



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

KAKOJAN COLLEGE

- Name of the Head of the institution **DR. RASHMI REKHA SAIKIA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9854055331**
- Mobile No: **9954462421**
- Registered e-mail **kakojancollegeadm@gmail.com**
- Alternate e-mail **kakojancollege@yahoo.com**
- Address **KAKOJAN COLLEGE, KAKOJAN, JORHAT, ASSAM**
- City/Town **JORHAT**
- State/UT **ASSAM**
- Pin Code **785107**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **MR. DHRUBAJYOTI SAIKIA**
- Phone No. **9854055331**
- Alternate phone No. **7086845288**
- Mobile **8638039062**
- IQAC e-mail address **iqackc@gmail.com**
- Alternate e-mail address **dhrubajyotisaikia03@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://kakojancollege.edu.in/admin/documents/IOAC/ANNUAL_QUALITY_ASSURANCE_REPORT_2021-22/640ae19a8b269.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://kakojancollege.edu.in/admin/documents/Downloads/Academic-calendar_2021-2022/63e4d3bf7d1d1.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.25	2004	03/05/2004	02/05/2009
Cycle 2	B+	2.54	2016	05/11/2016	04/11/2021
Cycle 3	A	3.18	2023	08/07/2023	07/08/2028

6. Date of Establishment of IQAC

10/01/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTIONAL	REIMBURSEMENT OF ADMISSION FEE	GOVERNMENT OF ASSAM	2023	44,00054

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Completed 3rd Cycle of NAAC Assessment , Conducted Academic and Administrative Audit as well as Energy Audit

Signed MoU with University of Science and Technology (USTM), Assam Kaziranga University, Jorhat and North East Agriculture Technology Entrepreneurs Hub (NEETE HUB) , Devi Charan Boruah Girls' College, Jorhat and All Assam Poets' Association

Organized various programmes on Environmental Awareness, Gender Sensitization, Career Counselling, Competitions for Skill Development and Extra curricular activities of the students, Extension Activities at Adopted Village, Capacity Building, Book and Book Self Donation, Health Awareness, Programme under NDLI Club,

Science Club, NSS, NCC, NYPS, IIC, NIPS etc.

Submission of date in NIRF and AISHE

Collection of Feedback from Students, Teachers, Employer, Alumni and Conducted Student Satisfactory Survey (SSS)

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To organize workshop on Preparation for NAAC and Academic and Administrative Audit	Achieved
To organize interactive session of students with prominent personalities like Padmashree Yeshe Dorjee Thongchi and Jadav Payeng	Achieved
To organise Awareness Programme on Cyber Crime against Women: Precaution and Strategies	Achieved
To organize Health Awareness Programme- A Sensitization programme on Common Cancer	Achieved
To organize Inter College Poem recitation competition	Achieved
To Host Inter College Zonal (Men's) Football under Dibrugarh University	Achieved
To inaugurate the New G+1 RCC building under RUSA 2.0 scheme	Achieved
To increase number of ICT enabled classroom in the institution	Achieved
To lay foundation stone of Permanent Auditorium under the Financial Assistance of MP Fund	Achieved
To organize extension activities at its Adopted village	Achieved

To adopt 5 schools in its nearby locality to enhance Science and Language	Progressing
To organize programme under NDLI-Club	Achieved
To organize programme for Career Advancement of students	Achieved
To Celebrate important national and International Days	Achieved
To organize Youth Parliament Under NYPS	Achieved

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

- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	21/12/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	KAKOJAN COLLEGE
• Name of the Head of the institution	DR. RASHMI REKHA SAIKIA
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Submission of date in NIRF and AISHE	
Collection of Feedback from Students, Teachers, Employer, Alumni and Conducted Student Satisfactory Survey (SSS)	
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- Name of the statutory body

Name	Date of meeting(s)
Internal Quality Assurance Cell	21/12/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	22/12/2022

15. Multidisciplinary / interdisciplinary

As Kakojan College is affiliated under Dibrugarh University, Assam therefore it follows all the guidelines offered by it. NEP aims at promoting the exclusive potential of students through a holistic multidisciplinary or interdisciplinary mode of education and it has been incorporated in the CBCS syllabus of affiliating University. There is option for the students to select their Generic Elective subject as offered by the Departments rather than their core course. This enriches their knowledge and understanding of contents of other subjects. In multidisciplinary approach students are encouraged to learn about Environment, Gender, Human Values, Human rights, Professional ethics etc. through their academic activities. In CBCS system Environmental Science is an Ability Enhancement Compulsory Course [AECC] for both the faculties. Along with it all students are required to complete AECC in Communicative English, Assamese or Alternative English in addition to their usual Core and Generic Elective. Courses in Web Designing and the National Service Scheme (NSS) are available as Skill Enhancement Course (SEC). Students from any discipline are permitted to finish 6 papers out of the 9 add-on certificate courses that the institution has offered, which

encompasses Value Education, Entrepreneurship, Personality Development etc.

To enhance the learning abilities of the students the institution regularly organizes Awareness Programme, Seminars/Webinars, Impact Lecture Series, Special Talks, Student Lecture Workshop, Training Programme etc. The NCC, NSS unit, Science Club and committees are significant to educate students about Environment, Social and Health Issues as social service initiatives. Students are encouraged to participate in extension activities like Swachhata Abhiyan, Gender Equity through Street Play, Health and Hygiene etc. in its nearby locality. As per directive of Director of Higher Education, Assam the institution prepared an Institutional Development Plan on NEP. In order to address the concerns and challenges of the present society, collaborative initiatives are being performed involving faculty, students, government agencies, NGOs, and diverse departments. Learning outside disciplines is made possible by initiatives like cleanliness campaigns and donation drives for the most underprivileged members of society. These programmes support the development of the mindset of the young pupil into responsible citizens.

