadership quality, team spirit among them. Moreover, they learn how to adjust with different situations through the participation in the extension activities.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities.

The college through reach out activities attempt to ensure community involvement. For example awareness programme, health checkup camp, blood donation etc. where the community extended their full co-operation.

3.6.9 Give details on the constructive relationships forged (if any) with other institution of the locality for working on various activities?

Nil

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

Nil

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives- collaborative research, staff exchange sharing facilities and equipment, research scholarships etc.

The college does not formally collaborated with any research laboratories and institutes of industry.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/corporate (corporate entities) etc. and how they have contributed to the development of the institution.

The college does not have any MoUs/collaborative arrangements with any institutions.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz laboratories/library/new technology/placement services etc.

Nil

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events provide details of national and international conferences organized by the college during the last four years.

The college organized UGC sponsored two day national seminar on “Ethnic Conflict and National Integration in North-East India- Problems and Solutions” on 24/10/2008 & 25/10/2008. The seminar was inaugurated by renowned historian Prof. J.B. Bhattacharjee, Former Vice-Chancellor, Assam University, Silchar and key-note address was delivered by Prof. Apurba Baruah, Prof. of Political Science department, NEHU, Shillong.

The collage organsied ICHR sponsored two day national seminar on “Relevance of the Study of History in the Twenty-First Century” on 07/02/2009 & 08/02/2009. The seminar was inaugurated by Prof. Mridupaban Goswami, Former Principal and Professor of Graduate Training College, Jorhat and key-note address was delivered by Professor Priyam Goswami, HOD.,Department Of History, Gauhati University.

The College organized UGC sponsored national seminar on “Twenty-First Century: Perception and Prospect” on 4th and 5th November, 2009. The seminar was inaugurated by Prof. Smriti Kumar Sarkar, of Kalyani University, West Bengal and key-note address was delivered by Prof. J. B. Bhattacharjee, Former Vice-Chancellor, Assam University, Shilchar and Head of the deptt. of History,NEHU,Shillong.

The college organized UGC sponsored national seminar on “Cultural Milieu on North- East India” on 27th and 28th May, 2011. The seminar was inaugurated by Prof. Udayan Misra, Former HOD, Deptt. Of English, Dibrugarh University and

key-note address was delivered by Prof. Monirul Hussain, Deptt. of Political Science Gauhati University.

The college organised UGC sponsored national seminar on “Historical Studies in the Context of Globalisation: Rational for Re-Structuring Curriculum”. It was inaugurated by Prof. B. S. Mupin, of Education deptt., NEHU Shillong and key-note address was delivered by Prof. J. B. Bhattacharjee, Former Vice-Chancellor, Assam University, Silchar.

The college organized UGC sponsored national seminar on “Value of Human Rights and Problems of Women Community of Minority Group”. The seminar was inaugurated by Prof. Archana Sharma, Women Study Centre, Gauhati University and key-note address was delivered by Prof. Ishamuddin Sarkar, North Bengal University. Prof. D. Guha Roy of Culcutta, attended in this seminar as a recourse person.

The college organised UGC sponsored national seminar on “Globalisation: Its Impact on Folklore and Folk Culture of North-East India”, on 11th and 12th February, 2012. The seminar was inaugurated by Prof. Himadri Benerjee of Jadavpur University, Culcutta and key-note address was delivered by Prof. Upendra Hakacham Rabha of Assamese Deptt., Gauhati University.

The college organised UGC sponsored workshop on “Modern Indian Drama” From 20/01/2011 to 05/02/2011. The workshop was inaugurated by Prof. Pooana Mahanta, former HOD, deptt. of English, Dibrugarh University and key-note address was delivered by Prof. Amitava Roy, of Rabindra Bharati University, Calcutta.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated-

- a) Curriculum development/enrichment
- b) Internship/on the job training

- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

The college does not yet entered into any MoUs and agreement with any professional or academic body.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Nil

CRITERION: IV INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Over the last two decades, the college has expanded its existing infrastructure such as class rooms; library facilities etc. and created new ones like installation of new technology, learning equipment, etc. so that it can facilitate effective teaching and learning.

The management of the institution is always ready to provide all kind of facilities for the betterment of teaching-learning environment.

To ensure effectiveness of the teaching-learning process, the college authority is always keen to develop its infrastructure. After having need base and necessary discussions, the Management (Construction Committee and Governing Body) makes every effort to meet the growing demands of the infrastructure in the college. Regular audit of the expenditure incurred for developmental works are done. For enhancement of the infrastructure the Principal submits project proposals to UGC and other Government and private agencies.

4.1.2 Detail the facilities available for

- a) Curricular and co-curricular activities-classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.
- b) Extra-curricular activities – Sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking communication skills development, yoga, health and hygiene etc.

The college is spread over 3.25 acres of land where every effort is made for dynamic acceleration of education as demanded by modern higher education system. The

college is equipped with the facilities for different curricular and co-curricular activities as given in the tabular forms:-

Academic Section –

Sl. No.	Facilities	Total Number	Uses	Remarks
1	Class Room	13	For teaching and learning	Used as per class routine
2	Central Library	01	For reading and issue of book	Open access
3	Department (Shared)	05	For performing departmental activities	Connected with internet
4	Education Laboratory	01	For practical work	Used as per routine
5	Language Laboratory of English	01	To instruct students for spoken English	-----
6	Computer Laboratory	01	For students learning	-----
7	Smart Class Room	01	For effective teaching	-----
8	Botanical Garden	01	To introduce students with medicinal plants	-----
9	Professional Education- BCA/MCA/Computer Diploma/Certificate Course	02	To prepare them for the job opportunity.	-----

Administrative Section:-

Sl. No.	Facilities	Total Number	Area/Capacity	Uses
1	Principal Chamber	01	600 sq.ft.	For Administrative work
2	Administrative Staff Office Room	01	600 sq.ft.	To perform administrative work
3	IQAC	01	144 sq.ft.	To do IQAC related work
4	Examination Control Room	01	144 sq. ft.	To controlling examinations

Special facilities:-

Sl. No.	Facilities	Total Number	Uses
1	Girls Hostel	01	For staying girls inmate
2	Power Generator	02	For back up electricity
3	Inverter	11	For back up electricity
4	Safe Drinking Water	03	For hygiene
5	Refrigerator	01	For storeg of food
6	TV with Cable facility	01	For update news
7	Wall magazine facility	05	For the creativity of the students
8	Girls Common room with toilet	01	For retiring
9	Boys Common Room	01	For retiring
10	Boys Toilet	01	For sanitation
11	Canteen	01	For refreshment
12	Bicycle Stand	01	For parking

13	Teachers Common room with toilet facilities	01	For retiring and staff meeting
14	LCD Projector	02	For better teaching
15	CC TV Camera	14	For maintenance of overe all atmosphere
16	Toilet for Staff	01	For sanitation
17	Punching Machine	01	For attendance
18	Health Center (Gymnasium)	01	For physical fitness
19	Auditorium (By removing temporary partition of two class rooms)		Seating Arrangement with three hundred seats
20	Wi-Fi Connection		Wi-Fi Connectivity throughout campus
21	Sports ground	01	Used the playground of Nagaon Police Reserve
22	Indoor Stadium	01	Used for indoor sports
23	Table Tennis	01	Installed in the indoor stadium
24	Badminton Court	01	Installed in the indoor stadium
25	Panja Stand	01	Installed in the indoor stadium
26	Basket Ball Court	01	

4.1.3 How does institution plan and ensure that the available infrastructure is in the with its academic growth and is optimally utilized? Give specific example of the facilities developed/augmented and the amount spent during the last four years (Enclose the master plan of the institution/Campus and indicate the existing physical infrastructure and the future planned expansion if any).

The infrastructural facilities are created and enhanced to meet the growing needs of the institution. Still, it has been realized the several needs unfulfilled. Emphasis is

given on the optimum utilization of the facilities which are available. The college has a future plan for expansion and development of its infrastructure. (The Master Plan of the institution is attached in Annexure).

Facilities that have been augmented during the last four years are stated below in belief with amount spent:

Sl. No.	Infrastructure developed	Ongoing/ Completed	Fund Allocation (in Rs.)	Funding Source
1	Women Hostel	Completed	Rs. 40,00,000.00	UGC
2	Outdoor Sports (Basketball ground)	On Going	Rs. 20,00,000.00	UGC
3	Indoor Stadium	On Going	Rs. 30,00,000.00	UGC
4	Library Room	Completed	Rs. 18,00,000.00	UGC
5	College Fencing	Completed	Rs. 3,00,000.00	College
6	One Power Generator	Completed	Rs. 5,00,000.00	UGC
7	Language Laboratory	Completed	Rs. 12,00,000.00	UGC
8	Internet facility	Completed	Rs. 12,000.00	UGC
9	Installation of Panel Board, Three phase line	Completed	Rs. 1,07,022.00	College
10	Gymnasium	Completed	Rs. 5,00,000.00	UGC
11	Table Tennis	Completed	-	UGC
12	Badminton	Completed	-	UGC
13	IQAC Room Computer along Net Facility	Completed	-	UGC
14	Xerox machine	Completed	Rs. 1,12,200.00	UGC
15	Alkosign Chalk Baer and Green Board	Completed	Rs. 74,160.00	UGC
16	Refrigerator	Completed	Rs. 15,020.00	UGC
17	New Desk bench	Completed	Rs. 2,08,100.00	College
18	CCTV	Completed	Rs. 58,558.00	College
19	Biometric punching machine	Completed	Rs. 24,000.00	College
20	Inverter	Completed	Rs. 1,51,880.00	UGC
21	Computer & laptop for	Completed	Rs. 12,30,571.00	UGC

	office			
22	LCD Projector (1 Nos)	Completed	Rs. 60,000.00	UGC
23	Sound System	Completed	Rs. 1,50,000.00	UGC

Future expansion

Infrastructural Plan

Different infrastructural facilities are planned to develop with the growing demands of the students. The facilities which are projected to complete within XII plan period are construction of Boy's Hostel, Principal Quarter, Meditation cum Yoga Centre and Health Care Centre etc.

Academic Plan

To meet the demand of the present academic scenario of the country, the college is planning to introduce more skill base and research oriented courses.

In the first phase of the academic plan the UG departments like Assamese and English will be converted to full-fledged Post-Graduate departments. Process to start a distance learning study Centre (IDOL) is ongoing.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The college has constructed a ramp so that the physically disabled student can climb up to the class without any difficulty. Moreover, for such students the institution arranges classes on the ground floor. On the demand of physically disabled student, the provision of wheel chair is available in the college.

4.1.5 Give details on the residential facilities and various provisions available within them.

- Hostel facility – Hostel facility for twelve girls students is available.
- Recreational facilities, gymnasium, yoga center etc. - Nil
- Computer facility including access to internet in hostel. - Nil

- Facilities for medical emergencies. - Nil
- Library facility in the hostel. - Nil
- Internet and Wi-Fi facility. - Nil
- Recreational facility- common room with audio-visual equipment. - Nil
- Available residential facility for the staff and occupancy constant supply of safe drinking water. - Nil
- Security. - Nil

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college has provision of First- Aid treatment and a folding bed is available for emergency. The college is in the close vicinity of hospital. So in case of an emergency the patient or injured can be rushed to hospital in time.

4.1.7 Give details of the common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressed unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium etc.

The college has clearly marked space for the common facilities available on the campus. These facilities includes IQAC (Internal Quality Assurance Cell), Grievance Redressed Unit, Women’s Cell, Counseling and Career Guidance Cell, Canteen, recreational spaces for staff and students, safe drinking water facility and auditorium etc. The details of such facilities are here as under.

Sl. No.	Unit	Place Location
1	IQAC (Internal Quality Assurance Cell)	IQAC Office
2	Grievance redressed Cell	Staff Room
3	Women’s Forum	Staff Room
4	Career and Counseling Cell	Library
5	Canteen	Campus
6	Staff Room Recreation	Campus
7	Safe Drinking Water Facility	Campus

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has an Advisory Committee comprising of the following members.

1. Principal — Chairperson
2. Librarian — Convener
3. Vice-Principal — Member
4. Two faculties — Member

The committee makes the process of purchasing library books and suggests to organizing book fair on the college campus from time to time to procure the books on the spot. The committee looks after all arrangement for congenial atmosphere in the library.

4.2.2 Provide details of the following:

Total area of the library is (in Sq. Mts.) – 467.5 Sq. Mts.

Total seating capacity

Students – 49

Staff – 10

- Working hours (on Working days, on holidays, before examination days, during examination days during vacation)

Working hours	From	To
On Working days	9:00 A.M.	4:00 P.M.
On Examination days	9:00 A.M.	5:00 P.M.
During summer vacation	10:00A.M.	2:00P.M.
Before Examination	9:00 A.M.	4:00 P.M.
On holidays	-	-

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading Materials? Specify the amount spent on procuring New Books, Journals and e-resources during the last four years.

- Amount spent on purchase of Books/Journals

Library Holding	2010-2011	2011-2012	2012-2013	2013-2014
Text Books	Rs.2,00,286.00	Rs.2,18,983.00	Rs.73,273.00	Rs.1,34,640.00
Reference Books				
Journal/Periodicals				
E-Resources	—	—	—	—
Any Other (Specify)	—	—	—	—

4.2.4 Provide details on the ICT and other tools deployed to Provide Maximum access to the Library Collection?

- OPAC

At the present moment, the users can locate the books in library with the help of OPAC through the soul Software with the help of the library staff.

- Electronic Resource Management Package for e-journals.
Nil
- Federated Searching tools to Search articles in multiple data bases.
Nil
- Library Website
Nil
- In-house/remote access to e-publication
Nil
- Library Automation
Data entry is going on
- Total number of computers for public access
01 (One)

- Total numbers of printers for Public access.
Nil
- Internet band with/Speed # 2 mbps # 10 mbps # 1 gb
75 mbps
- Institutional Repository
Nil
- Content Management system for e-learning
Nil
- Participation in resource Sharing Networks/Consortia (like inflect)
Nil

4.2.5 Provide details of the following items:

- Average number of Walk-ins
125 days
- Average number of books issued/Returned
Issue - 35 days
Return - 25 days
- Ratio of the library books to students enrolled
19:1
- Average number of books added during the last three years

Years	Procure/donated	Total
2011-2012	889	889
2012-2013	507	507
2013-2014	577	577

- Average number of login to opac (OPAC)
Nil
- Average number of login to e-resources
Nil
- Average number of e-resources downloaded/printed
Nil

- Number of information literacy training organized
Nil
- Details of “Weeding out” of books and other materials
Once in two years and the books so taken out are placed in a separate corner for use.

4.2.6 Give details of the specialized Services provided by the library

- Manuscripts
Nil
- Reference
Reference service is provided both to the faculty members and the staff regarding Ready Reference as well as the location of books etc.
- Reprography
There is a provision of a Xerox Machine where the students and faculty can avail its facility with a Discount.
- ILL (Inter Library Loan Service)
Nil
- Information deployment and notification (information deployment and Notification)
Apart from the Library Notice board, there is a bulletin board in the reading room to inform the users about some interesting news and facts this is another form of article alert.
- Download
Nil
- Printing
Nil
- Reading list/bibliography computation
The users are intimated about the new arrivals in the library
- In house remote access to e-resources
Nil

- Assistance in Searching Databases

Nil

- INFLIBNET/IUC facilities

Nil

4.2.7 Enumerate on the support provided by the Library staff to the Students and teachers of the college

- The Library staff provides extra time to students and teachers as and when required.

Though the library is an open access one, the staff goes to the stack area to retrieve the book for the users.

- The Library staff keeps the library clean and tidy.
- The Staff takes utmost care for user's satisfaction. Service to the users is the motto.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

A special chair provided in library for physically challenged users

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What Strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library Services?)

There is no separate feedback from the library but there is ample scope for the users to show their views through a separate library complaint/Suggestion box which is regularly checked over and above, a user can directly come to the library to assist and advice the staff including the librarian about the functioning of the library. There is always a scope for improvement of the library services.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- Number of Computer with Configuration (Provide actual number with exact configuration of each available system).
- Computer – Student ration
- Stand-alone facility
- Lane facility
- Wi-Fi facility
- Licensed software
- Number of nodes/computers with Internet facility
- Any other
 - Number of Computer with Configuration (Provide actual number with exact configuration of each available system).
30
 - Computer – Student ratio
1:43
 - Stand-alone facility
Yes
 - Lane facility
Lane facility is available in the administrative office, Principal’s office, Language Laboratory, UGC resource Centre, Departments and IQAC.
 - Wi-Fi facility
Yes
 - Licensed software
Yes
 - Number of nodes/computers with Internet facility
10

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off – campus?

BSNL Broadband based lines are available during the college hours for the students and faculty inside the campus. At present, the college has installed Wi-Fi. The faculties can access internet from the Wi-Fi system.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institution in the near future is optimistic as far as the IT infrastructure upgradation is concerned. The college intends to upgrade the PCS with the latest configuration available in the market. This apart, the stress will be laid on the purchasing of new software. The college has already introduced a digital classroom and accordingly it has increased IT infrastructure.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year	Procurement	Upgradation	Maintenance	Total	Remarks
2010-2011	Rs. 3,58,450.00	Rs. 13,000.00	Nil	Rs. 3,71,450.00	–
2011-2012	Nil	Nil	Rs. 10,800.00	Rs. 10,800.00	–
2012-2013	Rs. 1,53,911.00	Rs. 30,000.00	Rs. 12,000.00	Rs. 1,95,911.00	–
2013-2014	Rs. 6,63,985.00	Rs. 1,10,000.00	Rs. 32,000.00	Rs. 8,05,985.00	–

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer – aided teaching/learning materials by its staff and students?

Computers are available for specific use in every section of the college. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The College has adequate computer facility for its faculty. Faculty members are provided with computer with internet browsing facility for preparation of teaching/learning materials. Multimedia projectors, OHPs are available in the college for the use of faculty. The college has a language laboratory with internet facility. The faculty members are also trained to use competently Audio-Visual aids which facilitate multimedia teaching. The students can also avail these facilities as and when they asked for.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, in

department learning ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.

The college has always been placing the students at the center of the teaching-learning process. The vision and mission of the institution has always been to provide holistic knowledge to its students. Keeping the students' learning at the center of everything the college understands that the teachers have to be re-oriented from time to time. The time has changed. So to change the ways of imparting the knowledge. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and learning.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

The college does not avail the connectivity of the National Knowledge Network. In near future, the college might be having access through Gauhati University as an affiliated college.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the following facilities (Substantiate your statements by providing details of budget allocated during last four years)?

- a) Building
- b) Furniture
- c) Equipment
- d) Computers
- e) Vehicles
- f) Any other

The institute has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and

then utilized for the maintenance. The details of the budget allocation during the last four years are as under.

Sl. No.	Session	Infrastructure Maintenance		Budget Allocated
1	2010-2011	Building	UGC	Rs. 4,02,172.00
			College	Rs. 1,73,243.00
		Furniture	UGC	Rs. 41,342.00
			College	Rs. 15,000.00
		Equipment	UGC	Rs. 1,18,980.00
			College	Nil
		Computers	UGC	Rs. 3,58,450.00
			College	Nil
		Vehicles	UGC	Nil
			College	Nil
2	2011-2012	Building	UGC	Rs. 18,44,036.00
			College	Rs. 3,64,983.00
		Furniture	UGC	NIL
			College	Rs. 77,000.00
		Equipment	UGC	Rs. 10,27,520.00
			College	Nil
		Computers	UGC	Nil
			College	Nil
		Vehicles	UGC	Nil
			College	Nil
3	2012-2013	Building	UGC	Rs. 22,34,092.00
			College	Rs. 1,47,122.00
		Furniture	UGC	Nil
			College	Rs. 1,18,500.00
		Equipment	UGC	Rs. 1,75,680.00
			College	Rs. 24,000.00
		Computers	UGC	Rs1 ,53,911.00
			College	Nil
		Vehicles	UGC	Nil
			College	Nil
4	2013-2014	Building	UGC	Rs. 16,09,145.00
			College	Rs. 2,80,841.00
		Furniture	UGC	Rs. 41,000.00
			College	Rs. 1,39,725.00
		Equipment	UGC	Rs. 3,53,301.00
			College	Nil
		Computers	UGC	Rs. 6,63,985.00
			College	Nil
		Vehicles	UGC	Nil
			College	Nil

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure facilities and equipment of the college?