16. Academic bank of credits (ABC):

Kakojan College adheres to the guidelines established by the affiliating university i.e Dibrugarh University. As a result, the institution has registered in neither NAD nor ABC (Academic Bank of Credit). Under the compulsory LOCF curriculum currently being taught, credits are issued to papers that are not transferrable. However keeping in view the forthcoming adoption of NEP in the academic year 2023-2024, the college motivates the students to register themselves at Academic Bank of Credit (ABC). Moreover, the college recognizes and welcomes the ABC concept and desires to implement it in the upcoming years in accordance with NEP 2020 whenever the affiliating University implemented in the ensuing sessions.

17. Skill development:

A number of events have been planned by the college to foster skill development among its diverse stakeholders. Its pupils have access to activities designed to help them strengthen their language and ICT skills. The institution has been offering Spoken Tutorial Courses as part of the National Mission on Education through ICT in association with IIT, Bombay. The college has conducted several training programmes in community levels such as

mushroom cultivation, pickle production, production of vermicompost, organic farming procedure, to help the local people to develop their entrepreneurial talents. The academic transaction includes skill-enhancement courses as well. For the benefit of its students, the college also provides skill-based certificate programmes. Vermicompost, biopesticides, and biofertilizer preparation is advised for students enrolled in the certificate programme "Organic Farming and Production of Organic Input". The College also conducts Impact lecture Series to inspire the students and has registered with MHRD's Institution and Innovation Council (IIC). The Institution offers a conducive environment for the development of innovative mindset among the pupil. The institution signed MoUs with NEATHUB, AAU, Jorhat, NESSIA, JYOTISKA etc. For the improvement of their quality of life, the college has adopted a hamlet and runs a number of skill development programmes. There are 3 (three) add-on courses conducted by the college for skill development of ICT skills such as Basic Computer Application, Hardware and Networking and Internet Based Web Designing.

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

Kakojan College has integrated the Indian Knowledge system in its Teaching Learning process. Students obtain a complete understanding of Indian and regional varied cultural past, including its language, customs, and belief systems. It provides classes in both English and Assamese medium. Ancient philosophical and cultural systems, ethical principles, and moral ideals are included in the course curriculum. Organisation of several performances, webinars, workshop, and lectures is another method used to introduce pupils to a wide range of performing arts. English Study and Literary Forum regularly organizes workshops on various themes covering traditional ethos. Through the celebration of Basanta Utsav, Kakojan College initiated this modest initiative to treasure and celebrate the rich cultural legacy of the state. Utilizing cutting-edge technology and resources, Kakojan College promotes the Indian Knowledge System. It has ICT-based classrooms, a Language and Literature Hub, and subscriptions to online resources that support India's

traditional knowledge system. The Central library of the College is well-stocked with books, novels, and magazines on religion, art, and culture in both English and Assamese. The "Shankar-Madhav Corner" was created in honour of the two famous Vaishnavite saints, Mahapurush Sankardev and Madhavadeva, the cultural icons of Assam. The College has a historical museum which showcases the state's cultural legacy.

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

Kakojan College places a strong emphasis on outcome-based education, in which students learn about the course outcomes through an orientation session conducted by each department in which everyone is totally committed to obtain the desired results. The learning objectives are specified in detail, and the course plans are organised accordingly. Learning is made concrete through experiential and participative learning. The institution organises workshops, popular talks, webinars/seminars, lecture series, field trips, etc. to accomplish the desired learning objectives. This improves the learning calibre of students and resources are also offered through kakojancollegelearning platform to improve classroom instruction. The effectiveness of each programme is assessed by results of final semester examination. Similar to this, students' course outcomes are assessed on the basis of the percentage of students in the final examination and also in the class. The Academic Council Meeting

covers all pertinent issues, and decisions are taken accordingly.

20.Distance education/online education:

As directed by the Director of Higher Education, Assam, online resources and blended learning are employed to supplement and improve pedagogy. During the COVID 19 Pandemic, classes were conducted on online mode using a variety of platforms, including Zoom, Google Meet, Google Classroom, etc. Final Semester Examinations were conducted on online mode as per direction of the affiliating universities. Additionally, during and after the pandemic, students are encouraged to utilise various OER (Open Educational Resources). Online tools and blending learning are used to augment and enhance pedagogy as per directive of the Director of Higher Education, Assam and Dibrugarh University. Online classes were held during the COVID 19 Pandemic by using different platform. The Library registered under the National Digital Library of India and the National Library and Information Services Infrastructure for Scholarly Content (N-LIST). A library user may access 8,78,67,300+ E-books through NDLI, 1,99,500+ books and E-books, 6000+ E-journals, and the N-LIST database.

Extended Profile

1.Programme

1.1

12

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

File Description	Documents
Data Template	View File

2.Student

2.1

1076

Number of students during the year

File Description	Documents
Data Template	View File

2.2

242

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		288
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		45
File Description		Documents
Data Template	View File	
3.2 Number of Sanctioned posts during the year		42
File Description		Documents
Data Template	View File	
4.Institution		
4.1 Total number of Classrooms and Seminar halls		32
4.2 Total expenditure excluding salary during the year (INR in lakhs)		111.5 Lakhs
4.3 Total number of computers on campus for academic purposes		97
Part B		
CURRICULAR ASPECTS		

1.1 - Curricular Planning and Implementation

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

Kakojan College is affiliated to Dibrugarh University and has no autonomy to prepare curriculum. It follows the curriculum prepared by its parent institution. It offers B. A. and B. Sc. programmes deploying Choice Based Credit System (CBCS). Besides, the institution offers nine add-on self-funded courses with the view of making the students aware of the present day competitive scenario and local agricultural need. These courses have been run by different departments which are monitored by the Information and Career Guidance Cell under Internal Quality and Assurance Cell of the institution. The institution has Study Centres of K. K. Handique State Open University and Directorate of Distance Learning, Dibrugarh University (UG and PG courses).

The academic plan:

1. At the beginning of every academic session, Academic Council's meetings are held where major decisions are taken. The Academic Council with the help of Routine Committee provides a class routine for every semester and classes are held according to the schedule.
2. Departmental meetings are held in every department in which the syllabus is distributed amongst the faculty members.

Along with the Head of the institution and the Heads of different departments, the classes are monitored regularly by the Academic Vice-Principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dibru.ac.in/2022/12/15/notification-regarding-academic-calendar-for-the-general-degree-colleges-institutes-affiliated-to-permitted-by-dibrugarh-university-for-the-period-from-january-2023-to-december-2023

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

For the conduct of Continuous Internal Evaluation, the institution follows the Academic Calendar of its parent institution. Twenty percent of the whole marks comes from Internal assessment which includes sessional examinations, seminar presentation, project works, group discussions, assignments, laboratory works, field studies etc. However, a small percent of the total marks comes from the class attendance of the students. For IE, the institution follows a definite system:

1. Every semester, two sessional examinations are held to evaluate the progress of the students. Each sessional carries twenty five percent of the total marks allotted to Internal Assessment.
2. The students need to present seminar paper in each semester. This also carries twenty five percent of total marks allotted to IA.
3. Another twenty five percent of the total marks comes from class attendance.

However, the courses having practical and laboratory work do the assessment with a slight difference in the marking process.

Besides these, the institution takes special care of both the slow and advanced learners. To help the slow learners the institution introduced Open Book examination in the year 2019. The mentor-mentee system is also introduced .by the instituion.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://kakojancollege.edu.in/admin/documents/Downloads/Academic%20Calendar%202022-2023/63e4d4650e9fb.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for

B. Any 3 of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

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

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

number of students during the year

1076

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

1076

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

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

The institution follows the syllabus of the parent university which incorporates into it crosscutting issues like Professional Ethics, Gender, Human Values, Environment and Sustainability. Issues related to Professional Ethics are included in the courses of Economics, Education, History, Sociology and Political Science. Issues related to Gender are included in the syllabus of Assamese, English, Economics, Education, Sociology and Political Science. Topics related to Human Values are included in the syllabus of Assamese, Economics, Education, Sociology, Political Science. Issues related to Environment and Sustainability are included in the courses of Economics, Education, History, Sociology, Political Science, Botany, Chemistry and Zoology. The institution organised various programmes to create awareness amongst the student community; they are:

- 2 Motivational sessions were organised by IIC
- A Talk was organised by IIC on How to Plan Start up and Legal camp and Ethical Step
- A programme on social responsibility under MOU with Pragati, an NGO was organised.
- A talk was organised on 'Cyber Crime against women'
- World Environment Day was observed.
- Awareness programme on wildlife conservation was organised.
- 2 Cleanliness drives were conducted one in college campus and another in the adopted village.
- A one week special camp was organised by NSS in the adopted village

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

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

200

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kakojancollege.edu.in/admin/documents/Curricular_Aspects/Feedback%20Report...Stakeholders%202022-23/6586ac9fd8a59.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

605

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

132

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

2.2 - Catering to Student Diversity

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

Within the limitations of class schedule and curriculum, institution adheres to the need of all learners; and take measures for enhancement of both slow learners and advanced learners. Some such measures are as follows:

- The learning levels of the students are assessed from the marks of the sessional examination(s), class test(s) and also from the previous end semester examinations. Provision of remedial classes/tutorial classes are accordingly made for the slow learners.
- Slow learners are provided support through mentoring system as well. Specified teacher mentor assists the students by addressing their academic and stress related issues in mentor-mentee sitting conducted periodically in every Department.
- Progress of students is traced through continuous assessment that includes sessional examinations, class tests, home assignments, group discussions, micro teaching practice, and seminars.
- Advanced learners are encouraged to use the library and do peer group interaction. They are also encouraged to enrol in other courses to extend their knowledge and competence.
- Advanced learners are encouraged to participate in seminars in and outside the college. They are also provided with project work based on their syllabus. Moreover, some Departments of the College conduct special coaching classes for PG entrance examination that they can avail free of cost.

File Description	Documents
Link for additional Information	N/A
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1076	45

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Depending on the scope of the prescribed curriculum, institution adopts different teaching-learning methodologies for enhancing learning experiences.

- Participative learning methodologies are ensured through group-discussions, seminar presentations, and project work.
- The College has smart classrooms and some labs - Computer lab, Science labs, Maths lab and English lab and Literature hub - that facilitate interactive and ICT enabled teaching. Many classes and seminar/workshops are conducted online through platforms like Google meet, Zoom, Cisco Web-ex, etc.
- Beside this, Academic WhatsApp groups are formed semester wise for dissemination of course related handouts, references texts, pdfs, academic information and other necessary texts.
- Experiential learning methodologies are executed in science projects, science experiments and field study based learning activities. Field trips, like visit to various organizations, research institutes, historic places, nearby villages, tourist spots etc. are also conducted by the Departments from time to time
- Departments encourage their students by publishing their write-ups in various print and online platforms to boost their creative skills. All Departments display hand written magazine and wall-magazine prepared by students yearly.