The maintenance and improvement of the campus is undertaken with the help of the Governing Body. The Principal, on the basis of the perspectival development plan, proposes the infrastructural augmentation needs to the Governing Body. The College development fund utilized for maintenance and minor repairs of furniture and equipment. The Governing Body approves and allocates the fund.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building including the toilets. The computers and electronic devices are maintained and repaired through the funds available in the institution. The college has tie up with a firm for maintaining computers and networking facilities. The college authority hires respective professionals for the maintenance of construction, electrical carpentry, housekeeping, gardening, plumbing, painting and generator maintenance whenever necessary.

Besides, the non-teaching staffs also look after the above cited items as per direction given by the authority from time to time.

4.4.4. What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

For voltage fluctuation and constant supply of water, college has the provision of power backup and overhead tanks with deep well boring. The college has its own one diesel generator (Kirloskar) and one portable generator set (Honda) and inverter facilities for departments, administrative building and class rooms to be used in case of power building.

Any other – NIL

CRITERION : V STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbooks annually? If 'Yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes its update Prospectus annually. Regarding academic calendar the college has to follow the calendar of affiliating university and Assam Higher Secondary Education counseling. The prospectus provides the following information of the college:

- Vision, Mission and objective of the college.
- Programmes/Courses of study offered.
- Career oriented and self-Sponsored Courses.
- Rules and Regulations of the college.
- Names of the Teaching Staff and Support Staff.
- Fee structure of the Courses.
- Vision for the next five years.
- Various Committees of the College.
- Associations.
- Information about scholarships.

The college ensures its commitment and accountability by working together for achieving its mission and vision. There is provision for continuous monitoring of the students, maintenance of good habits and disciplines. Efforts are made for improving works-culture in the college with active co-operation of the students.

5.1.2 Specify the type, number and amount of institutional scholarships during the last four years and whether the financial aid was available and disbursed on time?

The students of Khagarijan College can claim various types of National scholarship, State merit scholarship, Minority scholarship, ST/SC/OBC scholarship according to their merit and eligibility through the office of the Principal.

Our institution provides free ships to the poor and meritorious since its inception. The various types of scholarship was provided taking from the Government for the last four years are given below:-

Batch	Type of Scholarship	Number of Beneficiary	Amount
2010-2011	ST	-	-
	SC	27	Rs. 91,035.00
	OBC	-	-
	Minority	02	Rs. 6,000.00
2011-2012	ST	02	Rs. 4,930.00
	SC	51	Rs. 2,05,655.00
	OBC	18	Rs. 26,160.00
	Minority	-	-
2012-2013	ST	06	Rs. 25,715.00
	SC	38	Rs. 1,79,730.00
	OBC	-	-
	Minority	03	Rs. 9,000.00
2013-2014	ST	15	Rs. 61,465.00
	SC	-	-
	OBC	30	Rs. 85,840.00
	Minority	6	Rs. 29,670.00

5.1.3 What percentage of students receives financial assistance from state government, central Government and other national agencies?

The percentage of financial assistance from the state government, central government and other national agencies received by the students given below:-

Batch	Type of Scholarship	Percentage
2010-2011	ST	
	SC	100%
	OBC	
	Minority	2.8%
2011-2012	ST	8%
	SC	94%
	OBC	36%
	Minority	
2012-2013	ST	75%
	SC	70%
	OBC	
	Minority	2%
2013-2014	ST	100%
	SC	
	OBC	70%
	Minority	6%

5.1.4 What are the specific support service/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in Various Competitions/National and International
- Medical assistance to students: health center, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (Spoken English, Computer literacy, etc.,)
- Support for “Slow Learners”
- Exposures of students to other institution of higher learning/corporate/business house etc.
- Publication of student magazines.

SC/ST, OBC and economically weaker section

- Reservation at the time of admission for various courses as per reservation policy.
- Financial support in the form of scholarships and free ships.

Students with physical disabilities

- The college has provision of ramp which can be use by the physically challenged student. Special seating arrangements are made for such students in the examination.

Overseas students

- The college has no overseas students.

Students to participate in various completions/National and International

The college has provision to extend all sorts of supports to the students those who desire to participate in the various state level sports and cultural competitions. Moreover, the students with proficiencies are supported to participate in the youth festivals of the University and in the inter college sports. No students of our college have yet participated in the national or international events.

- **Medical assistance to students: health center, health insurance etc.**

The college maintains first aid facility within the premise itself. In addition, students are immediately taken to the B.P. Civil Hospital which is nearly ½ km. away from the college at any hour of need. Students can avail sick bed facility in any examination following due procedure supported by necessary certificate from govt. registered medical officer. Health awareness programmes, health checkup camp are organized in college occasionally. The college, however, does not provide any health insurance facility.

- **Organizing coaching classes for competitive exams.**

The college yet does not have any provision for organizing coaching classes for competitive exams.

- **Skill development (spoken English, Computer literacy, etc.)**

English faculty members are conducting Functional English classes for the students. The department offers special help to the students to aid them in acquisition skills that is listening, speaking, reading and writing.

The debate and quiz completion is a regular event organise in college week every year.

- **Support for “Slow Learners”**

Slow learners are recognized by the concerned lecturers through class performance and internal assessments. Special classes are arranged for the show learners. where and when necessary.

- **Exposures of students to their institution of higher learning/corporate/business house etc.**

The college organizes study tour, library visit etc. if and when fund are made by the government. In the month of July 2012 the college had made arrangement for a study tour comprising a team of 35 students to visit National library in Calcutta and to visit historical places Mysore and Bengaluru.

- **Publication of student magazines**

The college magazine “AMRIT DHARA” is published regularly meant for the students. This is published in two sections, viz., English and Assamese. The students and the teachers contribute various articles on different topics to the magazine.

The college also published wall magazines regularly. The students are the main Contributor on these magazines.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and impact of the effort.

The institution had made effort to facilitate entrepreneurial skills among the students by organizing training/seminars/workshops with the help of Career Counseling Cell. Besides, the college invites expert entrepreneurs to deliver lecture during special occasion like Foundation Day to motivate students.

The impact of such efforts is found to be good as it is learnt that a number of alumni are self-employed and well established.

5.1.6 Enumerate co-curricular activities such the policies and strategies of the institution which promote participation of students in extra-curricular debate as sports, games, quiz completion, debate and discussions cultural activities etc.

- **Additional academic support, flexibility in examinations**
- **Special dietary requirements, sport, uniform and materials**
- **Any other**

Within the college campus students are provided with a number of occasions to organize co-curricular activities for themselves. Departmental freshers' social, quiz, seminar, group discussion, college week, general freshers' social, saraswati puja, programmes under the Red Ribbon club and other cells etc. are some of the opportunities provided by the college to promote students participation in co-curricular activities. They are also encouraged to participate in co-curricular activities including sports, music and cultural programmes by giving them necessary guidance.

If needed they are given attendance for the period of their absence due to such reasons. Teachers help them in bridging the gaps in academics in such cases. In case of internal examination, if they fail to appear due to genuine participation, they are given special chance to complete the procedure.

Necessary arrangements for the students involved in sports, cultural programmes are made by the college including lodge and other facilities while they are in such trips.

Monitory needs including T.A., D.A. and fees are provided from the end of the college.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive examinations such as UGC CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOFEL/GMAT/Central/State services, Defense, Civil Services etc.

The college does not yet have such facilities.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic advices are given not only in classrooms but whenever the student approaches the teachers personally; the teachers' uses the teachers' common room for it. Teachers provide academic counseling especially before the starting of new classes and before the commencement of the examinations.

Khagarijan College, where there is no professional counselor the teachers play the role of counselor to help the students through counseling in one to one made with the objectives to generate self-analysis and improve their patterns of thoughts and the way in which these they might face problems in their lives.

There is a Career Counseling and Guidance Cell which guides and instructs the students about all possible opportunities and competitive exams etc. Various Career oriented programmes have been organized in the institution, under the aegis of the cell.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes' detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes)

There is a structured Career Counseling and Guidance Cell in the institution which guides the students to choose their career. There is no separate placement cell in the college.

5.1.10 Does the institution have a student grievance redressed cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The college has an active and effective Grievance Redressed Cell. Its functions are to redress all Kinds of grievances of the students. There is a Box conveniently and conspicuously placed in the college where students can drop their grievances in written form.

Following are some of the issues (Grievances) raised by students in due course of time.

- Provision of mineral water with cooler facility.
- Provision for photocopying facility.
- Provision of dispensary, medicines (FA BOX)
- Quality Assurance of College Canteen, Boys Common Room is being done through regular inspections by different committees.

Moreover, the Department centric grievances regarding academic as well as personal problems of the students of the concerned departments are redressed departmentally.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Institution maintains a disciplined and congenial atmosphere where the women students feel absolutely safe and secure. Women Forum has been established to look after the any problem faced by the girls' students. Lady staff accompanies the girl students during various tours outside college. Women Forum is assigned to take responsibility of sexual harassments. No complaints regarding sexual harassments have been received so far by the Forum.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

There are six members Anti-ragging Committee to look after the menace of ragging within the campus. The college has installed CCTV as anti-ragging measure. So far no such instances are reported.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The welfare schemes made available in the college includes the schemes of scholarship and financial help implemented by the college. Besides, the canteen facility for refreshment, the library facility, counseling facility, professional courses, etc. are some of the efforts through which the college attempts to ensure students welfare.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional academic and infrastructure development?

Yes, the college has an Alumni Association, but it is not registered as a Trust under Societies Registration Act. It is recognized by the college management. It plays a significant role in college.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student Progression	%
UG to PG	Not Available
PG to M. Phil	NIL
PG to Ph.D.	NIL
Employed campus selection other than	NIL

campus recruitment	Not Available
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5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Session	Under Graduate		
	Khagarijan College	ADP College	Nowgong Girls' College
2010-2011	55%	44%	76.4%
2011-2012	67%	68%	80.3%
2012-2013	74%	70%	78.43%
2013-2014	78%	81%	72.77%

5.2.3 How does the institution facilitate student progression to higher level of education and or towards employment?

The faculty guides the students for the better possible options to be availed by the deserved student. These are common practice and done in a very informal way.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college takes keen interest in helping the students who are finding it difficult to handle the academic pressure. The institution has successfully implemented the mentorship program through which slow learners who are at the risk of failure or drop out are provided sufficient academic and other needy facilities to be academically successful.

5.3 Student Participation and Activities.

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

A huge range of sports, games, cultural and extracurricular activities are carried out during several festivals organized by the college. A large number of students avail the opportunity to show their hidden talents in different competitions. Some of the examples are given below:-

College Week

- Games & Sports: Major Games: Weight Lifting, Disc throw, Javelin throw, Running Race, Long Jump, High Jump, Cricket, Volley Ball, Badminton, Kabadies.

Minor Games: Carrom, Chess ,Ludo, Tug of War, etc.

- Music: Modern Song, Bargeet, Lok Sangeet, Bhajan, Classical etc.
- Dance of different categories.
- Debate, Symposium, Extempore Speech, Quiz.
- Cooking and Flower Decoration, Embroidery, Bride and Traditional Dress.
- Miss Khagarijan and Mr. Khagarijan Competition.

Freshers' Social:

- Cultural Function – events like drama, dance, music etc. are organized by the students.

Sarswati Puja:

- Students get the scope to show their organizational capacity
- They decorate gates & the whole campus

Teachers' Day

- Students organizes celebration for their teachers

Celebration of Days of National Importance

- Independence Day, Gandhi Jayanti, etc. are observed in the college where the students get opportunity to share their knowledge & experience with the teachers and fellow students.

5.3.2 Furnish the details of major students achievements in co-curricular, extracurricular and cultural activities at different level: University /State /Zonal /National /International etc. for the previous four years.

The students of our college have participated in the youth Festival organized by Gauhati University and in the inter-college sports for the last four Years with their level best capability but do not able to achieved anything.

5.3.3 How does the college seek and use data and feedback from its graduates and employers to improve the performance and quality of the institutional provisions?

The college has a clearly set and defined mechanism of obtaining the feedbacks from the students to improve the performance and quality of the institutional provisions. The HOD collects the exit level feedback from the graduates regarding learning processes. The Feedback obtained and analyzed. The institution considers the feedback and analysis to be valuable at its helps the college to initiate action for continuous development.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The college teaching staff encourages students to publish their articles in the college magazine. The magazine committee will first decide the layout plan in the beginning of the session and then they inform all HODS to collect the articles from the students. Students are motivated to exhibit their talents by contributing good articles. They are encouraged to submit relevant material in any form which can enrich knowledge and develop individual's skills to excel.

5.3.5 Dows the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The college always persuades students to participate a democratic view through participation in the college Students' Association electorate and involvement in various socio-cultural activities requiring decision making and leadership quality. The union works together for the efficient and smooth functioning of the institution and in boosting students' participation in co-curricular and extracurricular activities. The members of the executive body holding different port folios are elected through ballot paper voting system following respective guidelines of the Election commission of India.

Besides, the class representatives for each class is elected by the students from concerning class by direct voting system.

Students' Union functions according to the provisions laid in its constitution.

Activities

- College Week/Youth Festival
- Freshers' Social
- Festivals like Saraswati puja, Tithis of Sri SriSankarDev andMadhav Dev.
- Cleanliness programme in and around the college campus.
- Monitoring discipline and punctuality among the students.
- Anti-rigging drive.
- Anti-tobacco drive.
- Building green environment.
- Publication of College Magazine

Regarding funding, the college collects fees from the students at the time of admission in the various heads.

5.3.6 Give details of various academic and administrative bodies that have student representations on them.

Normally the student representative is not taken in any such bodies.

5.3.7 How do the institution networks collaborate with the Alumni and former faculty of the Institution?

The college Alumni Committee keeps on meeting once a year. The committee is always in touch with the institution. The retired faculty is invited in the meeting. This adds to the experience of the committee. Their advice is followed very promptly. For last few years, the college management has appointed three of our retired principals as the directors of the campus.

CRITERION : VI GOVERNANCE LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation, vision for the future, etc?

Our Vision

To spread and promote higher education for the sustainable development of the nation.

Our Mission

To set high standard of excellence in the presentation 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 further with "better every day" spirit.

The college being in economically and educationally backward area, our objectives are determined by the contextual necessities. About 90% of the students come from the lower strata of the society belonging to rural background. Most of them come here to enable themselves to earn livelihood after the completion of their study.

Our prime aims are

- To help the students to achieve their aspirations.
- To make all-round development of the students and to inculcate in them the virtues of hard works, honesty, fairness, tolerance etc.
- Pursuit of educational excellence to help the students' bring out the best in them.
- Development of the spirit of patriotism, dedication and service.

Addressing the needs of the Society:

By imparting quality education with facilities to undergo on IT, the college strives to produce resourceful skilled workforce to satisfy the needs of the society.

The college maintains a “Students Welfare Fund” to redress the needs of the deserving students who belongs to economically disadvantageous of the society.

Students it seeks to serve:

Since its inception, the college has spared no opportunity to satisfy the diverse needs of its student starting from academic to infrastructure and co-curricular to career assistance. It attempts to provide all possible facilities to its students to cope up with the latest global trend. Along with the class room teaching, field trip, project works, etc. leadership training through the activities of Khagarijan College Students’ Union, event ,management, learning by organizing several events like Annual College week, freshers’ social, foundation day etc. addresses the basic academic needs of the students. Library, Wi Fi connectivity, IT center all is in the college to supplement modern education.

Maintaining discipline at all spheres is its significant characteristics. Its rule and regulation in terms of academic, financial and management are incorporated in the college prospectus ensures its commitments towards its tradition.

Value Orientation:

The college attempts to inculcate values of different kinds like moral, civic, intellectual and professional through class room teaching, co-curricular activities, counseling and guidance.

Vision for the future:

The college tries to set its future vision to attain and ensure quality enhancement in higher education to cope with the changing needs of the hour.

Vision:

To develop Khagarijan College as a preferred place to work and study.

Short Term Vision:

To establish full-fledged Employability Enhancement Centre for the benefit of the students.

Long Term Vision:

To seek for alliances with national and international organizations for academic and Research and Development activities in thrust areas of social sciences and information technology.

To reach the pinnacle by stimulating qualitative teaching-learning practice and developing intellectual skills among all stake holders.

6.1.2 What is the rule of top management, Principal and faculty in design and implementation of its quality policy and plans?

The institution is administered by the various rules and regulations of Directorate of Higher Education and Govt. of Assam. The government constitutes the Governing Body by fixing its terms and other conditions for the management of college (Governing Body rule in Annexure). The Governing Body has to play a significant role in all-round development of the college. The principal is the secretary of the Governing Body by virtue of his/her post and the Vice-Principal (who is supposed to be the senior most faculties) is also a member of the Governing Body. Two representatives from the faculty are elected / selected/nominated to the Governing Body. Thus, it is understood that the Governing Body, the Principal, Vice-Principal and the faculty are always stepping in together for designing of the quality, policy, and plans and their implementation. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. The Principal ensures that all the provisions laid down in the University by-laws, the

statutes and the regulations of the UGC and the state government are followed by the college in right manner. He convenes meeting of the Academic Committee, Teachers Unit, etc. raises the necessary issues and finally makes decision regarding policies, schemes etc. to be implemented. This is the way through which the principal provides academic leadership and in association with the faculties and staff, evolves strategies for academic growth. However, in the college, the responsibility of academic head has been assigned to the Vice-Principal to ensure decentralization and to promote team work. The departmental heads are responsible for overall growth of their respective department .The HOD holds periodic meetings in department level and conveys the necessary information to the Academic Head as well as Institutional Head. Faculty members as convener/co-ordinator/nodal officer etc. of different cells, committees have to function as per the works assigned on them and co-operate in the decision making process. Necessary decisions taken in such bodies are submitted as proposal to the Principal. The Principal, if finds necessary, forwards to the Governing Body. The Governing Body arrives at the final decision for implementation. In all these processes, IQAC becomes a part, extends co-operation and keeps co-ordination. By submitting proposals whenever necessary it works as an integral part of the management and administration along with its academic responsibility. Thus, all are actively involved in the decision making process to sustain and enhance quality of education imparted by the institution.

6.1.3 What is the involvement of the leadership in ensuring:

- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.
- Interaction with stakeholders.
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders.
- Reinforcing the culture of excellence
- Champion organizational change
- The policy statements and action plans for fulfillment of the stated mission

The Governing Body is actively involved in initiating plans and policies on the basis of the mission statement and action plans are also reviewed periodically and necessary steps are taken to overcome the difficulties if any.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan.

The Principal makes it sure through all the departments, committees, cells, are working in the right direction in formulating action plans in advance for their respective areas. Once these are provided by respective head, these are included in strategic plan.

Interaction with stakeholders

The personal interaction of the Principal with various stakeholders, such as, the faculty, the non-teaching staff, and the students play an important role to adopt plan and policies. This apart, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan.

Proper support for preparation and planning through need analysis, research inputs and consultations with the stakeholders.

The Governing Body strongly believes in involving all the stakeholders in all the policy and decisions through formal meetings and with informal discussions.

Reinforcing the culture of excellence

Every activities of the institution is aimed at achieving excellence through proper planning and timely execution.

Champion organizational change

The authority of our college is flexible enough to adopt every possible means to bring changes at all level to meet the need of time as per the changing global scenario. Heads of the departments and co-ordinators of cells/committees consolidate

recommendations after discussion with members and present them to the Governing body. The feasibility of the proposals is discussed in the presence of the respective coordinators and if found acceptable, the changes are implemented.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time.

The Principal of the college, at the helm of the affairs has complete autonomy to govern the institution within the purview of the rules and regulations framed by the government.

The head of the institution appoints the conveners for various committees and nominates the members of committees in consultation with the respective conveners based on the potential map. The faculty is informed of their duties and responsibilities by the head of the institution in the scheduled staff meetings and departmental briefings. A review meeting of the Academic Committee is held in a regular interval for departmental performance at all levels. The Principal as the head of the IQAC, reviews the plans and policies with the members of IQAC and decisions are taken to implement new ones if find necessary. By considering the nature and depth, some policy proposals are submitted in the Governing Body's meeting for its approval

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Principal is to lead both the academic and the administrative areas as a head of the institution. He has directed the Vice-Principal to look after the academic matter. In consultation with the Principal, the Vice –Principal monitors the regularity of the staff, attendance and classes. Day to day academic exercise is thus supervised by the Vice-Principal.

The Principal, as he is accountable for achieving excellence in the college in all the parameters, extends full co-operation in formulating policies for academic development. Therefore, he makes the arrangements for all infrastructural and

financial facilities needed for academic growth and development. He supports the faculty and others to undergo necessary training, refresher courses and takes interest in enhancing standard of teaching–learning. By interlinking teaching and non-teaching staff with Governing Body, the Principal plays a very dynamic role in promoting academic excellence in the college. The problem and issues related to college development, administration, infrastructural needs and students disciplines are discussed in frequently held staff meetings and reported by the Principal at the meeting of the Governing Body for necessary actions.

6.1.6 How does the college groom leadership at various levels?

Khagarijan College grooms the leadership at all levels of administration, among teaching, non- teaching staff and the students. The Governing Body always encourages and supports the involvement of the staff to enhance the effectiveness of policy programmes that the institution adopts. To carry out this, it has constructed various committees such as Admission Committee, Examination Committee, Women Forum etc. Apart from these, the college organizes AIDS Awareness Campaign, Blood Donation camp, World Environment Day, World Anti-Tobacco Day; Awareness on Morals and Virtues, Free health checkup camps etc. by focusing on the constant improvement of the leadership qualities of the students. The Khagarijan College Students’ Association provides a genuine platform to nurture leadership quality among the students.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and works towards decentralized governance system?

Khagarijan college is a provincialised college which is one form of the government college, under the Government of Assam. Its management is run as per the act “Provincialisation of Aided College, 2005, Govt. of Assam”. The act bestows sufficient power on the Governing Body constituted as per the government norms for the effective and smooth running of the college. As per the act, the Principal is the

member secretary of the Governing Body who takes all the administrative, academic and financial liabilities of the institute.

Even though, the administration is decentralized to a considerable extent and autonomy is given to the faculty to decide various policies for the teaching-learning process. The Principal conducts regular meetings with academic and non-academic staff with proper agenda and maintains the minutes of the meetings. The opinion of all the staff members is taken for the effective implementation of suggestions. Academic and administrative duties are assigned head of the departments. The head of the department convene departmental meetings and decisions are taken for preparing the departmental plan, profile, work-load distribution, selecting major students, assigning inter-departmental duties, planning for educational tour, seminar and workshop, etc.

In addition to the academic responsibilities, faculty members are assigned with the administrative work too. They are to lead or represent in the functional committees that cover all aspects of governance of the college.

6.1.8 Does the college promote a culture of participative management? It ‘yes’, indicates the levels of participative management:

The administration of Khagarijan College strictly adheres to a participative approach. The Principal is the institutional head of all affairs. All policies changes and academic activities are planned through a process of dialogue with stakeholders at various levels of the management system. The various committees and sub-committees, their responsibilities and their meetings at stipulated intervals are given below:-

Functional Committees with Responsibility in brief

1. Internal Quality Assurance Cell
Enhance and ensure the quality of the college in all spheres.
2. Routine Committee
Prepare the time-table for a new session.
3. Examination Committee
To ensure the smooth conduct of university/H.S council/other examinations.

4. Prospectus Committee
Prepare annual prospectus.
5. Admission Committee
Conduct all kinds of admission activities.
6. Research Forum
Promote research activities among teachers' and students'.
7. NAAC Steering Committee
Do the preparatory work for the NAAC peer team visit.
8. Library Committee
Procurement of learning resources and to supervise overall functioning of the library.
9. Anti –Ragging Committee
Ensure a ragging free environment inside the campus.
10. Red Ribbon Club
Create awareness of HIV/AIDS and blood donation .
11. RTI Cell
Deal with RTI applications if any.
12. Disaster Management Cell
To organize various workshops/demonstrations, etc. and thereby creating awareness among all.
13. Career Counseling Cell
Provide counseling on career information.
14. Alumni Association
Establish a strong links with alumni and involve them in the development of the institution.
15. Grievance Redress Cell
Redress the complaint of the student/staffs and guardians.
16. Women Forum
To take up issues related to women empowerment and looks into the matter of sexual harassment.
17. Khagarijan College Students' Association

Provide the students a platform to learn and exercise leadership and organizational capacity and to work in a democratic way. A number of divisions run under Khagarijan College Students' Association. These are college Magazine, Games and Sports, Boys, Common Room, Girls Common Room, Cultural etc.

18. Minority and Equal Opportunity Cell

To ensure the equal opportunity is provided to all.

19. Student Welfare Fund

To provided financial helps to the needy students.

20. Teachers Welfare Fund

It's a contributory fund of the teachers of the Khagarijan College. This fund grants loan to the teachers at the time of needs.

Thus the college promotes perceptive culture at management, departments and student levels.

6.2 Strategy Development and Deployment

6.2.1 Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institution has a formal stated quality policy involving the top management, nominated faculty members and experts with the management representative. The college has formed IQAC which is constantly monitoring the entire activities of the institution ensures that the quality policy is properly deployed in all the spheres of the academic activities. The rules based on quality policies are stated clearly in its prospectus. A number of mechanisms have been adopted to translate quality to its various units. Quality policies are deployed in the field of recruitment, promotion, research, training, developing infrastructure, tuning to any change and so on. The Management holds formal and informal dialogues with the staff, from time to time, to redress any grievances.

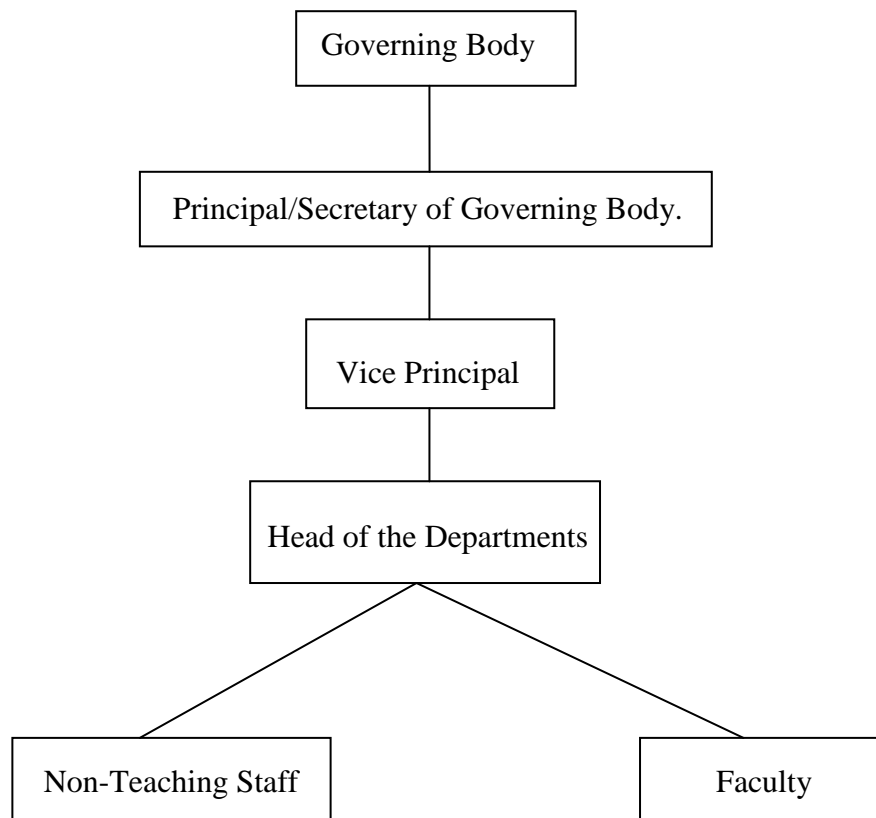
6.2.2 Does institution have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Till date, the institution does not have any perspective plan for development. However, the college interacts with the stakeholders and other similar educational institutes and identifies the various best practices in different aspects of academic. In addition to the above, it monitors the changing scenario and the global development which requires enhancing the institutions systems and procedure and the need for introducing better practices. The inputs received through these sources are analyzed and sent to the Governing Body for final approval. After the approval, the Principal classified as system required to be implemented immediately and to be implemented in the next five years.

A suitable and an effective action plan is drawn for smooth implementation of the plan and to effectively introduce revised and best practices.

6.2.3 Describe the internal organizational structure and decision making processes.

The organizational structure of the college.



The Governing Body comprising of academicians, educationists, guardian representatives, teacher repetitive and representatives from non- teaching staff initiates the various actions and approves all the policy decisions recommended by the Principal on any matter of the college. All the activities of the institution are required to be approved by the Governing Body.

The implementation of recommendations approved is carried out by the Principal. The Principal may entrusts certain powers to Vice Principal and HODs to ensure smooth functioning of the departments and academic activities. The various committees discuss issues to recommend future improvements and developments which are in line with the quality policy and for the development of the institute. The Principal forwards the Committees' recommendations to the Governing Body for approval and implementation thereafter.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Teaching and Learning

Khagarijan College has its own teaching strategy to enhance quality in teaching – learning so that they can compete globally. For this, the college put emphasis on the following matters.

- Continuous programmes on faculty development.
- Self-assessment and appraisal by the faculty.
- Periodic evaluation of performance in terms of course completion and students attendance.
- Non-traditional method of teaching along with conventional method of class room teaching.

- Special care and counseling for needy students.
- Provision of award and reward for students.
- Feedback from students.
- Review of results and measures for improvements.
- Faculty members are encouraged to participate in National and International seminars, workshops etc.

Research and Development

- Encouragement to faculty for research works by providing required leave.
- Motivating the students to prepare and present seminar papers.
- Encouragement to students to follow research methodology while preparing their projects.
- Enrichment of the library with modern technique and learning resources.
- Installation of Wi-Fi in college campus.

Community Engagement

- Involving in activities carried out by other outreach programmes taken up by the college.
- Motivating the students and staff for blood donation.
- Taking the students and staff for any kind of awareness drive, like plantation, cleanliness in neighborhood, etc.

Human Resource Management

- Recruitment of faculty and other staff as per the norms and guidelines forwarded by UGC and direction made by the Directorate of Higher Education, Assam.
- Promotion and retention of faculty as per rule.
- Preferring quality at all kinds of assignment offered to anybody.
- Maintaining transparency as guiding Principal in terms of all including salary, service rule, rights and responsibilities.
- Distributing work load in equitable manner among the staffs.

Industry Interaction

- As our institution is located in such an area where there is no industry around it. So as far the industry interaction is concerned the institution does not initiate such programmes till date.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Governing Body and the Principal of the college are always in interactive mode with each other. Adequate information regarding college activities like plan proposal, budget of other financial matters, internal audit, recruitment promotion, infrastructural development etc. are conveyed in the Governing Body meeting by the Principal. The Academic reports are communicated by the Vice-Principal. The Departments of the college collected feedback from faculties and students which are discussed with the Governing Body by the Principal. Thus, the Governing Body reviews the activities of the institution and necessary steps are adopted.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the national processes?

The Governing Body is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional processes. The management through the Head of the institution involves the staff members in various activities related to the development of the college. The staff, members are involved in various committees such as IQAC, Admission Committee, Examination Committee, Construction Committee etc.

6.2.7 Enumerate the resolution made by the Management council in the last year and the status of implementation of such resolutions.

For the improvement of the institution every year the Governing Body passes several resolutions. During the last year, it has adopted resolutions like repairing of entrance road from the gate to the Principal's room, renovation of the canteen, extension of the existing cycle stand, to construct permanent Boys' Common Room, making of twenty

five pairs of desks and benches, purchasing of punching machine and to connect the college with a new phase of electricity facility.

All the above mentioned resolutions taken by the Governing Body are fully implemented except construction of permanent Boys' Common Room. The institution takes all possible efforts to implement the resolutions adopted by the Governing Body.

6.2.8 Does the affiliating University make a provision for according the status of autonomy to an affiliated institution? If 'Yes' what are the effort made by the institution in obtaining autonomy?

The affiliating University does not make any provision for according the status of autonomy to any affiliated institution.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The Institution has a Grievance Redress Cell headed by the Principal. It addresses the complaint of the students if any and works for the welfare of the students as well as staff. The students give their complaints either to the Principal directly or they can drop the written grievance in the complaint box. Their complaints are promptly attended. The cell has a lady faculty member to address the complaint of the girl students.

The cell along with the authority makes effort to bring solution at the earliest.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the court on these?

During the last four years, there had been no instances of court cases filed by and against the institution.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘Yes’, what was the outcome and response of the institution to such an effort?

Yes, the college has a mechanism to have feedback on Teachers’ performance. It uses a format containing sets of questions and asks the students to put the answer in a scale of 01 to 10. The final year students are chosen for giving feedbacks. These are out sourced for analysis. These are discussed by the Principal, the Vice-Principal and IQAC co-ordinator. In case find shortcomings, teachers are suggested to improve. This practice helps in overall performance of the institution.

6.3 Faculty Empowerment Strategies.

6.3.1 What are efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

To enhance the professional development of teaching and non-teaching staff several steps are followed by the college. Some of these are as follows:-

- It encourages the faculty members to undergo refresher courses, orientation programmes, training programmes etc. and sanction leaves for such programmes.
- It provides necessary helps if any faculty wants to take up Ph. D. or other research projects.
- Taking up works like presenting papers in seminars, editing books, publishing papers in journals, etc. are always appreciated by the authority and provide required supports for these.
- The college authority also allows the faculty to accept invitations from other college/institution etc. if anybody gets for performing the duty of resource person, guest speaker, etc. which enhances the professional quality of teachers.
- Student’s feedback, self-appraisal report, etc. are also used indirectly to enhance professional efficiency of the faculty.
- For the non-teaching staff, the authority attempts to assign specific duty that helps to increase their works efficiency. Besides, they are encouraged to attend

workshop on their subject so that their professional caliber increases for their works efficiency.

For example a training programme on “Professional Development for Non-Academic Staff of College” was organized by the Academic staff college, Gauhati University for one week from 23th to 28th August, 2010. In this program, the authority of our college had sent Mr. Binod Saikia, office assistant to attend the same. This type of programmes definitely enhances the professional development of the non-teaching staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Right from the beginning the institute has focused on its attention on faculty empowerment. The faculty members are encouraged to attend seminars, conferences, refresher courses and orientation programmes and other training programmes.

The college makes it sure that faculty members are fulfilling the requirements in regards to undergo refresher courses, orientation programmes, etc. as per UGC norms. In case, the college assigns special roles and responsibilities upon somebody, it attempts to make possible arrangement to make the person capable of handling his/her duty.

6.3.3 Provide details on the performance appraisal system of the activities is appropriately captured and considered for better appraisal.

Appraisal system is three fold in nature –

- Self – Appraisal by the faculties.
- Students Feedback
- Review by the Principal

Self-appraisal form is given to each of the faculty in which they apprise themselves. Students also apprise the teacher subject wise in a different format. These two appraisals give a comprehensive evaluation of a teacher. Principal discusses the result

of this assessment with the teacher concerned and suggest any necessary improvement it required. On the basis of the results of the students, the Principal makes a review of the department and discuss the matter by convening a meeting with the HODs. After discussions, necessary measures are adopted.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Principal is the head of the institution having highest decision making powers. He has full control over the teaching faculty and overall functioning of the institution. He enjoys all the powers stated in the University Calendar. The Principal conducts the meeting with the HODs and the faculty members of the college to formulate policies, reviews the existing institutional policies. All the decisions are taken collectively and implemented with joint responsibility and complementary role with each other.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four year?

Some of the welfare schemes available for teaching and non-teaching staff are:

Maternity leave

Female teachers and non-teaching female staff members are allowed to avail maternity leave as per rule.

Medical leave/Casual leave/Compensatory off facility:

Teachers are allowed to avail casual leave within the limit of rule. Medical leave are allowed to staffs as per necessity.

Duty Leave

Staffs associated with out campus but professional activities are allowed to avail duty leave. They are given such leaves in case if they are to perform academic

evaluation duty for University, outreach programmes for the college or any other academic activity.

Provident Fund as per rules/pension scheme

At the time of retirement the staff members availed the benefits of provident fund and pensions as per rule of the Assam Government.

- During the last four years, none of the teaching and non-teaching staff has availed the maternity leave.
- One non-teaching staff has availed medical leave as per rule and all the teaching and non-teaching staff members enjoyed the casual leave whenever urgency arises.
- Most of the non-teaching and teaching staff availed duty leave for Director of Higher Education, Council, University as well as academic related activities.
- During the last four years, one of the staff members retired and avail the pension and other benefits as per government rules.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Being a provincialised college, it offers all the facilities as per government rule. Transparency is maintained at every step so that the college could attract and recruit the best. Wide publicity is given while advertise the vacancies in leading newspapers. The authority does not put any restriction on the path of academic development of such faculty. Rather, it makes all possible efforts to retain eminent faculties by creating conducive atmosphere within the college.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Governing Body looks after the proper use of the financial resources. It constitutes bodies like UGC Building Committee and College Building Committee for effective and efficient use of available financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The Governing Body appoints auditor for internal audit. The internal audit is completed up to the financial session, 2013-2014. The external audit is done by the auditor from the Directorate of Audit (Local Audit), Govt. of Assam. The Government audit, i.e. external audit is completed till now and no major audit object was raised by the local auditor.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions, if any.

The major source of institution receipt/funding are: -

1. Government of Assam
2. UGC
3. Student tuition Fees
4. Small income from college property time to time.

Statement of audited income expenditure of last four years:-

Year	Head of Audit	Receipt	Payment	Balance/refund (Rs.)
2010-11	General Fund	Rs. 8,13,865.00	Rs. 5,40,725.00	_____
		OB 8,33,085.78	CB 11,06,225.78	_____
		Grand Total 16,46,950.78	Grand Total 16,46,950.78	_____
	UGC Fund	Rs. 30,98,846.00	Rs. 19,24,257.00	_____
		OB 5,51,963.00	CB 17,26,552.00	_____
		Grand Total 36,50,809.00	Grand Total 36,50,809.00	_____
	Scholarship Fund	Rs. 1,17,953.00	Rs. 80,135.00	_____
		OB 48,366.96	CB 86,184.96	_____
		Grand Total 1,66,319.96	Grand Total 1,66,319.96	_____

	Building Fund	Rs. 1,76,763.00	Rs. 1,73,243.00	_____	
		OB 54,390.56	CB 57,910.56	_____	
		Grand Total 2,31,153.56	Grand Total 2,31,153.56	_____	
	Salary Fund	Rs. 1,16,27,927.00	Rs. 1,16,05,138.00	Rs. 22,789.00	
2011-12	General Fund	Rs. 12,03,481.00	Rs. 9,93,693.00	_____	
		OB 11,33,027.78	CB 13,42,815.78	_____	
		Grand Total 23,36,508.78	Grand Total 23,36,508.78	_____	
	UGC Fund	Rs. 52,22,631.00	Rs. 49,26,303.00	_____	
		OB 17,26,552.00	CB 20,22,880.00	_____	
		Grand Total 69,49,183.00	Grand Total 69,49,183.00	_____	
	Scholarship Fund	Rs. 2,39,371.00	Rs. 1,29,203.00	_____	
		OB 86,184.96	CB 1,96,352.96	_____	
		Grand Total 3,25,555.96	Grand Total 3,25,555.96	_____	
	Building Fund	Rs. 3,08,455.00	Rs. 3,64,983.00	_____	
		OB 57,910.56	CB 1,382.56	_____	
		Grand Total 3,66,356.56	Grand Total 3,66,356.56	_____	
		Salary Fund	Rs. 1,18,01,000.00	Rs. 1,17,11,150.00	Rs. 89,850.00
	2012-13	General Fund	Rs. 15,04,070.00	Rs. 10,91,463.00	_____
			OB 13,42,815.78	CB 17,55,422.78	_____
Grand Total 28,46,885.78			Grand Total 28,46,885.78	_____	
UGC Fund		Rs. 49,71,009.00	Rs. 35,39,315.00	_____	
		OB 20,22,880.00	CB 34,54,574.00	_____	
		Grand Total 69,93,889.00	Grand Total 69,93,889.00	_____	
Scholarship Fund		Rs. 2,20,657.00	Rs. 2,18,775.00	_____	
		OB 1,96,352.96	CB 1,98,234.96	_____	
		Grand Total 4,17,009.56	Grand Total 4,17,009.56	_____	
Building Fund		Rs. 4,29,722.00	Rs. 1,74,122.00	_____	
		OB 1,382.56	CB 2,56,982.56	_____	
		Grand Total 4,31,104.56	Grand Total 4,31,104.56	_____	
		Salary Fund	Rs. 1,46,34,000.00	Rs. 1,32,83,613.00	Rs. 13,50,387.00
		General Fund	Rs. 18,85,410.00	Rs. 33,84,491.00	_____

2013-14		OB	17,55,422.78	CB	2,56,341.78	_____
		Grand Total	36,40,832.78	Grand Total	36,40,832.78	_____
	UGC Fund	Rs.	7,97,740.00	Rs.	39,70,669.00	_____
		OB	34,54,574.00	CB	2,81,645.00	_____
		Grand Total	42,52,314.00	Grand Total	42,52,314.00	_____
	Scholarship Fund	Rs.	1,85,370.00	Rs.	2,05,280.00	_____
		OB	1,98,234.96	CB	1,78,324.00	_____
		Grand Total	3,83,604.96	Grand Total	3,83,604.96	_____
	Building Fund	Rs.	2,73,671.00	Rs.	2,80,841.00	_____
		OB	78,368.56	CB	71,198.56	_____
		Grand Total	3,52,039.56	Grand Total	3,52,039.56	_____
	Salary Fund	Rs.	1,78,81,000.00	Rs.	1,50,17,284.00	Rs. 28,63,716.00

6.4.4 Give details on the efforts made the institution in securing additional funding and the utilization of the same (if any).