- For over all development of students few Departments have formed club like Language club, sports club, economic studies and research centre, etc. for promoting student centric activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kakojancollege.edu.in/mgarden

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

A blended mode of teaching and learning, initially necessitated by the Covid-19 pandemic, has become customary now. Teachers of the Institution are well equipped with ICT tools. They have been joining various STCs, FDPs, RCs, etc. to keep themselves abreast of the latest developments in ICT. Following are some of the important steps executed by the teachers in teaching-learning process in the College:

- Forming Whatsapp group for each semester so as to share notices and study materials.
- Use of PPTs in smart classrooms.
- Use of Google Classroom for easy delivery of study materials and links to video lectures; and conduction of tests and quizzes to evaluate the progress of students.
- Developing Video lectures on topics pertaining to the syllabus and uploading the same in the Kakojan College e-learning portal.
- Use of educational resources available at various MOOCS platforms and making the students aware of various platforms like SWAYAM that can boost their learning.
- Use of Google Meet, Cisco WebEx, Zoom, etc. to conduct online classes, online seminars and workshops for the benefit of the students.
- Referring various educational YouTube channel for better understanding of course.
- Using Google forms for taking any kind of feedback from the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://kakojancollegelearning.in/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

506

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Kakojan College follows the regulations and guidelines of the parent University and undertakes to conduct the internal assessment of its students as mandated by the University guidelines in a continuous and transparent manner.

Out of total 100 marks, 20 marks is assigned to Internal Assessment (IA). It is based on four parameters (each carries 25% of the total marks allotted to IA):

- **Sessional examination:** Two sessional examinations are conducted in every semester. The students are aware of the sessional examinations as the same is notified in the academic calendar and college website much prior to the conduct of exams. The results of the sessional exams are displayed in the Departmental notice boards and grievances (if any), raised by the students are meted out at the earliest through proper procedure.

- Seminar presentation / home assignment / field trips / project report, etc.: Students seminars are conducted in each semester. Many Departments allot home assignments; some Departments conduct educational field trips and students need to submit a report of the same.
- Attendance in classes: Students are encouraged to maintain a high class attendance, as ascertaining a healthy attendance in the classroom is an essential to a student's academic development and peer group learning.

File Description	Documents
Any additional information	View File
Link for additional information	https://kakojancollege.edu.in/admin/documents/2.5.1%20MECHANISM%20OF%20INTERNAL%20ASSESSMENT/63921f46c9a84.pdf

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

The institution has a curated mechanism to ensure that the process of internal assessment is transparent, efficient and in the best interest of students. The mechanisms are outlined below:

- At the very onset of the Programme, students are made aware of the different parameters (sessional exams, seminar presentation, participation in departmental activities and attendance) which determine their total internal marks for each course.
- Internal marks are displayed on the Departmental notice boards and students can come up with their grievances within the stipulated time period for grievance redressal. In case of grievances, answer scripts are shown to the student to make him/her aware of the mistakes and drawbacks; and the raised grievance(s) are resolved within two or three working days.
- Measures like re-examination and scrutiny of the answer scripts are taken and marks awarded accordingly. If any student fails to attend the sessional on some legitimate ground, he or she is given another opportunity to re-appear the same.
- In rare cases, if discrepancies exist between marks awarded to students by teachers and those entered in the mark sheets prepared by the university, the college assists in getting such errors rectified.

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSfAGjO7m5nDiH3LxtCwvP8KvJVunB0a64ifucha4KIzcrpl2g/viewform

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers as well as students are aware of the stated Programme Outcomes (POs) and Course Outcomes (COs). The following strategies ensure the same:

- The POs and COs are reflected in the Dibrugarh University curriculum of each Programme and Course, and is readily available in the website of the University.
- The POs and COs of the Programmes specifically offered by Kakojan College are also made available in the college website.
- The POs and COs are also displayed in each Departmental notice boards for ready reference to all.
- At the beginning of each semester, students are familiarized with their prescribed syllabus and the learning objectives through an orientation programme. Thus, the students are made to connect the outcome of their specific course to the broader life situations.
- Syllabus, both hard copy and soft copy, is made available to the students by the teachers of the Departments.
- At the onset of every semester, course distribution is done in every Department; and each teacher maps his/her course plan accordingly. Course progress and course outcomes are discussed in Departmental meetings from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://kakojancollege.edu.in/admin/documents/PROGRAMMES%20AND%20COURSE%20OUTCOME%20OFFERED%20BY%20THE%20INSTITUTION/6389e1d4b7ff2.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcomes and Course Outcomes are evaluated by the institution by following the tactics outlined below:

- The institution keeps a track of the results of the students. The performances of the students through the six semesters are a yardstick to evaluate if the Programme and Course Outcomes have been meted out to a large extent or not.
- The Internal Quality Assurance Cell (IQAC) of the institution conducts student online feedback every year on different aspects of teaching learning process. On the basis of the result of the analysed feedback, the Principal evaluates the result and discusses the same with the highest academic body of the College and HOD's of the various Departments; and puts forward necessary suggestions and actions to be taken in this regard.
- The IQAC also collects necessary data from the Departments like student performance records, teachers' performance records, research grants, teaching methodologies, students' publications and academic activities, etc.
- The institution also ascertains that the complete syllabus is covered by the teachers and adequate classes, mentoring sessions and remedial classes are provided to the learners.
- The track record of the ex-students helps to showcase if the Programme outcomes could connect with future requirements of the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	N/A

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

235

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://kakojancollege.edu.in/admin/documents/Teaching_Learning/Annual%20Report%20%202022-23%20Teaching%20Learning/65833701a6c9f.pdf

2.7 - Student Satisfaction Survey

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

https://kakojancollege.edu.in/admin/documents/Teaching_Learning/2.7.1%20Student%20Satisfaction%20Survey%2022-23/6582bd0fe983e.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

000000

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

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

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

0000

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Kakojan College aims at providing holistic learning to its students and also believes in contributing in some ways to its neighbourhood community. Various Units of the College - the NSS, NCC, IQAC, ICGC, IIC, Centre for Women's Studies and Teachers' Unit - of the College carry out different extension activities, like -

- Cleanliness Drive
- Plantation Drive
- Cloth donation Drive
- Book shelf and book donation to adopted village library
- Motivation Camp for Start-Up and Innovation
- Session on 'How to Plan Start Up, Legal and Ethical Issues'

- Sensitization programme on Common Cancer
- Free Eye check-up camp
- Exhibition and sell of Students' handmade crafts and LED bulbs
- Seminar on Emerging Indian Securities Market & Career Progression
- Webinar on "Wealth Management & Tax Planning"
- Career counseling
- Awareness programme on :
 - Competitive Examinations
 - Rural futures
 - Wildlife conservation
 - Conservation of forests
 - Cyber-crime against women
- Various days of national and international importance are celebrated to bring awareness among students and community - Science day, World Environment Day, International Women's Day, etc.

A great number of students and teachers are involved in all these activities, which sensitizes all about socio-cultural aspects of the society and social needs.

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/nss
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00000

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

2682

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Kakojan College has a campus area encompassing 9.02 acres and 6313.831 sq m of built-up space and with sufficient physical facilities for academic and other activities. The institution utilises various infrastructure and physical facilities for the maintenance of teaching and learning and also keeps provision for the future upliftment. The facilities under this head includes:

- Three campuses: Sector A -Existing College, B- Extended Campus, C- Girls Hostel.
- 32 classrooms including 14ICT enabled classrooms.
- Laboratories for Education, Computer and Science Departments, Language and Literature Hub along with one ICT

enabled Conference Hall.

- IQAC Room, Principal's, Vice-Principal's chamber, administrative office, staff room, rest room for boys & girls, Canteen.
- Central Library and 12 departmental libraries.
- Student Union office, First-Aid center, NCC office, NSS Room, Museum.
- CCTV cameras, 6 Water Purifiers, Incinerator in Girls' Common Room.
- Central Sound System.
- 25 KW Transformer, 62.5 KVA Generator.
- Wi-Fi Facilities under BSNL Leased Line.
- 97 Computers, printers, photo copy machines.
- 20 Solar Lights, Rainwater Harvesting Plant, Systematic Drainage for Groundwater Recharge, 10 Fire Extinguishers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kakojancollege.edu.in/admin/docume nts/Infrastructure_Learning/4.1.1%20Ifrast ructure%20and%20physical%20facilities%2022-23/6583df7f242bb.pdf

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

The facilities available in the instituion for cultural actities, sports, games , gymnasium, yoga are as follows:

Games & Sports: Kakojan college provides all types of sports accessories, facilities under RUSA grant to the students. The College has no permanent Sports Complex and uses playground of Kakojan Sports Association for outdoor games, arranges temporary platform to organise indoor games and other events as per MoU with Kakojan Sports Association. The Institution has a First Aid Center for on- the spot assistance. The college has organised Intercollege sports events under Dibrugarh University since 2017 as assigned by Sports Board, Dibrugarh University. The students of the institution are also provided facilities to take part in various inter college sports events and has record of successful performances.

Gymnasium: The institution has arranged a room for the purpose of

Gymnasium and provided Gymnasium Accessories under RUSA grant.

Yoga Centre: An Open Stage is accommodated for Auditorium purpose. The institution has no permanent yoga centre, but the yoga programmes are organized in the open stage periodically by making suitable arrangements.

Cultural Activities: During college week events the classrooms and seminar hall/ conference hall are allotted to organise various cultural activities among the students. The students of the institutions are also provided financial support to participate in the Inter College Competitions of various cultural activities during Youth Festival under Dibrugarh University every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/SPORTS/Performance%20record%20of%20Sports%20and%20cultural%20activities%20under%20dibrugarh%20university%202022-23/6587166b1002d.pdf

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/Infrastructure Learning/Classrooms%20and%20seminar%20halls%20with%20ICT%20facilities%202022-23/6582bee3c29c9.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

111.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is centrally located with open access system, and it provides the necessary impetus for the intellectual progress of the students, teachers and others around.

Kakojan College Library has been using

- SOUL ILMS since 2008 to Dec, 2018
- KOHA ILMS since Jan, 2019.
- Barcode technology,
- A reading room with an 80+ seating capacity for library patrons
- A separate reading area for the faculty members .

The library is an active member of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) and the National Digital Library of India (NDLI). The library patrons can access 1,99,500 + E-books and 6,000+E-journals available in the N-LIST database and 8,78,67,300 + E-books through NDLI. The students of the study center of Krishna Kanta Handique State Open University (KKHSOU) and Distance Education Study Centre under Dibrugarh University also use the library facilities.

Other facilities:

- A distinct digital library section

- Five computers connected to the internet through which users can access E-resources.
- CCTV cameras for surveillance and the entire library complex is Wi-Fi enabled.
- Offers reprographic service.
- Online Public Access Catalogue (OPAC).
- D-Space digital library software
- 12,266 nos. of textbooks
- 1794 nos. of reference books
- 21 nos. of journals/magazines.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kakojancollege.edu.in/admin/documents/Infrastructure Learning/4.2.1%20Integrated%20Library%20Management%20System/6583dfefe6806.pdf

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

A. Any 4 or more of the above

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

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

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

0.58154

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55.71

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Kakojan College's IT-infrastructure comprises of computing equipment, server, software and internet facilities. Kakojan College E-Governance Policy Exists to secure and ensure proper use of the campus's Information Technology infrastructure. The Technical Maintenance Committee handles issues relating to IT infrastructure. The available facilities are:

- All departments have desktop computers with adequate LAN and Wi-Fi internet connectivity.
- A total of 97 computers out of which 33 computers are well connected with internet access.
- One ICT enabled Conference Hall
- 14 classrooms with LCD projectors, smart boards, and LED smart TVs. The Language and Literature Hub and the IQAC Room both have LED smart TVs.
- The website of the college, www.kakojancollege.edu.in, is administered and updated regularly. The college's website has an embedded version of the <https://admissionkakojancollege.in> online admission portal. The students' relevant details are all electronically archived.
- The whole campus of the institution is covered with Wi-Fi

facility with BSNL leased line connection of a speed of 8 mbps.