The College is keen to secure additional funding from various agencies for college development and other related purpose. The following are grants receive and utilized.

1. Additional Grant/Scheme Merged with Development Grants.

College Deployment	Name of Scheme	Item	Grant Allocated	Grant received	Grant utilized	Remarks
College Deployment	1. Book & Journals		1,50,000/-	1,50,000/-	1,50,000/-	Fully Utilized
	2. Equipment		1,00,000/-	1,00,000/-	1,00,000/-	Fully Utilized
	3. Maintenance and Equipment		50,000/-	50,000/-	50,000/-	Fully Utilized
	4. Construction/ Extension/ Renovations of Building		5,50,000/-	4,95,000/-	4,28,206/-	-
	5. Improvement of facilities in existing premises		50,000/-	30,000/-	30,000/-	Fully Utilized
	6. Enhancement of initiative for competence building		25,000/-	15,000/-	15,000/-	Fully Utilized
	7. Educational innovation		25,000/-	15,000/-	15,000/-	Fully Utilized
	8. Field work/study tours		50,000/-	30,000/-	30,000/-	Fully Utilized
	9.. Extension activities		1,00,000/-	60,000/-	60,000/-	Fully Utilized

Name of Scheme	Item	Grant Allocated	Grant received	Grant Utilized	Remarks
1. Improvement of facilities in existing premises	Common room and toilet facilities for Women	2,00,000/-	2,00,000/-	2,00,000/-	Fully Utilized
2. 'Catch-up' grant for young Colleges (Recognized under Sections 2(f) and 12 B during Tenth Plan and thereafter)	Building Limited to Rsc 9.00lakh	9,00,000/-	8,10,000/-	7,18,784/-	
	Books and Journals	2,00,000/-	2,00,000/-	2,00,000/-	Fully Utilized
	Equipment	1,00,000/-	1,00,000/-	1,00,000/-	Fully Utilized
3. College with relatively higher proportion of SC/ST/OBC (non-creamy layer)/Minorities/economically deprived physically challenged or college is Minority Institution	Stipend for Students, For Economically Deprived, BFL (Below Poverty Line) Card Holder of the concerned State/UT	3,00,000/-	60,000/-	60,000/-	Fully Utilized
4. Special grant of enhancement of initiative for capacity building in colleges	Books and Journals	1,00,000/-	20,000/-	20,000/-	Fully Utilized
	Equipment	1,00,000/-	20,000/-	20,000/-	Fully Utilized
	Building, Classroom laboratory	4,00,000/-	-	-	-
	Furniture fixtures for new classroom, laboratory	1,00,000/-	-	-	-
5. College in backward areas (Identified District Enclosed)	Building (Limited to Rs. 9.00 lakh)	9,00,000/-	8,10,000/-	6,98,652/-	Fully Utilized
	Books and Journals	1,50,000/-	1,50,000/-	1,50,000/-	Fully Utilized
	Equipment Including PC (Where not adequate, more than 50 students per PC)	1,50,000/-	1,50,000/-	1,50,000/-	Fully Utilized
6. Establishment of UGC- Network Resource Centre (UGC-NRC) first time assistance)	Pentium PC (latest), Printer, UPS, Software, fax Modem	2,50,000/-	2,25,000/-	2,25,000/-	Fully Utilized
	Internet Connectivity	60,000/-	12,000/-	12,000/-	Fully Utilized
7. Equal opportunity Centre in Colleges	Contingency, meetings, honorarium to Advisor (PG College: Rs. 0.50 lakh p.a. UG College: Rs. 0.30 lakh p.a.)	1,50,000/-	67,500/-	67,500/-	Fully Utilized
	Short term Course on positive discrimination, (Rs. 0.25 lakh p.a.)	-	-	-	Fully Utilized
8. Career and Counseling Cell	Computer with Internet, Laser Printer, Photocopier, Fax	2,00,000/-	2,00,000/-	2,00,000/-	Fully Utilized
	Hiring charges, TA/DA to Counselor, Resource persons, Payment of Honorarium, Reading material, Contingency	3,00,000/-	60,000/-	60,000/-	Fully Utilized

Additional Grants

Name of Scheme	Item	Grant Allocated	Grant received	Grant Utilized	Remarks
Additional Grants	Generator (1 Nos.)	5,00,000/-	_____	_____	_____
	Inverter	60,000/-	_____	_____	_____
	Digital Camera	16,000/-	_____	_____	_____
	LCD/TV	70,000/-	_____	_____	_____
	Refrigerator	15,000/-	_____	_____	_____
	Computer & Accessories	1,00,000/-	_____	_____	_____
	Software & reprographic	1,50,000/-	_____	_____	_____
	Projector	60,000/-	_____	_____	_____
	Total Rs.	9,71,000/-	9,71,000/-	9,71,000/-	Fully Utilized

Name of Scheme	Item	Grant Allocated	Grant received	Grant Utilized	Remarks
Additional Grants	Lab. Equipment	3,00,000/-	_____	_____	_____
	Power Backup	7,00,000/-	_____	_____	_____
	Reprographic	2,40,000/-	_____	_____	_____
	Teaching Aids	9,40,000/-	_____	_____	_____
	Miscellaneous	2,20,000/-	_____	_____	_____
	Total	24,00,000/-	12,00,000/-	12,00,000/-	_____

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'Yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutiolizing the quality assurance processes?

Yes, IQAC is constituted for re-accreditation (Cycle 2) consisting of the following members: -

1. Dr Sagar Boruah (Principal/Chairman)
2. Ms. Mamoni Bhuyan (Vice-Principal, HOD, Education)
3. Mr. Abdul Salam (Co-ordinator IQAC, Deptt. Of Economics)
4. Ms. Joyashree Choudhury (Member, HOD English)
5. Ms. Selima Sultana Khandakar (Member, HOD, Economics)
6. Dr. Jonaram Nath (Member, Deptt. Of Assamese)
7. Ms. Ruma Dutta (Nominee from Locality)
8. Mr. Arun Bikash Dutta (Nominee from Locality)
9. Mr. Lutfur Rahman (Nominee from Locality)
10. Mr. Dipak Kr. Nath (Librarian, From Management)
11. Mr. Digen Borah (From Management)

The aim of the institution is to provide quality education for the empowerment of youth from all strata of society by promoting academic brilliance, employability and leadership with social obligation. The quality policy has been formulated on the vision and mission of the college and is the guiding force that helps departments to plan their activities.

The Chairman and the IQAC team members ensure that the policy is embodied in the quality objectives are well communicated to all the departments of the college for better enrichment and accomplishment in academic excellence. The IQAC ensures that all its programmes and activities are implemented.

The IQAC cell analyses the feedback forms on faculty/curriculum/academic by the stakeholders, analysis the feedback and necessary recommendations are made by the committee to improve the quality of education.

- b. How many decisions of the IQAC have been approved by the management authorities for implementation and how many of them were actually implemented?**

The major recommendations have been approved by the management. And many of them were implemented and are in practices like:-

- Wi-Fi facility in the college campus for faculty.
- Organizing guest lectures, seminars etc.
- Blood donation camps.
- Organizing cultural events.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

The Institution has involved Mrs. Ruma Dutta, Mr. Arun Bikash Dutta and Mr. Lufur Rahman, as external member in IQAC committee. Their significant contribution has helped us in adopting best practices in teaching-learning methods and innovating library.

d. How do students and alumni contribute to the effective functioning of the IQAC

The Co-ordinator Alumni Association invites the alumni's to participate in meetings organized for aluminates' annually. Alumni's provide various views and thoughts on advancements in quality of education.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The institution has formed IQAC cell with senior most and expertise personalities which is responsible for quality sustenance. It monitors the functioning of various committees and departmental activities.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'Yes', give details on its operationalization.

Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities. For proper quality assurance, the Vice-Principal is entrusted with the responsibility of academic development and the Principal bears the responsibility of administrative development and its related activities. The IQAC takes care of the quality of education, discipline, faculty development and qualitative issues. There are other committees like Admission Committee, Examination Committee, and Library Committee etc. which works for the smooth operation of administrative activities. They also aim at providing successful resolution to various issues. Over all, the Principal as the chairperson of the IQAC brings an integration of all activities.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘Yes’, give details on its operationalisation.

Till date, the college does not have any mechanism to provide training to its staff for effective implementation of Quality assurance procedures. But, the institute motivates the faculty members to periodically attend programmes on new and emerging technologies to maintain quality of education system. Staffs are also advised to monitor the workflow of the competitive college and thereby to improve their personal skills.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions. If ‘Yes’, how are the outcomes used to improve the institutional activities?

The IQAC is planning to conduct an academic audit in near future.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism of the college always aligned itself with the requirements of external quality assurance agencies like DHE, NAAC and Affiliating University. The suggestions and recommendations are strictly considered and implemented.

6.5.6 What institutional mechanisms are in place to continuously review the teaching-learning process? Give details of its structure, methodologies of operations and outcome?

The Vice-Principal is entrusted with the academic responsibilities of the college. So, the Principal could concentrate on the smooth running of the administration. Still as the head of the institution, the Principal makes a review of results immediately after the declaration of examination result by the University. Head of the departments are accountable for the students' performance and has to reply the Principal at the staff meeting. Movement Register, Teaching Plan, Course Content Register and Teachers' Diary are strictly maintained at the department and used for review performance of the department.

Each department prepares an annual academic plan before the commencement of the academic year. The progress of teaching-learning process is regularly monitored by the HODs at the departmental level and the Principal at the institutional level. The troubleshooting activities are initiated in-time to ensure the teaching-learning process is smooth and effective.

All these practices help the institution to modify the teaching-learning method along with the personality of the teachers' which finally become responsible for improving the quality of learners.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

There are several medium through which the authority communicates its quality assurance policies, various mechanisms for implementation, performance, outcomes, etc. to its stakeholders. These are as follows: -

- Prospectus
- Website of the college, www.khagarijancollege.co.in
- Notice Board
- Notice served by the Principal
- College magazine

- Meetings convened by the Principal and conveners of other committees and cells.
- Governing Body Meeting
- Departmental Profile
- Annual Quality Assurance Report prepared by the IQAC and displayed through the college website.

Any other relevant information regarding Governance, Leadership and Management which the college would like to include. – Nil

CRITERIA : VII INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

There is no provision for conducting of Green Audit in the institution but the institution is eco- friendly. Lots of efforts are made to keep the campus green and eco-friendly.

7.1.2 What are the initiatives taken by the college to make the campus eco- friendly ?

- Energy conservation
- Use of renewable energy
- Water harvesting
- Check dam construction
- Efforts for Carbon neutrality
- Plantation
- Hazardous waste management
- E-waste management

The college campus is eco-friendly. For this, the management, the Principal and the whole staff is committed and because of their commitment and involvements, the campus can boast of its beauty, cleanliness and grandeur. The campus is a plastic and pollution free zone. This apart, the institution has taken several other steps/initiatives to make the campus eco-friendly.

Energy Conservation:

- The ordinary bulbs are replaced with CFL bulbs throughout the campus.
- The faculty members are advised to consume energy economically in the staff rooms, class rooms and the laboratories by maximizing the use of natural light and turning off all non-essential lights, turning off exterior lighting during daytimes and minimizing the usage of fans.

- Turning of the powered equipment when not in use like computers and other electronic devices at the end of the day.
- Normal CRT monitor are upgrade to LCD monitors in the lab to consume less energy. .

Use of renewable energy:

The college does not have any provision for the use of renewable energy.

Plantation

A lot of efforts are made to keep the environment green. For this, the college supports the staff to work whole heartedly. The trees are regularly planted at various places in the campus.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has always been trying to keep pace with the time and changing as per the needs of modern educational needs. The college has made several innovations which have helped smooth out the functioning of the college. These innovations are in academics, administration and other levels of the college working.

- Campus Wi-Fi enable
- Installation of CCTV has ensured the maintenance of order and discipline and reduction in wrongdoings and mischief.
- Prohibition of use of mobile phones by students.
- Prohibition of ghutka and other substances.
- Installation of electronic bell has ensured the maintenance of discipline.
- Installation of punching machine has enhanced the accountability of all.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the Quality improvement of the core activities of the college.

Best Practice: 01

1 Title of the Practice : “Awareness on Cleanliness among the Students”

2 Goals:

- a) To make the students aware about the environmental pollution and how to meet this challenge through cleanliness.
- b) To make the students understand their social responsibility in terms of cleanliness.
- c) To make social awareness about cleanliness by sending message to the neighboring villages through the students of the college.
- d) To take up the issue on the college premises.

3 Context:

Now a day, it has become common discussion among the masses regarding the cleanliness. The word cleanliness is related with a number of burning issues faced by the society. It is closely associated with the question of environmental issues. As a result of it, the subject of “Environmental Study” made compulsory in the curriculum of the undergraduate level of Gauhati University. With the development of trade and industries and alarming growth rate of population the environmental scenario have been deteriorating day by day. This change is not in favor of the human society. To face this change, cleanliness is required and it is a bold step to resist the negative change, usually called pollution of the environment. Cleanliness is related with the issues like neat and clean, hygienic environment, health and sanitation etc. Most of the students of Khagarijan College come from relatively economically weaker sections of the society. It has been observed that the awareness regarding the importance of cleanliness among this section of students is lesser than expectation. At the same time, it is important that the students need to understand their social responsibility regarding the uses of environment in general and cleanliness in particular.

4 The Practice:

The Khagirajan College tries to spread the awareness among the students regarding the cleanliness of environment. The teachers and the Principal himself meet the students frequently together and exchange views on environmental issues. The teachers sometimes take the students to the outside of the class room and practically make them engaged in making the college campus neat and clean. Sometimes, the coordinator of the environmental studies organizes lectures on environmental issues to make awareness among the students about the environmental problems and issues like cleanliness.

5 Evidence of Success:

Due to the sustained efforts of the faculties and other members of the college, it is observed that the students of the college have become more aware about the importance of cleanliness. It is due to the awareness of the students, the college campus is always remaining neat and clean which is praised by all the visitors to the college. Moreover, it is well understood by the students that the cleanliness is a major weapon to resist the environmental problems. It is reflected in their behavioral activities in the college.

6 Problems Encountered and Resources Required:

The students of Khagirajan College are usually very obedient and disciplined in nature. They easily respond to the environmental as well as cleanliness programme organized by the faculties. However, a very few students are there in the college who try to avoid the programme, but it is negligible.

Best Practice: 02

1 Title of the Practice: “Monitoring the classes”

2 Goal:

With the introduction of the Semester System in Under Graduate Course the time space of the interim period in between the admission and examination has become limited. Therefore, it becomes need to complete the course curriculum within the specific time period (Stipulated period). Moreover, some times the student meets the Principal with some class related problems. Therefore, both the Principal and the faculties have realized the necessity of monitoring the classes so that the course curriculum could be completed in stipulated period and classes are regularly held.

3 Context :

Khagarijan College was established in 1972 with some eminent Persons of Nagaon Town aiming at disseminating the higher education among the students of the locality. Therefore, students are the main concern of the college in general and in particular the development of this locality. So far the course curriculum is concerned, the regularity of classes is required. Otherwise, it would not be easy task to complete the course of any subject within the stipulated period. Therefore, the monitoring of the classes is an essential part of the administration.

4 The Practice:

Keeping in mind the responsibility, the principal started the practice of monitoring of the classes on regular basis. He undertakes several rounds in a day during the class are on and ensures that the student do not remain outside of the class room at the time of classes are going on. The faculties are very cooperative and actively participate with the principal. Apart from this, a committee regarding monitoring classes is formed every year with a number of teachers to look after the classes. Both the teachers and the Principal interact with the students and try to know the progress of the course curriculum as per the teaching plan.

5 Evidence of Success :

A remarkable outcome has been noticed as a consequence of the monitoring practiced by the principal and faculties. The percentage of attendance of the students in the class is increased and teachers also get inspiration to perform their duty fairly. Due to the efforts of the Principal as well as the teachers the performance of the students seems to have become more fruitful.

6 Problems encountered and Resources Required:

Most of the students of the class came from economically weaker section of the society. Some students even come to the college after hard working in their house. Such students sometimes fail to attend their class in time and therefore the respective teachers try to make up the deficit with the arrangement of additional classes.

7 Notes (Optional) : Nil

8 Contact Details :

Name of the Principal	: Dr Sagar Boruah
Name of the Institution	: Khagarijan College, Nagaon
P.O.	: Chotahaibor
District	: Nagaon, Assam
PIN Code	: 782003
Accredited Status	: "C"
Work Phone	: 03672-237480
FAX	: 03672-237480
Website	: www.khagarijancollege.co.in
E-mail	: khagarijancollege1@gmail.com
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(E) Evaluative Report of the Department

Humanities

Assamese

- 1 Name of the Department : - Assamese
- 2 Year of Establishment : - 1972
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.) : - Assamese is offered as major and general subject at UG level
- 4 Name of Interdisciplinary courses and the departments/Units involved: -
The department does not offer any inter disciplinary course.
- 5 Annual/semester/choice based credit system (programme wise):-
The department has to follow University pattern in this regard. At present, we have semester system at UG level. The semester system was introduced in B.A. programme from August 2011.
- 6 Participation of the department in the course offered by other departments. : -
The faculties of the department do not offer their service at other programme. Since no inter-disciplinary courses are offered by the institution.
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. : -
Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : - Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-Time
Professor	-----	-----	-----
Associate Professor	01	01	-----
Assistant Professor	02	02	02

10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Ms. Kabita Goswami	M.A.	Associate Professor	Language Group-B	27 Years	NIL
Dr Jonaram Nath	M.A., Ph. D.	Assistant Professor	Language Group-B	22 Years	NIL
Mr. Swapan Jyoti Nath	M.A., M.Phil	Assistant Professor	Language Group-B	12 Years	NIL
Ms. Dharitri Das (Temporary)	M.A., B.Ed., NET	Part-time lecturer	Literature Group-A	08 Years	NIL
Ms. Munmi Bora (Temporary)	M.A., B.Ed.	Part-time lecturer	Language Group-B	05 Years	NIL

11 List of senior visiting faculty : - Nil

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

For smooth conduct of daily classes two faculty members are appointed as part-time lecturer. Approximately 20 percent of the lectures are delivered by the temporary faculty members.

13 Student-Teacher Ratio (Programme wise) : 108:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G.

Faculty	Qualification
Ms. Kabita Goswami	M.A.
Dr Jonaram Nath	M.A., Ph.D.
Mr. Swapan Jyoti Nath	M.A., M.Phil
Ms. Dharitri Das	M.A., B.Ed.
Ms. Munmi Bora	M.A., B.Ed.

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : Nil

18 Research Centre/facility recognized by the University: -

We do not have research Centre/Facility recognized by the University.

19 Publications:

a) Publication per faculty

- Number of papers published in peer reviewed journals (national/international) by faculty and students

Dr Jonaram Nath :- 01

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Prantaswar, Vol-III, Issue-I	Asomiya Manuhar Upadhi Utpatti Aru Sreni Bibhag,2013	2231-6760

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) :- Nil
- Monographs :- Nil
- Chapter in Books

Dr Jonaram Nath :- 09

Nos.	Title	Name of the Books/ Year	ISBN
1	Asomor Loka Bhasha Aru Viswayan	Asomiya Sanskriti Aru Vishwayan, 2011.	81-202-8852-1 978-81-202-8852-2
2	Sat Bihu	Asomor Joknagosthiya Bihu, 2012.	81-202-8864-4 978-81-202-8869-1
3	Asomiya Loka Bhashat Vishhvayar Probbhab	Loka Sanskriti Aru Vishvayan, 2012.	81-202-8871-9-978-81-202-9871-1
4	Bisnu Prashad Rabha Aru Dr. Bhupen Hazarika Gitat Sarba Hanar Mukti Setana: Duti Gitor Bishesh Ullekhansaha	Jyoti Prashad Agarwala, Bishnu Prashad Rabha Aru Dr. Bhupen Hazarika Gitat Setonar Sandhan	81-202-8864-5-978-81-202-8864-5
5	Namgharr Aru Namgharia	Madhu Lehi, 2013	978-93-81-694-55-8
6	Arun Sarmar 'Buranji Path' Aru	Udyan, 2013.	978-93-81694-75-6

	Satish Bhattacharyar 'Maharaja' Natat Loka Natyanush thanar Prabhab		
7	Tiwa Sampradayat Upadhi Bibhayanar Patabhoomi Aru Bislehan	Axomar Barebaraniya Sanskriti, 2013	978-93-80454-77-1
8	Ankya Bhaonat Aharyar Bybahar: Eti Rengani	Goru Khiya , 2014.	978-93-84679-00-2
9	Gotra Parichay: Eti Abalokan	Kolong Kiling, 2014	978-81-202-3479-3

Mr. Swapan Jyoti Nath :-10

Nos.	Title	Name of the Book/Year	ISBN
1	Bishnu Prasad Rabha Aru Dr Bhupen Hazarika Gitot Samya bador Pratistha: Tiniti Gitor Bises Ullikhon	Asomia Bhasar Sahitya Goti Prokiti, 2012.	978-81-922338-4-0
2	Loka Sahitya Bishyaonor Prabhab	Bishyon Aru Asomia Sanskriti, 2012.	81-202-8868-8 978-81-202-8866-3
3	Bishnu Prasad Rabha Aru Dr Bhupen Hazarika Gitot Sarbaharar Mukti Setona : Duti Gitor Biheh Ullekxon	Jyoti Prasad Agarwala, Bishnu Prasad Rabhaaru Dr. Bhupen Hazarika Gitot Setonar Sandhan, 2012.	81-202-8864-5 978-81-202-8864-5
4	Asomor Ain Adalot Bebotha Yotishyor Pomkhidi	Sahitya Sanskritir Ruprekha, 2013.	978-81-925436-17
5	Bohag Bihur Poramparat Hok Tula Pratha	Asomor Jona Ghostya Bihu, 2012.	81-202-88694 978-81-202-0869-1
6	Numghar Kandrik Badya-Jontra	Smriti Grantha: Madhulehi, 2013.	978-93-81694-55-8
7	Natokor Utpotti Aru Porampora	Udayan (Smriti Garantha)	978-93-81694-75-6
8	Human Rights Violation in day to day life in home, in work places and in society	Human Rights: New Dimension and challenges, 2012.	978-93-81694-15-2
9	Globalization and Restructuring Educational Curriculum	Historical Studies in the contect of Globalisation Rationale for Restructuring Curriculum, 2011.	81-202-8876-8 978-202-8876-7
10	Bihu Sanskriti Aru Bishwayon	Loka-Sanskriti Aru Bishayon, 2012.	81-202-8871-9 978-81-202-9871-1

Ms. Kabita Goswami :- 04

Nos.	Title	Name of Books/ Year	ISBN
1	Asomia Sanskritir Sanbat	Bhinna Pub Bhinna Rekha, 2009.	81-202-8812-2 978-81-202-8812-6
2	Raijei Roja Mor	Chetonar Sandhan, 2012.	81-202-8865-5 978-81-202-8865-2
3	“Treats and Prospects of Assamese culture in the Context of globalization”	Globalization: Its Impact on Cultural Milieu of North East India, Khagarijan College, 2012.	81-202-8865-6 978-81-202-8865-5
4	“Bishayanat Bipanna Asomor Lora Silpa Sabda Bhandar Aru Sahitya.”	Khagarijan College, 2012.	81-202-8865-6 978-81-202-8866-5

b) Books Edited

Dr. Jonaram Nath:- 02

Sl. No	Name of the Books	Name of the Publisher	Year of Publication	ISBN
1	Asomar Janagoshthiya Bihu	Dhing Bihu Utsav Samittee	2012	81-202-8869-4 978-81-202-8869-1
2	Sahitya-Sanskritir Rup rekha	Khagarijan College	2013	978-81-925436-17

Mr. Sawpan Jyoti Nath:- 01

Sl. No	Name of the Books	Name of the Publisher	Year of Publication	ISBN
1	Loka Sanskriti Aru Bishyan	Khagarijan College	2012	81-202-8871-9978- 81-202-9871-1

c) Books with ISBN/ISSN numbers with details of publishers

Dr Jonaram Nath:- 01

Name of the Book	Publisher/ Year of Publication	ISSN
Gotra Parichaya	Ajanta Press, 2014	978-93-84679-01-9

- d) Citation Index
Nil
 - e) SNIP
Nil
 - f) SJR
Nil
 - g) Impact factor
Nil
 - h) h-index
Nil
- 20 Areas of consultancy and income generated : NIL
- 21 Faculty as members in
- a. National committee:- Nil
 - b. International committee:- Nil
 - c. Editorial Boards:- Nil
- 22 Student projects
- a) Percentage of students who have done in-house projects including inter departmental / programme
All the major Students (4th semester) have done in house project in the departmental programme
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research Laboratories / Industry / other agencies:- Nil
- 23 Awards / Recognitions received by faculty and students:- Nil
- 24 List of eminent academicians and scientists / visitors to the department:- Nil
- 25 Seminars / Conferences / Workshops organized and the source of funding
- a) National: - No national seminar, state level seminar and workshops are organised by the department itself. These are done by college collectively
 - b) International :- Nil

26 Students profile programme/course wise

Year	Name of Course/ Programme	Application Received		Selected		Admission		Pass	
		General	Major	General	Major	General	Major	General	Major
2010-2011	U.G	168	07	168	07	85(M)+83(F)	01(M)+06(F)	60%	100%
2011-2012	U.G	269	22	269	22	164(M)+105(F)	08(M)+11(F)	93%	100%
2012-2013	U.G	193	39	193	39	124(M)+69(F)	07(M)+32(F)	92%	76%
2013-2014	U.G	177	34	177	34	107(M)+70(F)	18(M)+16(F)	95%	—

27 Diversity of Students

Year	Name of the course	% of Students from the Same State	% of Students from other State	% of Students from abroad
2010-2011	U.G	100%	Nil	Nil
2011-2012	U.G	100%	Nil	Nil
2012-2013	U.G.	100%	Nil	Nil
2013-2014	U.G.	100%	Nil	Nil

28 How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civil services,Defense services,etc.? :- Nil

29 Student Progression

Students progression	Against % enrolled
UG to PG	N.A.
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
i) Campus selection	-----
j) Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

- a. Library – Yes, 250 Nos. of Books
- b. Internet facilities for staff and students – Yes
- c. Class rooms with ICT facility – No

d. Laboratories – No

31 Number of student's receiving financial assistance from college, University, government or other agencies:-

Some students are financially helped by the college authority. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:- Nil

33 Teaching methods adopted to improve student learning

The following different methods and practices are adopted to help the students to enrich their knowledge

- Arrangement of quizzes, Essay writing competitions, Poetry recitation competitions, Group discussions, Seminars etc.

34 Participation in Institutional Social Responsibility (ISR) and Extension activities:-
Actively participate in Blood donation camp every year.

The students and faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans

STRENGTHS

- Improvement of Results in Academics
- Cordial relations with parents, present and ex-students

WEAKNESSES

- Lack of Recreation facilities
- Lack of departmental bearer/peon
- Shortage of teacher

OPPORTUNITIES

- Scope for inter disciplinary activity with other departments
- Research activities can be undertaken

CHALLENGE

- Falling enrolment in Elective Assamese

FUTURE PLAN

- To open the departmental heritage museum
- To organize National Seminar by the department
- To open P.G. in Assamese

BENGALI

- 1 Name of the Department : - Bengali
- 2 Year of Establishment : - 2003
- 3 Name of Programmes / Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.) : - Bengali is offered as optional (MIL) subject at UG level
- 4 Name of Inter-disciplinary courses and the departments/Units involved:-
The department does not offer any interdisciplinary course
- 5 Annual/semester/choice based credit system (programme wise):-
The department follows the University pattern system in this regard. At present, we have semester system at undergraduate level. The semester system was introduced in B.A. programme from August, 2011.
- 6 Participation of the department in the course offered by other departments : Nil
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-Time
Professor	-----	-----	-----
Associate Professor	-----	-----	-----
Assistant Professor	-----	-----	02

- 10 Faculty profile with name, qualification, designation, specialization, (D. Sc. /D. Lit. /Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Ms. Taposi Shaha	M.A.	Part-Time Lecturer	-----	1 Year	NIL
Ms. Tutumoni Banik	M.A.	Part-Time Lecturer	-----	2 Year	NIL

- 11 List of senior visiting faculty : Nil

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:-100%

13 Student-Teacher Ratio (Programme wise): 22:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G. : -

Faculty	Qualifications
Ms. Taposi Shaha	M.A.
Ms. Tutumoni Banik	M.A.

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : Nil

18 Research Centre/facility recognized by the University : Nil

19 Publication:

- Publication per faculty
- Number of papers published in peer reviewed journals (national/international) by faculty and students : Nil
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) : Nil
- Monographs : Nil
- Chapter in Books : Nil
- Books Edited : Nil
- Books with ISBN/ISSN number with details of publishers : Nil
- Citation Index : Nil
- SNIP : Nil
- SJR : Nil
- Impact factor : Nil
- H-index : Nil

20 Areas of consultancy and income generated : Nil

21 Faculty as members in

- National committee: Nil
- International Committee : Nil
- Editorial Boards: Nil

22 Students projects

- a. Percentage of students who have done in-house projects including inter departmental/programme : Nil
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : Nil

23 Awards/Recognitions received by faculty and students : Nil

24 List of eminent academicians and scientists/visitors to the department : Nil

25 Seminars/Conferences/Workshops organized & the source of funding

- a. National : Nil
- b. International : Nil

26 Students Profile programme / course wise:-

Year	Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage
				*M	*F	
2010-2011	U.G.	09	09	07	02	66%
2011-2012	U.G.	05	05	04	01	66%
2012-2013	U.G.	12	12	05	07	86%
2013-2014	U.G.	12	12	05	07	86%

27 Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other Sates	% of students from abroad
2010-2011	U.G.	100%	NIL	NIL
2011-2012	U.G.	100%	NIL	NIL
2012-2013	U.G.	100%	NIL	NIL
2013-2014	U.G.	100%	NIL	NIL

28 How many students have cleared national and state competitive examinations such as NET/SLET/ GATE, Civil services, Deference service, etc.? : Nil

29 Students progression

Students progression	Against % enrolled
UG to PG	N/A
PG to M. Phil
PG to Ph.D.
Ph.D. to Post-Doctoral
Employed	
c) Campus selection
d) Other than campus recruitment
Entrepreneurship/Self-employment

30 Details of Infrastructural facilities

- a. Library : Yes, Nos. of Books :- 49
- b. Internet facilities for Staff & Students : Nil
- c. Class rooms with ICT facility : Nil
- d. Laboratories : Nil

31 Number of students receiving financial assistance from college, university, government or other agencies :

A few numbers of students are financially assisted by the college authority from time to time in their financial crisis to get admission into the college and for their examination fees. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshop/seminar? With external experts : Nil

33 Teaching methods adopted to improve student learning :

- Arrangement of Quizzes, Essay writing competitions, Poetry recitation competitions, Group discussion, Seminars etc

34 Participation in Institutional Social Responsibility (ISR) and Extension activities :-

- The students and the faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town under the banner of Red-Ribbon Club.
- The college organizes awareness programe on AIDS/HIV every year under the “Red-Ribon Club” of the college.
- Literary activity is also performed by the college.

- The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans

STRENGTHS

- Improvement of Results in Academics
- Cordial relations with parents, present and ex-students

WEAKNESSES

- Lack of Recreation facilities
- Lack of departmental bearer/peon
- Shortage of teacher

OPPORTUNITIES

- Scope for inter-disciplinary activity with other departments
- Research activities can be undertaken

CHALLENGE

- Falling enrolment in Bengali (MIL)

FUTURE PLAN

- To open the departmental heritage museum
- To organize National Seminar by the department

English

- 1 Name of the department :- English
- 2 Year of Establishment :- 1972
- 3 Name of Programmes/Courses offered:- English is offered as Major and General subject in UG level
- 4 Name of Interdisciplinary courses and the department:-
The department does not offer any interdisciplinary course.
- 5 Annual/semester/choice based credit system:-
The department follows the university pattern system in this regard. At present, we have semester system at undergraduate level. The semester system was introduced in B.A. programme from August, 2011.
- 6 Participation of the department in the courses offered by other department : -

The faculties of the department do not offer their service at other programme since no interdisciplinary courses are offered by the institution so far. The University has introduced “Environmental Studies” as one of the compulsory papers in the 4th Semester and the faculties of all the departments including English department is to take a few classes on the same as directed by the Nodal Teacher.
- 7 Courses in collaboration with other universities, industries, foreign institution etc.: Nil
- 8 Details of courses/programmers discontinued (if any) with reasons: Nil
- 9 Number of Teaching posts.

Designation	Sanctioned	Filled	Part-Time
Professors	-----	-----	-----
Associate Professor	01	01	-----
Assistant Professor	01	01	02

10 Faculty profile with name, qualification, designation, specialization (D.

Sc/D.Litt./Ph.D./ M. Phil etc.):

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. student guided for the last 4 years
Joyshree Choudhury	M.A, M. Phil	Associate Professor	English Critical Theory	26	Nil
Ashrafu Alom Chaudhury	M.A, M. Phil.	Assistant Professor	-----	05	Nil
Kabita Bhuyan	M.A	Contractual	-----	03	Nil
Tanaya Roy	M.A	Part-Time	-----	02	Nil

11 List of senior visiting faculty : Professor Amitav Roy, Rabindra Bharati Viswavidalaya, Culcutta.

12 Percentage of lectures delivered and practical classes handled by temporary faculty: 30%

13 Student-Teacher Ratio:- 92:1

14 Number of academic support staff(technical)and administrative staff, (technical) and filled: Nil

15 Qualification of teaching faculty with DSc/D.Litt/Ph.D/M.Phil/PG—

Faculty	Qualifications
Ms. Jayashree Choudhury	M.A., M. Phil
Mr. Ashrafu Alom Chaudhury	M.A. ,M. Phil
Ms. Kabita Bhuyan (Contextual)	M.A.
Ms. Tanaya Roy (Part-time)	M.A.

16 Number of faculty with ongoing projects from(a) National (b) International funding agencies and grants receive:

Mr. Ashraful Alom Chaudhury is working on a Minor Research Project on “Imagery in Mahapatra’s Poetry” with financial assistance from the UGC and received Rs.1,50,000/-

17 Departmental projects funded by DST-FIST,UGC,DBT,ICSSR,etc. and total grants received: Nil

18 Reserch Centre/facility recognized by the University: Nil

19 Publications:

a. Publication per faculty.

- Number of papers published in peer reviewed journals (national/international) by faculty and students.

Ms. Joyashri Choudhury:-02

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Shakespeare Society of Eastern India	The Significance of Bird of Drawing . . . in Theatre International, 2012	2278-2036
02	Atlantic Review of Feminist Studies	The Study of Jon of Arc in Women’s Studies,2013	232-5105

- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Computer, Dare Database-International Social Sciences Directory, EBSCO host, etc.) : Nil
- Monographs: Nil
- Chapter in books:

Ms. Jayashree Choudhury:- 08

Nos.	Title	Journal/Date	ISSN/ISBN
1	Post-Colonial Imagining	Post-Colonial Imagining-Fission and Fusion, Published by Atlantic Publishers and Distributors, 2009	ISBN-978-81-269-1092-2
2	The Man who Invented Christmas	New Perspectives in British Literature, Vol.-II, Published by Atlantic Publishers and Distributors, 2010	ISBN- 978-81-269-1386-2
3	Eco-Tourism in Arundhati Roy- Booker Prize winners, Part-I,	Booker Prize winners, Part-I, Published by Atlantic Publishers and Distributors, 2010	ISBN-978-81-269-1492-0
4	Vision of Reality	Booker Prize winners, Part-II,	ISBN-978-81-

	Booker Prize winners, Part-II	Published by Atlantic Publishers and Distributors, 2010	269-1482-1
5	Travel Theory	Critical Theory, Part-I, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-
6	Nematology and Films	Critical Theory, Part-II, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-
7	Old Lands in Children's Literature	Children's Literature, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-1758-7
8	Truth in Children's Literature	Children's Literature, Published by Atlantic Publishers and Distributors, 2012	ISBN-978-81-269-1759-4

Mr. Ashraful Alam Choudhury:- 01

Nos.	Title	Journal/Date	ISSN/ISBN
1	A Short History of India English Poetry	Sahitya Sanskritir Ruprekha, publish by Khagarijan College,2013	ISBN-978-81-925436-17

- Books edited: Nil
- Books with ISBN/ISSN numbers: Nil
- Citation Index: Nil
- SNIP: Nil
- SJR: Nil
- Impact factor: Nil
- H-Index: Nil

20 Areas of consultancy and income generated: Nil

21 Faculty as members in

a) National Committee:

- Jayashree Choudhury is the Life member of North East India History Association.
- Ashraful Alam Choudhury—Life Member of NEIDAD (North East India Network for Academic Discourse)

b) International Committee:

Joyashri Choudhury is the Life Member of the International Committee of the Shakespeare Society of Eastern India.

c) Editorial Board: Nil

22 Student projects:

a) Percentage of students who have done in house projects including inter departmental/Programme: Nil

b) Percentage of students placed for projects in organization outside the institution i.e in Research laboratories/Industry/other agencies: Nil

23 Awards/Recognitions received by faculty and students: Nil

24 List of eminent academicians and science visitors to the department.

English academicians who visited the Department of English include:

- Professor Amitanava Roy, Shakespeare Professor of English, Rabindra Bharati University, Kolkata(in 2010)
- Professor Puna Mahanta, Dibrugarh University, Former Professor and Head of the Dept. of English.(in 2010)
- Professor Sailen Bharali, Dept: of Assamese Gauhati University(2010)
- Prof. Siddhatha Guha Roy Calcutta (2011)

25 Seminars/Conference/Workshops organized and the source of funding.

a) National

b) International

Seminars, Workshops, popular talks are held in a collective way and not organized by any particular department.

26 Student profile program/course wise:

General course

Year	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				Male	Female	
2010-2011	U.G.	179	179	102	77	52%
2011-2012	U.G.	304	304	189	115	85%
2012-2013	U.G.	241	241	143	98	76%
2013-2014	U.G.	230	230	134	96	80%

Major course

Year	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				Male	Female	
2010-2011	U.G.	01	01	00	01	100%
2011-2012	U.G.	06	06	05	01	100%
2012-2013	U.G.	08	08	02	06	100%
2013-2014	U.G.	06	06	01	05	_____

27 Diversity of students

Year	Name of the course	% of students from the same state	% of students from other	% of students from abroad
2010-2011	U.G.	100%	Nil	Nil
2011-2012	U.G.	100%	Nil	Nil
2012-2013	U.G.	100%	Nil	Nil
2013-2014	U.G.	100%	Nil	Nil

28 How many students have cleared national and state competitive examination as NET, SLET, GATE, Civil Service, Deference service etc.: Nil

29 Student progression

Student Progression	Against % enrolled
UG to PG	N/A
PG to M.Phil	-----
PG to Ph. D.	-----
Ph.D to Post –Doctoral	-----
Employed	
• Campus selection	-----
• other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of infrastructural facilities.

- a) Library: Yes, Books- 250
- b) Internet facilities for staff and students.

Yes, there is a computer with internet facilities in the department for the teaching faculty.

c) Classrooms with ICT faculty: Nil

d) Laboratories: Yes, Language Laboratory

31 Number of students receiving financial assistance from college, university, govt. or other agencies.

The College helps a certain number of students from the economically backward classes. Moreover, ST/ OBC/ SC/ MOBC/ Minority students get scholarship from Government.

32 Details on students enrichment programme (Special lectures/Workshop/Seminar) with external experts.

A number of special lectures, workshops, seminars and popular talks are held as students' enrichment programmes. External experts are invited to enrich such programmes. All such programmes are held collectively and not by any single department.

33 Teaching methods adopted to improve students' learning.

The Department of English adopted a unique way to impart education to its students and will do so in the future as well. It organized a Popular Talk on English Morality Plays. Professor Jyotimoy Jana, Head of the Department of English, Nowgon Girls' College was invited to deliver a talk. He was also requested to screen a film on the Morality Play, 'Everyman'. This play is prescribed in the English Major Course not only the English Major students, but students from the General English stream attended the Talk. The film was a great success.

34 Participation in Institutional social Responsibility (ISR) Extension activities.

The students and the faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town under the banner of Red-Ribbon Club.

The college organizes awareness programme on AIDS/HIV every year under the "Red-Ribbon Club" of the college.