- The institution has three cloud servers:- Student Management Server, D-Space, Kakojancollegelearning.in.
- The attendance of teaching and non-teaching staff is being recorded by bio-metric machine.
- Software: Microsoft Window, MS. Office, MATLAB, SCILAB, KOHA-ILMS

Outsourcing Technical personnel are engaged for the campus's hardware and IT infrastructure maintenance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/Infrastructure Learning/4.3.1%20IT%20facilities%20including%20Wi-Fi%2022-23/6586ab4cd5847.pdf

4.3.2 - Number of Computers

97

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

111.5

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

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

- Maintaining and utilizing Physical, Academic and support facilities are maintained by the Principal, Vice Principal, Academic Vice Principal, Co-ordinator, IQAC with the help of faculty members, non-teaching and library staff.
- The laboratories are monitored and maintained by the departmental faculty members with the help of laboratory bearers and Grade IV employees.
- The library is maintained and supervised by the Librarian with the help of library staff, Digital library section is maintained by the In-charge of Digital Library Section.
- The college has no permanent Sports Complex and uses playground of Kakojan Sports Association as per MoU with Kakojan Sports Association. The playground is in front of the institution and utilised by the institution in any sports events of the institution as well as competitions under parent University.
- The Computer Laboratory has been maintained by the Computer Faculties. Special technicians are invited in need for maintenance of computers.
- The classrooms are used for regular classes and it has been maintained by the Grade IV employees. Apart from regular classes the classrooms are utilized by the Study Centres of Krishna Kanta Handique State Open University (KKHSOU) on Sundays. The classrooms of the institution have been used for various competitive examinations like Civil Service Examination, Written Selection test for various government jobs on holidays.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kakojancollege.edu.in/downloads/Propsectus_of_Kakojan_College_2023-2024.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

688

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://kakojancollege.edu.in/admin/documents/Student_Support/Capacity%20Building%20and%20Skill%20enhancement%20initiatives%20by%20the%20instituion%20during%20the%20year%202022-23/658716fd6d0af.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

114

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

114

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

64

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
69	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
24	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
16	

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

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

Kakojan College facilitates' students' representation and engagement in various administrative, co-curricular and extracurricular activities. As such, the Student Union Society of Kakojan College involves in various activities keeping in mind the overall development of the college. Apart from organizing the regular activities of the institution, the Student Union Society organized the following important events during 2022-2023

1. Basanta Utsav on 11th and 12th April, 2023
2. College Week 7th February-13th February, 2023
3. Inter Departmental Wall Magazine Competition on 5th September 2022.
4. Awareness Programme on Competitive Examination on 13th June, 2022
5. Celebration of Bishnuprasad Rabha Diwas on 20th June, 2022
6. International Yuga Day on 21st June, 2022

The Student Community is well represented in the Academic and Administrative bodies of the institution. General Secretary is the ex-officio member of Internal Quality Assurance Cell (IQAC). President and General Secretary are by portfolio member of Project Monitoring Unit, RUSA. The President, General Secretary along with the Secretary of Girls Common Room is also member of Internal Complaints Committee. Collegiate Student Grievances Redressal Committee is represented by the General Secretary of the Student Union Society.

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/Downloads/Prospectus_2022-2023/63e4d61c89a2b.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- Kakojan College has a registered Alumni Association which contribute significantly for overall development of the institution. The Association is registered under The Societies Registration Act XXI of 1860 with Registration No: RS/JOR/238/I/39.
- It holds periodic meetings in which the association finalizes the plane of action for institutional growth.
- The alumnus of college is active in variety of fields like Administration, Legal services, Police, Defence, Journalism, Academics and Social work. By supporting the current students on their intended career, the predecessors keep a strong relationship with them.

- The most remarkable contribution by alumni is the construction of main Entrance Gate worth of rupees Rs.4, 68, 528/-. The outgoing students of the institution contribute Rs.200 at the time of their graduation and deposit it in Bank account named as Kakojan College Ex-student Contribution Fund. As of now the amount credited in the Bank account is 224930.10.
- A good numbers of alumni are rendering their services as both permanent and temporary in teaching and non-teaching staff.
- The outgoing students of the College donated Books, Book Shelve, Reading Stand, Notice cum Bulletin Board, Water Filter, and Electric Fan etc.
- Department of the Chemistry has created a corner as 'Guru Sishyo Pustakalaya' with the donated books from the alumni of the Department

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/alumni
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governance of Kakojan College is formulated in a way that ensures the accomplishment of its vision to make all round development of human resources through quality education; and simultaneously imbibe in its students the values of democracy, cooperation and cultural-sensitivity.

The Governing Body of the College and various committees under the Chairmanship of the College Principal endeavours to create a motivating teaching-learning environment for the academic

programmes as well as co-curricular activities. The College prioritizes skill-based learning and offers various add-on certificate courses to empower the students to take up entrepreneurship and realize social responsibilities. Lecture sessions, popular talks, motivational sessions, etc. are held at periodic intervals so as to promote ethics, morality and healthy practices in academic and professional life. The College has MoUs with various higher education institutes and research institutions which facilitate collaborative and research based learning. Further, extension activities carried out in and around the College campus acquaint the students with the socio-economic and socio-cultural realities and thereby prepare them for real-life challenges and situations. The College, through its activities and agendas, tries to promote inclusivity and plurality; and thus prepares its students to be global citizens.

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/index
Upload any additional information	View File

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

Kakojan College is a College affiliated to Dibrugarh University, Assam. The highest management body of the College is its Governing Body (GB), duly approved by the Director of Higher Education, Assam. It is constituted of two Vice Chancellors' nominee, two teacher representatives, one member from non-teaching staff, Librarian and three Guardian members. Vice Principal is also a member of Governing Body. All major decisions are taken and approved by the Governing Body for management and all-round development of the institution. The principal is the Academic Head of the institution. There is an Academic Vice Principal in the institution who monitors all academic activities. The institution also has an Academic Council, with the Principal as the Chairperson and Academic Vice Principal as the convener. The Vice Principal and Head of all the Departments are members of the Academic Council. All major decisions regarding academic matters are taken in the meeting of the Academic Council. The decisions are implemented by the academic Departments. For smooth functioning of the administrative and academic activities of the institution, various committees are formed from time to time. These committees reflect the decentralization and participative

management of the institution.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type - Human Resource Management.

Kakojan College, being a rural college, most of its students are from rural areas and so they have limited exposure in some areas. Keeping this in mind, apart from the regular B.A./ B.Sc. course, the institution has been conducting Nine(9) Add on Certificate Courses for B.A./ B.Sc. students. The Information and Career Guidance Cell (ICGC) monitors these courses. Each course is assigned to various academic Departments for execution. These courses are:

1. Basic Computer Application - assigned to the Department of Mathematics.
2. Computer Hardware and Networking - assigned to the Department of Physics.
3. Internet-Based Web Designing - assigned to the Department of Chemistry.
4. Organic Farming and Production of Inputs - assigned to the Department of Botany and Zoology.
5. Entrepreneurship Development - assigned to the Department of Economics and Sociology.
6. Leadership Development - assigned to the Department of English and Political Science.
7. Personality Development and Human Values - assigned to the Department of Education and History.
8. Fine Arts - assigned to the Department of Assamese.

9. Spoken Tutorial in association with IIT, Bombay

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/POLICIES/PERSPECTIVE_PLAN/6411e0042ea45.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Kakojan College has a well-defined administrative setup. It follows the guidelines of Assam Government, the Dibrugarh University, UGC, RUSA, and NAAC as benchmarking bodies. The Governing Body is constituted as per State Government rules and provision. The Governing Body comprises of President appointed by the DHE, Assam, two Vice-Chancellor's nominee of the affiliating university, Librarian, two representatives of teaching members, representative of non-teaching staff and Guardian members. The Principal is the executive head and implements all decisions resolved in G.B. in the capacity of Secretary and also serves as the DDO on behalf of the State Government. The Principal has a dedicated team comprising of the Co-ordinators of IQAC, RUSA, Vice Principal, Academic Vice Principal, the HoD's and the members who assist in the disbursement of the entire administrative works. Service Rules and Procedures are guided by the DHE and State Government as amended from time to time. The recruitment and promotion rules for the Teaching Staff are as per UGC eligibility criteria and non-Teaching staff are recruited and promoted as per State Government rules. The institution has a code of conduct for teaching, nonteaching staff. It explains the roles and responsibilities of teaching, non-teaching staff.

File Description	Documents
Paste link for additional information	N/A
Link to Organogram of the Institution webpage	https://kakojancollege.edu.in/index#lg=1&lide=4
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The welfare measures of the institution for teaching and non-teaching staff are as follows:

1. The college employees, who are covered under the Old Pension Scheme (OPS), are entitled to pension benefits of Govt. of Assam after retirement. The retired person gets the benefit of Gratuity or Death Cum-Retirement Gratuity as per government rule. Leave Encashment Benefits are paid to a retired person, being an amount equal to 300 days salary in case of non-vacation and 180 days salary for vacation employees.

2. Group Insurance Scheme run by Government for the employees of the college by deducting premium from salary bill directly. In case of the death of an employee before claim, it is settled by the Govt. immediately. In the case of retirement, the paid premium

amount is refunded to the retired employee with interest.

3. General Provident Fund is generated by employee's monthly contribution. After retirement, the employees receive the entire deposited amount with interest.

4. New Pension Scheme (NPS) has been functionalised by the Central and State Government since 2005. 10% of basic & DA is deducted from salary every month along with 14% of Government contribution. After retirement, an employee gets 60% of the total amount deposited and the rest 40% is paid as a monthly pension. After the death of such an employee, the nominee will get the entire amount from 40% of the deposit

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/policies
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00000

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

29

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Kakojan Collge follows the following sysytem of Performance Appraisal for teching and non-teaching staff-

Teaching Staff- The system of Performance Appraisal for the

teaching staff is as per the directives laid down by the Director of Higher Education, Assam (Clause 26 of Assam College Employees (Provincialisation) Rules, 2010). A teacher, due for placement under the Career Advancement Scheme (CAS), is required to submit copies of Annual API scores along with relevant documents to the IQAC for verification. This Performance Appraisal Report, Screening Committee Report and other documents are then sent to the DHE, Assam for further necessary actions.

Non-teaching Staff- As per norms and directives of the Director of Higher Education, Assam, there is a system of Annual Confidential Report for non-teaching staff. The format includes character and conduct and relationship with authority and other staff members, regularity and punctuality in attendance, general intelligence, and performance in extracurricular activities, cooperative activities, and duties. It has to be recommended by the Institutional Head with the recommendation of Reviewing Authority, i.e., President of Governing Body to the Director of Higher Education, Assam. It is mandatory in case of promotion to a higher grade.