Literary activity is also performed by the college.

The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans.

Strength

- English language is an international language. No one can ignore the significance of this language.
- The department has two permanent faculties, one contractual lecturer and one part-time lecturer. They are well experienced teachers.
- Both the permanent teachers have already got the M. Phil degree.

Weakness

- Most of the students are from neighboring villages and they are from Assamese medium institutions. Therefore, the initial teaching period becomes some sort of difficult for the teachers and students. However, the whole process is a great learning process from both sides.
- The departmental library possesses a very few books. However, those books are of immense value in them.

Opportunity

- Numerous opportunities for improvement of the department. Since there is a Language Laboratory in the College, an additional Language teacher could be employed to cater to the needs of the students.
- Another permanent teacher added to the department would be a great boasts to it.

Future plan

The department plans to organize seminar, workshop etc. in the forthcoming year.

Social Sciences

Economics

- 1 Name of the Department : Economics
- 2 Year of Establishment : 1972
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.):-
Economics is offered as a Major and General elective subject at undergraduate level.
- 4 Name of Interdisciplinary courses and the departments/Units involved : -
The department does not offer any interdisciplinary course.
- 5 Annual/semester/choice based credit system (programme wise) :-
The department follows the university pattern system in this regard. At present, we have semester system at undergraduate level. The semester system was introduced in B.A. programme from August, 2011.
- 6 Participation of the department in the course offered by other departments. : -
The faculties of the department do not offer their service at other programme since no interdisciplinary courses are offered by the institution so far. The University has introduced “Environmental Studies” as one of the compulsory papers in the 4th Semester and the faculties of all the departments including Economics department is to take a few classes on the same as directed by the Nodal Teacher.
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. :
Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-time
Professor	NIL	NIL	___
Associate Professor	02	02	___
Assistant Professor	01	01	___

10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Selima Sultana Khandakar	M.A., L.L.B	Associate Professor	Demography & applied Statistics	27 Year	NIL
Abdul Salam	M.A.	Associate Professor	Demography	27 Year	NIL
Umme Salma	M.A., M. Phil	Assistant Professor	International Economics	17 Year	NIL

11 List of senior visiting faculty : Nil

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Since there is no faculty for teaching Mathematical Economics to the Major student of Third and Fourth Semester, temporary lecturers are invited to take classes on the said purpose. 80% of the lectures are delivered by the temporary lecturers.

13 Student-Teacher Ratio (Programe wise):- 20:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G.

Faculty	Qualifications
Ms. Selima Sultana Khandakar	M.A., L.L.B.
Mr. Abdul Salam	M.A.
Ms. Umme Salma	M.A., M.Phil

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Faculty	Project	Funding agency	Grant Received
Selima Sultana Khandakar	Minor Research Project	UGC	1,50,000/-

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : - Nil

18 Research Centre/facility recognized by the University: Nil

19 Publication:

a) Publication per faculty

- Number of papers published in peer reviewed journals (national/international) by faculty and students: Nil
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Computer, Dare Database- International Social Sciences Directory, EBSCO host, etc.) : Nil
- Monographs : Nil
- Chapter in Books :

Ms. Selima Sultana Khandakar:- 05

Nos.	Title	Name of Books/ Year	ISBN
1	Jyoti Prakashor Geetor Despremer Swarup	Chetonar Sandhan , 2012.	81-202-8865-5 978-81-202-8865-2
2	Problems & Prospects of Horticulture in Assam with special reference to Nagaon District	Sahitya Sanskritir Rup-Rekha , 2013.	978-81-92-5436-17
3	Gandhi and Gondhinomics	Gandhian Concept: Interrogation and Exploration, 2012.	978-93-81694-49-7
4	Globalisation and AIDS/HIV Epidemic in North East India with special reference to Assam	Globalisation :Its Impact on Cultural Milleu of NE India, 2012.	81-202-8865-6 978-81-202-8866-5
5	Jonbeel Mela, Panya Binimoy and Globalisation	Lok Sanskritis aru Bishoyan, 2012.	81-202-8871-9 978-81-202-98-71-1

- Books Edited :

Sr. Selima Sultana Khandakar:- 01

Sl. No.	Books edited	Publisher	ISBN
1	Globalisation : Its Impact on Cultural Millieu of North East India.	Khagarijan College in 2012	81-202-8865-6 978-81-202-8865-5

- Books with ISBN/ISSN number with details of publishers: Nil
- Citation Index : Nil
- SNIP : Nil
- SJR : Nil
- Impact factor: Nil
- H-index : Nil

20 Areas of consultancy and income generated : NIL

21 Faculty as members in

- National committee : Nil
- International Committee : Nil
- Editorial Boards: NIL

22 Students projects

- a) Percentage of students who have done in-house projects including inter departmental/programme
 - b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies
- Full-fledged students' project has not been carried out by the department till today.
 - The undergraduate students are not entitled to do such project in Economics except in Environmental Studies. The faculties help the students to conduct various environmental related projects along with population related projects such as status of girls child in the family and child labour .

23 Awards/Recognitions received by faculty and students : Nil

24 List of eminent academicians and scientists/visitors to the department : Nil

25 Seminars/Conferences/Workshops organized & the source of funding

a) National

Since the number of faculty members in the department is only three, we have to arrange or organize seminars/Conferences/Workshop etc. collectively and not independently.

b) International

The college as well as the department has not yet organized any international seminar/Conference/Workshop.

26 Student profile programme/ course wise:

Year	Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage
				Male	Female	
2010-2011	U.G.	09	90	08	01	50%
2011-2012	U.G.	20	20	19	01	56%
2012-2013	U.G.	11	11	09	02	50%
2013-2014	U.G.	12	12	09	03	——

27 Diversity of students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2010-2011	U.G	100%	——	——
2011-2012	U.G	100%	——	——
2012-2013	U.G	100%	——	——
2013-2014	U.G.	100%	——	——

28 How many students have cleared national and state competitive examinations such as NET/SLET/ GATE, Civil services, Deference service, etc.? : Nil

29 Students progression

Students progression	Against % enrolled
UG to PG	N.A.
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
26 Campus selection	-----
27 Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

- a. Library : - Yes
Text books – 63; Reference books – 07
Journal – 01
- b. Internet facilities for Staff & Students : Yes
- c. Class rooms with ICT facility : Nil
- d. Laboratories : Nil

31 Number of students receiving financial assistance from college, university, government or other agencies

A few numbers of students are financially assisted by the college authority from time to time in their financial crisis to get admission into the college and for their examination fees. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshop/seminar? With external experts:

- a. Workshop – “Entrepreneurship Development : Career Option for Degree Students held on 9th Nov., 2013 Resource Person”
 - Dr Sunil Kr. Saikia, i/c Director, IIE Ghy.
 - Mr. Hiranya Kakati, Small Entrepreneur, Bebejia, Nagaon
 - Mr. Nabajyoti Bora, Small Entrepreneur, Samaguri, Nagaon

- b. Special lecturer on ‘Consumer’s Protection Right’ held on November 25, 2014. Resource Person – Mr. Alok Goswami, Senior Advocate, Nagaon Bar Council.

33 Teaching methods adopted to improve student learning

- The following different methods and practices are adopted to help the students to enrich their knowledge.

28 Tour to Historical places in Sibsagar district of Upper Assam as academic visit.

- Visited to ‘Brick Industry’ to let them understand how our environment got polluted.
- Research Project assigned to the students on subjects related to Environment, Population, Attitudes of the parents towards the Girls child, child labor in neighboring locality and so on.

34 Participation in Institutional Social Responsibility (ISR) and Extension activities

- The students and the faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town under the banner of Red-Ribbon Club.
- The college organizes awareness programme on AIDS/HIV every year under the “Red-Ribbon Club” of the college.
- Literary activity is also performed by the college.
- The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans:-

Strength

- The department has well experienced faculty.
- One faculty member has awarded M. Phil. Degree
- The departmental library is enriched with the latest text books as per the revised syllabus of the University for the recently introduced Semester System.

- Though the reference books are few in numbers, yet they are helpful in context with the text books as per the curriculum prescribed by the affiliating university.

Weakness

- Most of the students in our institution enrolled themselves from rural as well as economically weaker section of the society background. As such, they do not have modern equipments to access to be awarded themselves with the changing scenario of the latest changes of local, state, national and international level.
- The department is lacking off a faculty with specialization in Mathematical Economics to teach the papers in 3rd and 4th Semester in Major course. Unfortunately, the DHE does not appoint such faculty till now. As a result of it, the department has to take the help of part time teachers for this paper.
- The “Economics Phobia” among the students has done lots of hamper to the department. They are of the presumption that Economics is a very tough subject. So, they prefer not to choose Economics as an elective subject. Not to talk of our institution, it is observed that the number of students opting for Economics as a Core subject has been decreasing day-by-day particularly after the introduction of the semester system in Degree level.
- The decreasing number of students in Economics in the degree level may be due to the introduction of Statistics (of 50 marks) in 10+2 levels in the syllabus of Economics.

Opportunities

- We have a departmental library which is very much helpful to the students and the faculties. And the computer with Wi-Fi facility helps a lot to the faculty members of the department.
- The department can issue books for one week only. There is no provision for issuing Journal to the students.

Challenges

- Economics is not offered as a compulsory subject at school level.

- The students those who are poor in Mathematics prefer to avoid subjects relating to mathematical calculation in the Senior Secondary level. Students, who opt for Economics in 10+2 levels, prefer to change it within the very first month of the session due to the inclusion of statistics in the course. As a result of it, the number of students choosing Economics in the Degree level is decreasing noticeably.
- It is to be an international subject, changing scenario of globe, national and local economy has made this subject very challenging and it is not so easy on the part of the teacher to keep the students updated.
- To pursue Major in Economics in degree level the mathematical concepts is must from the students end.

Future Plans

- To organise seminar and project works.
- To arrange special classes in Mathematics for the benefits of the students who opts for Major in Economics by the guest teachers.
- To arrange more academic visits to the different institutions existed nearby such as agro-farm in Silongoni, Airy farm in Jagiroad, Women Bank in Jorhat, Dairy farm at Kothiatoli, Agricultural Universiy Sub Campus in Silongoni and Horticulture at Samoguri.

EDUCATION

- 1 Name of the Department : - Education
- 2 Year of Establishment : - 1972
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.) : -Education is offered as a core subject in UG as Major and General.
- 4 Name of Interdisciplinary courses and the departments/Units involved: -
The department does not offer any interdisciplinary course.
- 5 Annual/semester/choice based credit system (programme wise):-
The department has to follow University pattern in this regard. At present we have semester at UG level. The semester system was introduced in B.A. programme from August 2011.
- 6 Participation of the department in the course offered by other departments. : -
The faculties of the department do not offer their service at other programme. No interdisciplinary courses are offered by the institution so far. The University has introduced “Environmental Studies” as one of the compulsory subject in the 3rd & 4th semester and the faculties of all departments including Education department has to take a few classes on the subject as directed by the Nodal Teacher.
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. : -
Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-Time
Professor	—	—	—
Associate Professor	01	01	—
Assistant Professor	02	02	01

- 10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Prof. Mamoni Bhuyan	M.A.	Associate Professor	Laboratory Practical	27 Years	NIL
Prof. Ajanta Bora Khargharia	M.A., M.Phil.	Assistant Professor	History of Education	17 Years	NIL
Prof. Deepak Sarkar	M.A., M.Phil	Assistant Professor	Child Psychology	10 Years	NIL
Prof. Afjal Ahmed	M.A.	Assistant Professor	-	01	NIL

- 11 List of senior visiting faculty : - Nil

- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : -

30% of the lectures are delivered by the Part-time lecturer.

- 13 Student-Teacher Ratio (Programe wise) : - 31:1

- 14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

- 15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G.

Number of Faculty	Qualification
Ms. Mamoni Bhuyan	M.A
Ms. Ajanta Bora Khargharia	M.A.M.Phil
Ms. Deepak Sarkar	M.A. M.Phil
Ms. Afjal Ahmed	M.A.

- 16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : -

Faculty	Project	Funding Agency	Grant Allotted	Grant Received
Prof. Deepak Sarkar	Minor Research Project	UGC	Rs. 2,25,000/-	1,85,000/-

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : - Nil

18 Research Centre/facility recognized by the University : -

We don't have any research centre/Facility recognized by the Affiliating University.

Yet we can avail of that opportunity for their career advancement whenever required.

19 Publication:

a) Publication per faculty

b) Number of papers published in peer reviewed journals (national / international) by faculty and students Faculty –

Ms. Ajanta Bora Khargharia:- 02

Nos.	Name of the Journal	Title of the Paper	ISSN
01	Sree Sankara Journal of Arts, Science and Commerce, Vol.- I , Issue – II	Pollution and Impact on Environmental degradation, 2012	ISSN- 2250-3706
02	Shrre Sankar Journal of Arts, Science and Commerce, Vol.-II, ISSUE-I,	Development In Co-Curricular Activities At College Level, 2012	ISSN- 2250-3706

- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Computer, Dare Database-International Social Sciences Directory, EBSCO host, etc.) : Nil

- Monographs: - Nil

- Chapter in Books –

Ms. Ajanta Bora Khargharia:- 03

Nos.	Title	Books/Publisher/Year	ISBN No
1	Impact of Globalization in Higher Education of North East India	Globalization: Its impact Cultural Milieu of North East India , Khagarijan College, 2012	81-202-8865-6 978-81-202-8866-5
2	Globalization and Its Impact on Traditional Culture of Assam	Lok Sanskriti Aru Bishwayan, Khagarijan College, 2012	81-202-88-719 978-81-202-9871-1
3	Globalization and Restructure in Educational Curriculum	Historical Studies in the Context of Globalization: Rational for Restructuring Curriculum, Khagarijan College, 2011	81-202-8876-8 978-202-8876-7

Ms. Mamoni Bhuyan:- 01

Nos.	Title	Books/Publisher/Year	ISBN No
1	History of Environmental Education in the context of Globalization – An overview	Historical studies in the Context of Globalisation : Rational for Re-structuring curriculum	81-202-8876-8 978-202-8876-7

Mr. Deepak Sarkar:- 01

Nos.	Title	Books/Publisher/Year	ISBN No
1	Asomot Nobo Boyashnab Dharma Bormantar aru Upadhi Poribortan	Published in Eka Satikar Asomot Noba Hotra, 2013	978-81-925433-14

- Books Edited:- Nil
- Books with ISBN/ ISSN numbers with details of publishers:- Nil
- Citation Index:- Nil
- SJR:- Nil
- Impact factor:- Nil
- h-index:- Nil

20 Areas of consultancy and income generated :- Nil

21 Faculty as members in :-

- a) National committee:- Nil
- c) International Committees:- Nil
- d) Editorial Boards:- Nil

22 Student projects

- a) Percentage of students who have done in-house projects including inter departmental / programme:-

The Major students have to do project as compulsory one.

- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/other agencies:- Nil

23 Awards / Rrcognitions received by faculty and students:- Nil

24 List of eminent academicians and scientists / visitors to the department:- Nil

25 Seminars/Conference/Workshops organized and the source of funding –

- National
- The number of faculty members is very few, therefore we have to arrange or organise Seminars, conference, workshop etc. collectively and not independently.
- International:- Nil

26 Student profile programme / course wise:

Year	Name of the programme/ course	Application received	Selected	Enrolled		Pass percentage
				M	F	
2010-2011	U.G.	164	164	95	69	83%
2011-2012	U.G.	244	244	139	105	91%
2012-2013	U.G.	183	183	100	83	84%
2013-2014	U.G.	213	213	126	87	—

27 Diversity of Students

Year	Name of the Course	% of the students from the same state	% of the students from other state	% of student from A broad
2010-2011	U.G.	100%	Nil	Nil
2011-2012	U.G.	100%	Nil	Nil
2012-2013	U.G.	100%	Nil	Nil
2013-2014	U.G.	100%	Nil	Nil

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :- Nil

29 Student Progression

Students progression	Against % enrolled
UG to PG	08%
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
• Campus selection	-----
• Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

a. Library – Yes

Text books – 117, Reference Books – 30 Total - 147

b. Internet facilities for staff and students – Yes

c. Class rooms with ICT facility – Nil

d. Laboratories – Yes, One Psychological laboratory.

31 Number of students receiving financial assistance from college, university, government or other agencies.

A few numbers of students are financially assisted by the college authority from time to time for getting admission in to the college and for providing fees for their examinations. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on students enrichment programme/special lectures/Workshop/Seminar with external expert :- Nil

33 Teaching methods adopted to improve student learning –

The following different methods and practices are adopted to help the students to enrich their knowledge.

- Tour on Historical places in Sibsagar district of Upper Assam as academic visit.

- Research project assigned to the students on subjects related to environment, population, Attitudes of the parents towards the girls' child, child labor in neighboring locality and so on apart from laboratory practical.

34 Participation in Institutional Social Responsibility and Extension Activities.

- The Students and faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town.
- The college organizes awareness programme on AIDS/HIV every year under the 'Red Ribon Club' of the college.
- Literary activity is also performed by the college.
- The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans

Strength

- The students' strength is increasing day by day.
- The Department has well experienced faculty.
- Two members of the department have awarded M. Phil. Degree.
- One faculty member has got admitted in Ph. D.
- The departmental Library is well furnished with the latest text books as per the revised syllabus of the University.
- The department has a psychological laboratory with different equipments.

Weakness

- Most of the students come from rural area as well as economically weaker section of the society. They are not aware of latest trend prevailing at national and international level.
- Lack of sufficient number of faculty, the department has to take the help of part-time teachers for taking classes.

Opportunity

- We have a departmental library which is very much helpful to the students and the faculties.

Challenges

Education is not offered as a compulsory subject at school level.

Huge numbers of students are present in the class. So, it is very difficult to take proper attention to all students.

It is an international subject. Changing scenario of local, national and global perspective has made the subject very challenging and it is difficult for teachers to keep students update to its wider horizons and perspectives.

Future Plan

- To organise seminars, workshop, popular talk and project works.
- To arrange guest lectures.
- Plan to open Post-Graduate course.

HISTORY

- 1 Name of the Department : - History
- 2 Year of Establishment : - 1972
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.) : - U.G. (Major and General).
- 4 Name of Interdisciplinary courses and the departments/Units involved : - Nil
- 5 Annual/semester/choice based credit system (programme wise) : - Presently we have semester system at UG level.
- 6 Participation of the department in the course offered by other departments. : - Nil
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. : - Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : - Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-Time
Professor	NIL	NIL	---
Associate Professor	NIL	NIL	---
Assistant Professor	02	02	---

- 10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Mr. Rayhanul Ahmed	M.A., M.Phil	Assistant Professor	-----	10 Years	Nil
Mr. Rameswar Kurmi	M.A.	Assistant Professor	Ancient Indian History	03 Years	Nil

- 11 List of senior visiting faculty : - Nil
- 12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : - Nil

13 Student-Teacher Ratio (Programe wise) : - 18:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : - Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G.

Teaching Faculty	Qualification
Mr. Rayhanul Ahmed	M.A., M.Phil
Mr. Rameswar Kurmi	M.A.

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :-

Prof. Rameswar Kurmi is working on a Minor Research Project with financial assistance from the UGC and received Rs.2,80,000/-

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received: - Nil

18 Research Centre/facility recognized by the University : - Nil

19 Publication:

a. Publication per faculty :

- Number of papers published in peer reviewed journals (national/international) by faculty and students :- Nil
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) :- Nil
- Monographs :- Nil
- Chapter in Books :- Nil
- Books Edited :- one book edited by Rayhanul Ahmed
- Books with ISBN/ISSN number with details of publishers :- Nil
- Citation Index :- Nil
- SNIP :- Nil
- SJR :- Nil
- Impact factor :- Nil
- h-index :- Nil

20 Areas of consultancy and income generated : - Nil

21 Faculty as members in

- a. National committee
- b. International Committee
- c. Editorial Boards

a. National committee:-

Mr. Rayhanul Ahmed

- Life member of the North East India History Association Member of All India History Congress.
- Life member of the NEINAD (North East India Network for Academic Discourses).

Mr. Rameswar Kurmi

- Life member of the North East India History Association.
- Life member of the NEINAD (North East India Network for Academic Discourses).

b. International committee: - Nil

c. Editorial Board : - Nil

22 Students projects

- a. Percentage of students who have done in-house projects including inter departmental/programme: - Nil
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : - Nil

23 Awards/Recognitions received by faculty and students : - Nil

24 List of eminent academicians and scientists/visitors to the department : -

- Prof. J.B. Bhattacharjee, Vice Chancellor, Assam University, Silchar
- Prof. A.K. Thakur, Department of History, NEHU, Shillong
- Prof. Himadri Benarjee, Department of History, Jadavpur University, Calcutta

- Prof. S.D. Goswami, Department of History, Dibrugarh University, Dibrugarh
- Prof. S.D. Dutta, Department of History, Rajib Gandhi University, Doimukh, Arunachal Pradesh
- Prof. K.L. Chottopadhuya, Calcutta
- Prof. Ishamuddin Sarkar, Department of History, North Bengal University, Siliguri

25 Seminars/Conferences/Workshops organized and the source of funding

a. National

One UGC sponsored National Seminar on ‘The Study History in the Twenty First Century: Perspective & Prospects.’

b. International : - Nil

26 Student profile programme/course wise :

Year	Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage
				Male	Female	
2010-2011	U.G.	06	06	02	04	100%
2011-2012	U.G.	08	08	04	04	80%
2012-2013	U.G.	05	05	04	01	67%
2013-2014	U.G.	11	11	05	06	_____

27 Diversity of students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2010-2011	U.G.	100%	-----	-----
2011-2012	U.G.	100%	-----	-----
2012-2013	U.G.	100%	-----	-----
2013-2014	U.G.	100%	-----	-----

28 How many students have cleared national and state competitive examinations such as NET/ SLET/ GATE, Civil services, Deference service, etc.? : - Nil

29 Students progression

Students progression	Against % enrolled
UG to PG	N.A
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
• Campus selection	-----
• Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

- a. Library :- Yes, 105 nos. of books (text and reference)
- b. Internet facilities for Staff & Students:- Yes, the college has the Internet facilities.
- c. Class rooms with ICT facility :- Nil
- d. Laboratories :- Nil

31 Number of Students receiving financial assistance from college, University, Government or other agencies :

A few students are financially helped by the college authority. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshop/seminar) With external experts :- Nil

33 Teaching methods adopted to improve student learning

Digital classroom, LCD Projector, Maps, Globes & Photograph are used in the teaching methods and sometimes field Trips are organized by the department.

34 Participation in Institutional Social Responsibility (ISR) and Extension activities :-

The faculty members took part actively in the various institutional social activities organized by different organization on social issues.

35 SWOC analysis of the department and Future plans

Strength

- One teacher engaged in research work
- Students' Results are improving
- Close relation between faculty members
- Good relations with ex-students
- Students are helped in different ways by the teachers

Weakness

- Insufficient faculty members
- Less number of books

Opportunity

- A good way to interact with the different students from different dimensions which enable the faculties to understand the various perspectives of the society.

Challenges

- As the subject history is not included as mandatory in school syllabus the number of enrolment decreasing day by day in the 10+2 as well as in the U.G. levels.

Future Plans

- The department plans to publish a journal based on historical studies
- The department plans to open P.G. Courses.
- Plans to enrich the departmental Library

PHILOSOPHY

- 1 Name of the Department : - Philosophy
- 2 Year of Establishment : - 2007
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.): - Philosophy is offered as an elective subject at undergraduate level.
- 4 Name of Interdisciplinary courses and the departments/Units involved:
The department does not offer any inter-disciplinary course.
- 5 Annual/semester/choice based credit system (programme wise):
The department follows the University pattern system in this regard. At present, we have semester system at undergraduate level. The semester system was introduced in B.A. programme from August, 2011.
- 6 Participation of the department in the courses offered by other departments:
The faculties of the department do not offer their service at other programme since no interdisciplinary courses are offered by the institution so far. The University has introduced “Environmental Studies” as one of the compulsory papers in the 4th Semester and the faculties of all the departments including Philosophy department is to take a few classes for the same as directed by the Nodal Teacher.
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc.: - Nil
- 8 Details of courses/programmes discontinued (if any) with reasons: Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-time
Professor	Nil	Nil	—
Associate Professor	Nil	Nil	—
Assistant Professor	Non-sanctioned	01	01

10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Rupshree Devi	M.A., M. Phil (Double)	Astt. Professor	-----	12 Years	No
Manuranjan Das	M.A., M. Phil	Astt. Professor	-----	7 Years	No

11 List of senior visiting faculty : - Nil

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :- 100%

13 Student-Teacher Ratio (Programe wise) : - 113:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled :- Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G. : -

Faculty	Qualifications
Ms Rupshree Devi	M.A.(Double), M. Phil
Mr Manuranjan Das	M.A., M. Phil

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : - Nil

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : - Nil

18 Research Centre/facility recognized by the University : - Nil

19 Publication:

a. Publication per faculty : -

- Number of papers published in peer reviewed journals (national/international) by faculty and students:

Ms Rupshree Devi:- 04

Nos.	Title of the Paper	Name of the Journal	ISSN
01	The Buddha's Ethics	Dristibhangi (The Perspective) VOL-VII , 2014	2278-5892
02	The Concept of man in different Indian Thought	Createrit Vol-2, Issue-I, 2015	2347-8829
03	Man and Humanism in the Philosophy of Radhakrishna	Pioneer Vol-I, Issue-I, 2014	2393-9818
04	Gandhiji's Conception of the Nature of Man	Sanghati 3 rd year 2 nd & 3 rd Issue, 2014	2319-7366

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) : - Nil
- Monographs : - Nil
- Chapter in Books : - Nil
- Books Edited : - Nil
- Books with ISBN/ISSN number with details of publishers :

Ms Rupshree Devi :- 01

Name of the Book	Publisher/ Year	ISBN
Buddhism and Humanism	Swaraswati D N Publication, 2014	978-93-82723-11-0

- Citation Index : - Nil
- SNIP : - Nil
- SJR : - Nil
- Impact factor: - Nil
- H-index : - Nil

20 Areas of consultancy and income generated : - Nil

21 Faculty as members in

- National committee : - Nil
- International Committee : - Nil
- Editorial Boards : - Nil

22 Students projects

- a. Percentage of students who have done in-house projects including inter departmental/programme : - Nil
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies : - Nil

23 Awards/Recognitions received by faculty and students : - Nil

24 List of eminent academicians and scientists/visitors to the department: - Nil

25 Seminars/Conferences/Workshops organized & the source of funding

- a. National : - Nil
- b. International : - Nil

26 Student profile programme/ course wise:

Year	Name of the Course/ programme	Application received	Selected	Enrolled		Pass Percentage
				*M	*F	
2010-2011	U.G.	09	09	03	06	85%
2011-2012	U.G.	14	14	06	08	95%
2012-2013	U.G.	50	50	28	22	65%
2013-2014	U.G.	48	48	25	23	—

27 Diversity of students : -

Year	Name of the Course	% if students from the same state	% of students from other States	% of students from abroad
2010-2011	U.G.	100%	Nil	Nil
2011-2012	U.G.	100%	Nil	Nil
2012-2013	U.G.	100%	Nil	Nil
2013-2014	U.G.	100%	Nil	Nil

28 How many students have cleared national and state competitive examinations such as NET/ SLET/ GATE, Civil services, Deference service, etc.? : - Nil

29 Students progression : -

Students progression	Against % enrolled
UG to PG	Nil
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
• Campus selection	-----
• Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

- a. Library:- Books-34
- b. Internet facilities for Staff & Students: - Nil
- c. Class rooms with ICT facility:- Nil
- d. Laboratories:- Nil

31 Number of students receiving financial assistance from college, university, government or other agencies:

A few students are financially assisted by the college authority from time to time in their crisis to get admission into the college and for their examination fees. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshop/seminar?)

With external experts:- Nil

33 Teaching methods adopted to improve student learning: Nil

34 Participation in Institutional Social Responsibility (ISR) and Extension activities: -

- The students and the faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town under the banner of Red-Ribbon Club.
- The college organizes awareness programme on AIDS/HIV every year under the “Red-Ribbon Club” of the college.
- Literary activity is also performed by the college.

- The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans

STRENGTHS

- Improvement of Results in Academics
- Cordial relations with parents, present and ex-students

WEAKNESS

- Lack of Recreation facilities
- Lack of departmental bearer/peon
- Shortage of teacher

OPPORTUNITIES

- Scope for Inter-disciplinary activity with other departments
- Research activities can be undertaken

CHALLENGE

- Falling enrolment in Philosophy
- To prepare the students for higher education and to make them responsible citizen

FUTURE PLAN

- To expand the department
- To organize National Seminar by the department

POLITICAL SCIENCE

- 1 Name of the Department : - Political Science
- 2 Year of Establishment : - 1972
- 3 Name of Programmes/Courses offered (UG, PG, M. Phil, Ph. D., Integrated Masters; Integrated Ph. D., etc.) :- Political Science is offered as a Major and General elective subject at Under Graduate level.
- 4 Name of Interdisciplinary courses and the departments/Units involved : -
The Department does not offer any interdisciplinary course.
- 5 Annual/semester/choice based credit system (programme wise) : -
The department follows the university pattern system in this regard. At present, we have semester system at Under Graduate level. The semester system was introduced in B.A. programme from August, 2011.
- 6 Participation of the department in the course offered by other departments. :- Nil
- 7 Courses in collaboration with other universities, industries, foreign institutions, etc. :- Nil
- 8 Details of courses/programmes discontinued (if any) with reasons : - Nil
- 9 Number of Teaching posts

Designation	Sanctioned	Filled	Part-Time
Professor	Nil	Nil	Nil
Associate Professor	Nil	Nil	Nil
Assistant Professor	02	02	02

10 Faculty profile with name, qualification, designation, specialization, (D. Sc./D. Litt./Ph.D./M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guide for the last 4 years
Niva Saikia	M.A.	Astt. Professor	Public Administration	23 Years	Nil
Moinul Hoque Akanda	M.A., M.Phil., L.L.B.	Astt. Professor	_____	9 Years	Nil
Reba Kr. Das	M.A.	lecturer	_____		Nil
Oly Borah	M.A.	lecturer	_____		Nil

11 List of senior visiting faculty :- Nil

12 Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : - 50%

13 Student-Teacher Ratio (Programe wise) :- 99:1

14 Number of academic support staff (technical) and administrative staff; sanctioned and filled : - Nil

15 Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/M.Phil/P.G.

Faculty	Qualification
Ms Niva Saikia	M.A.
Mr Moinul Hoque Akanda	M.A., M. Phil., LLB
Mr Reba Kr. Das	M.A.
Ms Oly Bora	M.A.

16 Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : - Nil

17 Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grant received : - Nil

18 Research Centre/facility recognized by the University : -

Though we do not have research center/facility recognized by the university. Yet one can avail that opportunity for their career advancement.

19 Publication:

a) Publication per faculty : - Nil

- Number of papers published in peer reviewed journals (national/international) by faculty and students : - Nil
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host etc.) : - Nil
- Monographs : - Nil
- Chapter in Books : - Nil
- Books Edited : - Nil
- Books with ISBN/ISSN number with details of publishers : - Nil
- Citation Index : - Nil
- SNIP : - Nil
- SJR : - Nil
- Impact factor : - Nil
- H-index : - Nil

20 Areas of consultancy and income generated : - Nil

21 Faculty as members in

- a. National committee :- Nil
- b. International Committee :- Nil
- c. Editorial Boards : - Nil

22 Students projects : -

- a. Percentage of students who have done in-house projects including inter departmental/programme :- Nil
- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies :- Nil

23 Awards/Recognitions received by faculty and students : - Nil

24 List of eminent academicians and scientists/visitors to the department : -

- Prof. Monirul Hussain, Department of Political Science, Gauhati University

25 Seminars/Conferences/Workshops organized & the source of funding

a. National

b. International

- The department organized one symposium. Since the number of faculty member is very few, therefore we have to organize Seminars/Conferences/Workshop etc. in our college collectively and not independently.
- The department has not yet organized any International Seminar/Conference/Workshop so far.

26 Student profile programme/course wise : -

Year	Name of the Course/Programme 2014	Application received	Selected	Enrolled		Pass Percentage
				Male	Female	
2010-2011	U.G.	140	140	79	61	80%
2011-2012	U.G.	254	254	161	93	77%
2012-2013	U.G.	131	131	99	32	69%
2013-2014	U.G.	183	183	101	82	—————

27 Diversity of Students:

Year	Name of the Course	% of students from the same state	% of students from other state	% of students from abroad
2010-2011	U.G	100%	NIL	NIL
2011-2012	U.G	100%	NIL	NIL
2012-2013	U.G	100%	NIL	NIL
2013-2014	U.G.	100%	NIL	NIL

28 How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Service, Defense Services, etc.? :- Nil

29 Students progression

Students progression	Against % enrolled
UG to PG	Nil
PG to M.Phil	-----
PG to Ph.D.	-----
Ph.D. to Post-Doctoral	-----
Employed	
• Campus selection	-----
• Other than campus recruitment	-----
Entrepreneurship/Self-employment	-----

30 Details of Infrastructural facilities

- a. Library - Books = 220 Nos. of Books
- b. Internet facilities for Staff & Students :- Yes
- c. Class rooms with ICT facility :- No.
- d. Laboratories :- No.

31 Number of students receiving financial assistance from college, University, government or other agencies:

Some students are financially helped by the college authority. The SC/ST/OBC/MOBC/Minority students get scholarship from the government.

32 Details on student enrichment programmes (special lectures/workshop/seminar?)

With external experts –

Details on students' enrichment programmes as mention below:-

- Workshop on “Entrepreneurship Development: Career – for Degree Students – held on 7th November, 2013.

Resource Persons –

- i) Dr. Sunil Kr. Saikia, Director, IIIE, Guwahati.
- ii) Sri Hiranya Kakati – Small Entrepreneurship
- iii) Shri Nabajyoti Bora – Small Entrepreneurship

33 Teaching methods adopted to improve student learning : -

The following different methods and practices are adopted to help students to enrich their knowledge.

Learning ware is the tool for self learning the students. Several teaching methods are adopted as-teacher student interaction, group discussion among the students on a specific topic and personal advice to the students after knowing their problems

34 Participation in Institutional Social Responsibility (ISR) and Extension activities :-

The Students and faculties of the college donate blood every year to the blood bank of B.P. Civil Hospital, Nagaon and take part in the blood donation camp held in the different parts of the town.

The college organizes awareness programme on AIDS/HIV every under the ‘Red Ribon Club’ of the college.

Literary activity is also performed by the college.

The students and the faculties of the college emphasized on plantation of trees other than ornamental as well as medicinal plants in the college campus.

35 SWOC analysis of the department and Future plans : -

(Strength, Weakness, Opportunity Challenges.)

Strength

- The department has well experience faculty. One faculty members has awarded M. Phil degree a few years back.
- The departmental library is well furnished with the latest book as per the revised syllabus of the University for the Semester System.
- The department has a library having 200 books.

Weakness

- Most of the students in our institution enrolled themselves from remote rural as well as economically weaker section of the society. As such they do not have modern equipment's to access to be awarded themselves with the changing scenario of the latest trends of local, state, national and international level.

Opportunity

- Library is the backbone of an educational institution. We have a very rich college library which can encourage both the teachers and the students to pursue research project for their career advancement

Challenges

- Political Science is not offered as a compulsory Subject at school level.

- It is a subject that helps the students in future to open the competitive examinations like ACS, IAS, IPS examinations.

Future Plan –

- To organise Seminars/Workshop/Project work.
- To arrange special class for the benefit of the students who opt for Major in Political science with the help of visiting guest teachers.
- To arrange more academic visits to the various institutions of the country.

(F) Post Accreditation Initiatives

Khagarijan College was accredited with 'C' grade by NAAC on 4th November 2004. The IQAC was reconstituted to carry out the post-accreditation initiatives and activities of the college. The following are the areas that were mentioned by the NAAC Peer Team on their report for immediate attention to be paid by the college and accordingly those were given due weight age subsequently with its limitation.

The NAAC Peer Team suggested giving priority attention to the college library. When the Team visited the college in 2004, there were only 4000 books. Now the total Nos. of books in the central library is more than 14000 along with 14 Numbers of journals, magazines etc. Moreover, though comparatively small in size, the college has a separate building for Central Library with a limited number of furniture. The process of automation of the library is also being started. Each and every department of the college has established its own departmental library with limited number of books.

The NAAC Peer Team suggested expediting the process of obtaining UGC recognition under 2(f). Now the college has got UGC recognition under 2(f) and 12(b) vide UGC letter No F.8-111/2005(CPP-1) dated 12 June, 2007.

Based on the suggestions forwarded by the Peer Team, the college has introduced UGC sponsored self-financing Career Oriented Course in Functional English in 2010 and Computer Application Course. Moreover one more elective subject, Philosophy has introduced in the college in 2007 to fulfill the demand of the students as well as of the locality.

After the visit of the college by the NAAC Peer Team the research scenario of the college is improving gradually. Nine teachers have already got M.phil degree and seven teachers are doing Ph.D. in different Universities. Out of sixteen nos. of teachers four nos. teachers have already done UGC Sponsored Minor Research Project on different topics while three teacher are doing Minor Research project on different subject.

In spite of having only sixteen teachers, the college has organized eleven National Seminars/ Workshops/ Popular Talks with financial assistance from different agencies. Many noted academicians have invited our college on these occasions and they delivered their valuable lectures for the benefit of the students and the teachers. Moreover, Nagaon Zila Sahitya Sabha, Nagaon Sahitya Sanmilans, and NEINAD respectively organized the Hundred Year of Birth Anniversary of Dr Birinchi Kumar Baruah, 150 years Birth Anniversary of Lakshminath Bezbaruah and 100 years of Birth Anniversary of Dr Banikanta Kakati in collaboration with Khagarijan college. The college successfully organized the 30th Annual conference of North East India, History Associations in 2009 on the college premises.

The college tried to improve the infrastructure facilities of the college within its limitation. The indoor stadium the basketball court and a women hostel have been constructed during the post accreditation period. Moreover, the Central Library Building and few class rooms have also been constructed during this period. Almost all the departments have been provided computers with internet facilities for the teachers. A language laboratory has been developed with ten nos. of computers. Apart from these, an attempt is made to develop a medicinal plant garden in order to introduce the students with the traditional medicinal plants.

Future Plan

- The college does not have sufficient number of suitable class rooms. Therefore, college has a plan to construct more class rooms in the next two years.
- The college has adopted a plan to extend the central library building and to increase the number of books and journals.
- It has a plan for office automation during the next two years.
- The college authority has made a plan for digitalization of the college library in the next three years.
- The college has planned to introduce P.G. classes in Assamese and Education in the next three years.
- The college has a plan to allot separate room to each and every department in the next three years. Now we are sharing with one room for two departments.
- The Vice-Principal has no separate room and therefore it is planned to allot a separate room for the Vice-Principal within the next two years.
- The college has planned to construct boys Hostel if fund is released by the University Grant Commission or any other agency in the next five years.

OFFICE OF THE PRINCIPAL



KHAGARIJAN COLLEGE

P.O.:- CHOTAHAIBAR
NAGAON::ASSAM, PIN:- 782003
ESTD.:- 1972

Office:- 03672-237480
Cell :- 99541-06633

Ref. No.....

Date. 21. 12. 2015

From:

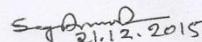
Dr Sagar Boruah, M.A., Ph.D.
Principal
KHAGARIJAN COLLEGE

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.


21.12.2015

Signature of the Head of the Institution

With seal:
Principal
Khagarijan College
Nagaon :: Assam

Place : Khagarijan College, Nagaon

Date: 21/12/2015.

H. Annexures

I. Certificate of 2(f) & 12(B)

Received on 20.06.07
S.P.R.

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437
www.ugc.ac.in

F. 8-111/2005 (CPP-I)

The Registrar,
Gauhati University,
Guwahati-781 014 (Assam).

ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

June, 2007
12 JUN 2007

**Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.**

Sir,

I am directed to refer to the letter No. KC/63/88319/06-07 dated 30.03.2007 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree: -

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Khagarijan College, P.O. Chotahaibar, Nagaon-782 002 (Assam). (On permanent affiliation)	1983	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956

The documents submitted by the College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Khagarijan College, P.O. Chotahaibar, Nagaon-782 002 (Assam).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Secretary to the Government of Assam, Higher Education Department, Gauhati (Assam).
4. The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED, Rental Block-5, Beltola- Basistha Road, Dispur, Guwahati-781 006 (Assam).
5. Publication Officer (Website-UGC), New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections, UGC, New Delhi.
8. Guard file.

(Mrs. Urmil Gulati)
Under Secretary

Entry has been made
at P-70 Sl. No. 29

II. Certificate of Accreditation



III. Copy of Peer-Team Report

NAAC for Quality and Excellence in Higher Education

Report of the Peer Team on Institutional Accreditation of KHAGARIJAN College, Nagaon(Assam)

Section 1: Preface

The Khagarijan College, Nagaon, Assam was established in September 1972 by a group of dedicated public leaders to setup high standard of knowledge through Teaching, Learning and experiment and to serve as an effective instrument of development in the path of education, awakening and progress. The College has a campus area of 3.25 acres and is affiliated to Gauhati University. It functions as a Registered Society with a Governing Body. The College is covered by the Grant-in-aid scheme of the Government of Assam since 1986. The recognition of the University Grants Commission under 2(f) is yet to come.

The Khagarijan College established in 1972 is affiliated to Gauhati University for under graduate teaching in Arts Stream only with subjects like Assamese, English, Economics, Political Science, History, Education and Bengali. There are 16 teachers (11 females and 5 males) and 8 Administrative staff. The students strength is 305 with 203 boys and 102 girls. There is option for horizontal changes in the subjects chosen. The college follows annual temporal plan and the unit cost of education is Rs. 8956.00 inclusive of salary component. There is a Central Library, Canteen and various facilities for games and sports.

The college in its desire to be assessed by the National Assessment and Accreditation Council (NAAC) an autonomous body under the University Grants Commission submitted Self Study Report in December 2003. The NAAC accordingly appointed a Peer Team consisting of Professor P.K.

Assessment Report of Khagarijan College , Nagaon(Assam)



1

Mishra, Former Vice Chancellor, North Orissa University, as Chairman, and Professor K. Nirupa Rani, Department of English, Andhra University, Visakhapatnam as Member Coordinator, and Dr. B.K. Despande, Principal, R.S. Mundle Dharampeth, Arts and Commerce College, Nagpur as the member.

The Peer Team visited the Khagarijan College during 26-27 September 2004 and went through the Self Study Report carefully analyzing the Contents. The peer team went round the academic Departments, Library, Sports field and other Common facilities. It held detailed discussions with the Governing Body, the Principal, faculty members, students, alumni, parents and guardians. The team had several rounds of interaction with key persons based on the documents made available to them before and during the visit. All aspects in Criteria I to VII of the self Study Report were analyzed and validated by the team and their observations are as follows:

Section 2: Criterion- wise Analysis

Criterion I: Curricular Aspects

The Khagarijan College conducts education programme in Arts Faculty which includes Assamese, English, Economics, Political Science, History, Education and Bengali. This programme leads to award of Degree of Gauhati University. The college offers Major Course in Assamese, Economics, Political Science, History and Education. The Courses of studies are prepared by the Gauhati University for the affiliated College to follow.

The college can not introduce any new course of its own. There is provision for Academic audit.

Criterion II: Teaching, Learning and Evaluation

The students are admitted to the College on the basis of their Academic records.

There are different methods to assess the performance of the students like Unit Tests and Terminal/Test examinations.

The College provides bridge/remedial courses for educationally disadvantaged students.

The teachers are encouraged to make the teaching plans.

The syllabus is covered during the academic session.

The syllabi has been unitized and progress of students is monitored through tests and mid term corrections.

The College supplements lecture methods by organizing Seminars, symposia etc.

The College has 245 working days and 180 Teaching days.

The Full time teachers take 97.67% of the workload.

The evaluation methods are communicated to the students at the beginning of the session.

The Teacher recruitment is done as per Government Rules. The recommendations of the Selection Committee are approved by the Governing Body. The Director, Higher Education, Assam plays a significant role in giving appointments.

The College can appoint Teachers on Temporary basis.

One teacher has attended National level seminar. Six Teachers have attended Refresher Courses.

The students provide feedback in assessing the performance of the Teachers.

The College organizes seminars and Symposia relevant to the Subjects taught.

Criterion III: Research, Consultancy and extension

The Governing Body grants study leave to Teachers for doing research. There are no ongoing research projects. The college organizes Medical Camps.

Criterion IV: Infrastructure and Learning Resources

The College has a Master Plan for its future development.

It mobilizes Funds through donation.

The campus is clean and colourful.

The Central Library has 4000 Books. It remains open during 10 A.M to 4 P.M for 240 Days a Year.

Sports facilities are available along with a Yoga Centre but Physical Education Director is not appointed.

Criterion V: Students Support and progression

The College being located in a backward area, there is an alarming rate of 35% dropout. The economic condition is a major factor of impediment against higher studies and higher placement. The students are given a Prospectus at the time of admission.

The College provides financial help given by the Central and state Governments to students.

The College has students' welfare Fund to help the poor students. There are SC/ST scholarships as well.

The Teachers help students through Counselling for which counselling Cell is available. There is an Alumni Association.

Criterion VI: Organization and Management

The College has a Governing Body with Principal as the Secretary. All decisions of the Governing Body are implemented by the Principal.

There is an internal Coordinating mechanism to monitor the activities of the College.

There is a special Committee to prepare the Academic calendar.

The fees and fines are as per the rules of the Government and the University.

There is an internal audit system.

During the last two years the budget is found to be having surplus.

There is a Grievance Redressal Cell.

Loans are given to the employees from their CPF as well as from the Banks. The Permanent Teachers have a Welfare Fund.

Criterion VII: Healthy Practices

The College has an Internal Quality Check Cell.

There is good team work between the Principal and the Teachers.

Through cultural programme and extra mural lectures' value-based education is imparted.

The College makes all out effort to ensure around development of Students personality.

Several essay writing competitions, debates, games and sports ensure healthy growth of team spirit and discipline.

Leading figures of the state are invited to deliver extra mural lectures.

The college has a dedicated Principal who strives hard to build and rebuild the college against adverse situations created by flood and financial constraints.

The students have good rapport with the teachers and are happy with their guidance and counselling.

The college takes interest in extension activities and social service. It has adopted fishery as a means to augment its resources and planning for starting job oriented self financing courses in the near future.

OVERALL ANALYSIS:

The College has adequate building infrastructure, a small library, playfields neat and clean campus with three sides covered by plantation. It is encouraging to note that large number of girl students have taken admission. The course is covered in time and unit tests are conducted regularly. In view of the low caliber students taking admission in the College, the University result appears fair. The Management of the College is satisfactory. The records are maintained properly and periodical audit is done. Some infrastructural developments are in progress with the help of public donation. The College has just setup a Computer Centre with two systems with a mind to extend the facilities further. The discipline of the college is good.

SUGGESTIONS:

The Library needs priority attention and a Book Bank is considered highly essential.


The process of obtaining UGC recognition under 2(f) need to be expedited.

In view of the rural setting and agrarian background of the area, the Governing Body may think in terms of introducing relevant vocational/job oriented courses

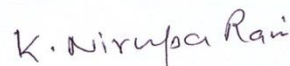
The Peer Team would like to place on record its sincere thanks to the Principal, teaching and non teaching staff, members of the Governing Body and the students for their assistance and cooperation. The team wishes them a happy and bright future.

Members of the Peer Team:

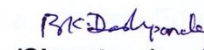
**Professor P. K. Mishra
(Chairman)**


27.9.04
(Signature)

**Professor K. Nirupa Rani
(Member Coordinator)**

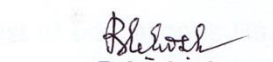

(Signature)

**Dr. B.K Deshpande
(Member)**


27/9/04
(Signature)

I agree with the observations and recommendations made by the Peer Team in this report.

**Nagaon, Assam,
27 September, 2004**


**Principal
Khagarijan College
Nagaon**

IV. Audit Report

Received
13/11/12

GOVERNMENT OF ASSAM

DIRECTORATE OF AUDIT (LOCAL FUND):::ASSAM:::GUWAHATI- 6.

E-mail ID: dauditassam@sify.com

Ph. 0361-2232505

Fax- 0361-2232506

No. DAAUDIT-III/144/2012,

Dated Guwahati, the 3/12/2012

To,

The Director of Higher Education,
Assam, Kahilipara, Guwahati- 19.

Subject : **AUDIT REPORT ON THE ACCOUNTS OF KHAGARIJAN COLLEGE,
NAGAON FOR THE PERIOD FROM 1-4-2008 TO 31-3-2011.**

Sir,

I am directed to say that the accounts of **Khagarijan College**, Nagaon, under Nagaon District for the period from **1-4-2008 to 31-3-2011** have been audited by Shri S.R. Bastam, an Audit Officer of this department under the direction of the Director of Audit (Local Fund), Assam, Guwahati- 6.

The audit was commenced on 19-9-2011 and completed on 21-1-2012.

2. INCUMBENCY:

Dr. Sagar Baruah was the Principal and Secretary of the Institution for the entire period covered by audit.

3. GRANTS:

As per records, the Institution did not receive any recurring Govt. grants during the period of audit. The few non-recurring Govt. grants received by the Institution have been noted in the Additional Note (Para 1 to 9) annexed.

4. CLOSING BALANCE:

The Closing Balance of the General Fund (College Fund) of the Institution as per Cash Book as on 31-3-2011 was Rs.11,33,027.78 as detailed below-

Contd.....

(i) Cash in hand -----	: Rs. Nil
(ii) At Bank vide SBI, Nagaon Branch A/C No. 10965243090 -----	: Rs.9,86,983.78
(iii) <u>At Reserve Fund -----</u>	<u>: Rs.1,46,044.00</u>
Total : Rs.11,33,027.78	

5. RESERVE FUND:

The Institution maintained a Reserve Fund worth Rs.1,46,044.00 during the period of audit, which has been detailed in the succeeding para no. 10 of this report.

6. OTHER IRREGULARITIES:

The other irregularities as noticed during audit have been pointed out in the "Additional Note" attached herewith. Step may be taken to regularise the irregularities at an early date.

Yours faithfully,

sd -

Asstt. Director of Audit,

(Local Fund), Assam, Hd. Qr., Guwahati- 6.

Contd.....

Memo No.: DAAUDIT-III/144/2012,

Dated Guwahati, the 31/12/2012

Copy forwarded to:

1. The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6 for favour of information and necessary action.
2. The Commissioner and Secretary to the Govt. of Assam, Finance (Audit and Fund) Department, Dispur, Guwahati- 6 for favour of information and necessary action.
3. The Principal and Secretary, Khagarijan College, P.O.- Chota Haibargaon, Via- Nagaon, Dist.- Nagaon for information and necessary action. He is requested to place the Audit Report before the Governing Body and parawise replies prepared thereto, approved by the Governing Body should be sent to the Director of Audit (Local Fund), Assam, Kar Bhawan, Sixth Floor, Guwahati- 6, with a copy to the Asstt. Director of Audit (Local Fund), Assam, Nagaon Circle, New Amolapatty within 90 days from the date of receipt of this report for verification of action taken and settlement of objection.
4. The Asstt. Director of Audit (L.F.), Assam, Nagaon Circle, New Amolapatty for information.
5. The Audit Cell, Headquarter, for information and necessary action.


Asstt. Director of Audit,

(Local Fund), Assam, Hd. Qr., Guwahati- 6.

2012/12/31
01.12.12

Contd

V. Affiliation Certificate from the University



GAUHATI UNIVERSITY

Tele : 0361 - 2570 415 (Office)
Fax : 91-0361-2700 311
Gopinath Bardoloi Nagar
GUWAHATI - 781 014
Assam : India

No. GU/AFF/14/ 2638


Date : 26.06.14

From : **Dr. S.K. Nath**, M.A., Ph.D.B.Ed,
Registrar,
Gauhati University

TO WHOM IT MAY CONCERN

This is to certify that Khagarijan College, Chotahaibar, Dist.-Nagaon, Assam is affiliated to the **Gauhati University** since 1983-84 and recognized by the **University Grants Commission** and the following Courses are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
1.	Three years B.A. General Course in English, MIL-Assamese, Economics, Political Science, History, Education	Permanent		
2.	Three years B.A. General Course in MIL-Bengali, Elective Assamese	Temporary		2013-14
3.	Three years B.A. Major Course in History, Education, Assamese, Political Science	Temporary		2013-14
4.	Three years B.A. General Course in Philosophy, Sanskrit	Permitted		2013-14
5.	Three years B.A. Major Course in English, Economics	Permitted		2013-14


Registrar,
Gauhati University

26.6.14

VI. UGC Releasing Grant



PHONE : 0361- 2267721 (0)
 FAX : 0361 - 2267056
UNIVERSITY GRANTS COMMISSION
NORTH EASTERN REGIONAL OFFICE
 3RD FLOOR, HOUSEFED, RENTAL BLOCK - V
 BELTOLA - BASISTHA ROAD
 DISPUR, GUWAHATI - 781006, ASSAM
 Website : www.ugc.ac.in

No. F.05-90/2007/(NERO)/6275

Dated: 18 JAN 2010

The Accounts Officer,
 University Grants Commission
 North-Eastern Regional Office,
 Dispur, Guwahati - 781006, Assam.

Subject: **Release of Grants-in-aid to College Development and Merged Schemes during XI Plan Period.**

Sir,

I am to convey the sanction of the University Grants Commission for the payment of **Rs.12,27,000/- (Rupees Twelve lakh twenty seven thousand only)** to Khagarijan College, P.O.- Chotahaibar, Nagaon- 782 002, Assam as per details given below as **1st installment** of the grant.

Sl No.	Item	Grant allocated (Rs.)	Grant already released	Grants being released	Total grants paid
1	Books and Journals	1,50,000/-	--	1,50,000/-	1,50,000/-
2	Equipments	1,00,000/-	--	1,00,000/-	1,00,000/-
3	Maintenance and Equipment	50,000/-	--	50,000/-	50,000/-
4	Construction/Extension/Renovation of Building (Specify type of Building)	5,50,000/-	--	--	--
5	Improvement of facilities in existing premises	50,000/-	--	30,000/-	30,000/-
6	Enhancement of initiative for competence building	25,000/-	--	15,000/-	15,000/-
7	Examination reform	--	--	--	--
8	Educational innovation	25,000/-	--	15,000/-	15,000/-
9	Field work/Study tours	50,000/-	--	30,000/-	30,000/-
10	Extension activities	1,00,000/-	--	60,000/-	60,000/-
	Total:	11,00,000/-	Nil	4,50,000/-	4,50,000/-



PHONE : 0361- 2267721 (0)
FAX : 0361- 2267856
UNIVERSITY GRANTS COMMISSION
NORTH EASTERN REGIONAL OFFICE
3RD FLOOR, HOUSEFED, RENTAL BLOCK - V
BELTOLA - BASISIHA ROAD
DISPUR, GUWAHATI - 781006, ASSAM
Website : www.ugc.ac.in

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5	Improvement of facilities in existing premises	50,000/-	--	30,000/-	30,000/-
6	Enhancement of initiative for competence building	25,000/-	--	15,000/-	15,000/-
7	Examination reform	--	--	--	--
8	Educational innovation	25,000/-	--	15,000/-	15,000/-
9	Field work/Study tours	50,000/-	--	30,000/-	30,000/-
10	Extension activities	1,00,000/-	--	60,000/-	60,000/-
	Total:	11,00,000/-	Nil	4,50,000/-	4,50,000/-

Certified: ...

Sl No.	Name of the Scheme	Item	Amount allocated (Rs.)	Grant already released	Grants being released	Total grants paid
7	Establishment of Day care Centers in Colleges	Essential facilities				
		Building (Limited to Rs. 9.00 lakh)	9,00,000/-			
8	Colleges in Backward Areas (Identified Districts enclosed)	Books and Journals	1,50,000/-	1,50,000/-		1,50,000/-
		Equipment including PC (where not adequate, more than 50 students per PC)	1,50,000/-		1,50,000/-	1,50,000/-
9	Establishment of UGC- Network Resource Centre (UGC-NRC) (first time assistance)	Pentium PC (latest) Printer, UPS, Software, fax Modem	2,50,000/-		2,25,000/-	2,25,000/-
		Internet Connectivity	60,000/-		12,000/-	12,000/-
	Establishment of UGC- Network Resource Centre (UGC-NRC) (second time assistance)	Purchase/upgradation of computers				
		Internet Connectivity				
10	Equal opportunity Centre in Colleges	Contingency, meetings, honorarium to Advisor (PG College: Rs. 0.50 lakh p.a. UG College: Rs. 0.30 lakh p.a. Short term Course on positive discrimination. (Rs. 0.25 lakh p.a.)	1,50,000/-		30,000/-	30,000/-
11	Remedial Coaching for SC/ST/OBC (excluding creamy layer) and Minorities.	Equipment				
		Books, Journals, Study Materials				
		Recurring items including honorarium, remuneration, TA, payment to part-time LDC, Contingency				

Sl No.	Name of the Scheme	Item	Amount allocated (Rs.)	Grant already released	Grants being released	Total grants paid
12	Coaching for NET/SLET for SC/ST/OBC (excluding creamy layer) and Minorities (Colleges with Post graduate department only)	Equipment	--	--	--	--
		Books, Journals, Study Materials	--	--	--	--
		Recurring items including honorarium, remuneration, TA, payment to part-time LDC, Contingency	--	--	--	--
13	Coaching classes for entry in services for SC/ST/OBC(excluding creamy layer) and Minorities	Equipment	--	--	--	--
		Books, Journals, Study Materials	--	--	--	--
		Recurring items including honorarium, remuneration, TA, payment to part-time LDC, Contingency	--	--	--	--
14(i)	Higher Education for persons with specific needs (HEPSN) Component 1 Establishment of enabling Units for differently abled persons. Component 2 Providing access to differently- abled person (one time assistance) Component 3 Providing special equipment to augment educational services for differently- abled persons. (one time assistance).	General administration, stationery, contingency, services of experts and personnel for organizing awareness programmes	--	--	--	--
		Honorarium to co-ordinator	--	--	--	--
		Ramps, rails, toilet etc. to suit special needs of differently- abled persons	--	--	--	--
14(ii)	Financial assistance to visually challenged teachers	Computers with screen reading software, low-vision aids, scanners, mobility devices.	--	--	--	--
15	Career and Counselling Cell	Payment to Reader, purchase of Braille books/material, recorded materials, equipment	2,00,000/-	--	2,00,000/-	2,00,000/-
		Computers with Internet, Laser printer, Photocopier, Fax	3,00,000/-	--	60,000/-	60,000/-
		Hiring charges, TA/DA to Counselor, Resource persons, Payment of Honorarium, Reading material, Contingency				
Grand Total			45,60,000/-	8,50,000/-	7,77,000/-	16,27,000/-

2. The sanctioned amount is debitable to the major Head of Account 1.B (i)b and 1.B (i)c and is valid for payment during the financial year 2009-10 only.
3. The amount of the Grant shall be drawn by the Accounts Officer, University Grants Commission on the grant-in-aid bill and shall be disbursed and credited Khagarijan College, P.O.- Chotahaibar, Nagaon- 781007, Assam
4. The Grant is subject to adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the College.

Contd./...

5. The College shall maintain proper accounts of the expenditure out of the Grants, which shall be utilized, only on approved items of the expenditure.
6. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the University Grants Commission as early as possible after the close of current financial year.
7. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilized for the purposes other than those for which the Grant was given without proper sanction of the University Grants Commission and should, at any time the college ceased to function, such assets shall revert to the University Grants Commission.
8. A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the College in the prescribed form.
9. **The grantee institution shall ensure the utilization of grants-in-aid for which it is being sanctioned / paid. In case non-utilization / part utilization, the simple interest @ 10% per annum as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charge.**
10. The College shall follow strictly all the Instructions issued by the Government of India from time to time with regard to reservation of posts for Scheduled Castes/ Scheduled Tribes/ OBC etc.
11. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Languages (use for official purposes of the Union) Rules, 1976 etc..
12. The sanction issues in exercise of the delegation of powers vide Commission Office Order No. 25/92 dated may 01.1992.
13. An Amount of Rs.out of the grant of Rs. sanctioned vide letter of even number dated has been utilized by the College for the purpose for which it was sanctioned.
14. The funds to the extent are available under the Scheme.
15. The accounts of the grantee institution are subject to the inspection by the officer of the UGC.
16. The terms & conditions of the grant have been accepted by the College.
17. You are requested to indicate the date of implementation of this scheme. This date should be within six months from the date of receipt of grants from UGC.

Copy forwarded for information and necessary action to:

1. The Principal, Khagarijan College, P.O.- Chorahaihar, Nagaon- 782 002, Assam
He/She is requested to abide by the instructions/ guidelines of sanction order.
2. The Registrar, Gauhati University, Guwahati- 781 014
3. The Secretary to State Govt of Assam (Education Department) Dispur, Guwahati
4. Accountant General, Govt. of India, (A & E), Maidamgaon, Beltola, Guwahati- 29
5. Guard File.
6. Office Copy

Yours faithfully,
(S.C. Ray)
Dy. Secretary
UGC-NERO

(S.C. Ray)
Dy. Secretary
UGC-NERO