File Description	Documents
Paste link for additional information	https://highereducation.assam.gov.in/sites/default/files/swf_utility_folder/departments/higheredu_medhassu_in_oid_3/menu/document/doc-20230607-wa0003.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- As a Secretary of the Governing Body and DDO of the institution, the principal is accountable for all financial transactions of the college.
- The institution conducts Internal and External Audits regularly
- Internal Audit: The Auditors are headed by the Chartered Accountant, who visits the College and does a methodological verification on yearly basis. The team verifies all payments

receipts, vouchers of the cash transactions, ledgers and cash book at a regular basis.

- **External Audit:** The external audit or agency is appointed by the Govt. of Assam, to audit the finances of the college and prepare an audit report for the same.
- In case of any audit objections, it is placed in the Governing Body of the institution and after discussion and decision of Governing Body, the queries are replied to and sent to the concerned authority. The Governing Body approves the Audit Report in its sitting.

File Description	Documents
Paste link for additional information	https://directorateofhighereducation.assam.gov.in/sites/default/files/swf_utility_folder/departments/dhe_medhassu_in_oid_4/menu/document/audit_team_27-apr-2022_18-05-17.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0000

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institution has certain defined institutional strategies for mobilization of funds and the optimal utilization of resources. The main funds of the college include central government, state government and non-government funds. Fund from RUSA and UGC are central government fund whereas state government provides salary

of both teaching and non-teaching staff along with other infrastructural grant. The financial contribution of teachers, alumni and student fee and fee from self-financed Add on courses are the main source of non-government fund. For all major activities, decision needs to be taken and approved in the Governing Body of the College. Besides there are various committees under the Chairmanship of the Principal who monitor the activities and makes strategic plans to implement these policies. The important committees are:

1. Project Monitoring Unit, RUSA
2. Internal Quality Assurance Cell
3. UGC Committee
4. Infrastructure Development Committee
5. Purchasing Committee

These Committees take decision and implement the strategic plans subject to the approval of Governing Body or as per Govt. Guidelines.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Established in the year 2005, the Internal Quality Assurance Cell of Kakojan College has been striving to provide quality education by institutionalizing the quality assurance strategies and process. It ensures timely, efficient and progressive performance of academic, administrative and financial tasks. At the beginning of each academic session, IQAC formulates plan for the next year as quality initiatives of the institution. The most significant contribution of IQAC during the year are :

- Completed 3rd Cycle of NAAC Assessment, Conducted Academic and Administrative Audit as well as Energy Audit
- Signed MoU with University of Science and Technology (USTM), Assam Kaziranga University, Jorhat and North East Agriculture Technology Entrepreneurs Hub (NEETEHUB) , Devi Charan Boruah Girls' College, Jorhat and All Assam Poets'

Association

- Organized various programmes on Environmental Awareness, Gender Sensitization, Career Counselling, Competitions for Skill Development and Extra curricular activities of the students, Extension Activities at Adopted Village, Capacity Building, Book and Book Self Donation, Health Awareness, Programme under NDLI Club, Science Club, NSS, NCC, NYPS, IIC, NIPS etc.
- Collaboratives works under MoU.
- Participation in NIRF and AISHE
- Collection of Feedback from Students, Teachers, Employer, Alumni and Conducted Student Satisfactory Survey (SSS)

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/Governance_Leadership/IQAC%20Report%20Summery/6587176b18c33.pdf
Upload any additional information	View File

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

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

- The internal Quality Assurance cell (IQAC) sets forth some quality benchmarks/parameters for various academic and administrative activities of the institution
- The IQAC ensures optimization and integration of modern methods of teaching and learning.
- The IQAC facilitates the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- The academic council of the institution meets regularly and formulates plan for teaching learning process and adopts strategies for its implementation.
- The principal along with academic vice principal keep a close watch on the whole process of teaching learning.

- In the departmental meetings, the Hods of academic departments review the progress of the course as well as the learning outcomes of the students.
- The Institution has an effective student mentoring system to provide information, advice and emotional support to the students. This system ensures that a teacher can help the students to overcome both academic and personal problems during their study period; and also enables the teacher to create awareness and motivate students for competitive examination, higher studies and Entrepreneurship.
- For the Academic benefit of the students IQAC initiated an E-learning page, i.e., kakojancollegelearning.in. This page has subject specific video lectures which can assist the students in their studies

File Description	Documents
Paste link for additional information	https://kakojancollege.edu.in/admin/documents/POLICIES/TEACHING-LEARNING_AND_EVALUATION_POLICY/63dcfeada355b.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kakojancollege.edu.in/admin/documents/Governance_Leadership/Annual%20Report%20of%20the%20Institution%202022-23/6582bd787bb3e.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is absolutely crucial for holistic development. Kakojan College provides equal opportunities for both male and female students in terms of education, scholarships and grants. With plenty of female representation on campus, institute has encouraged women to participate in leadership roles, clubs, and organizations. The curriculum of various Programmes has many cross-cutting issues, gender studies being one of them. This equips students with the knowledge and tools to critically analyse gender stereotypes and discrimination in society.

Following Courses addresses the gender issue

1. Education: Gender and Education (DSE-8)
2. English: Women's writing (50100)
3. Political Science: Feminism: Theory and Practice (GE-2A)
4. Political Theory: Concepts and Debates (C3)
5. Sociology: Sociology of Gender (C7) & Gender and Violence (GE4)

In this academic session, the Institution has conducted

- an Elocution Competition on 'The importance of Innovation

and Technology for Gender Equality'

- an Awareness programme on Cyber Crime against Women: Precautions and Strategies'
- an Orientation Programme on prevention and response of Gender Based violence
- a popular talk on the theme, "Understanding Gender beyond Binary and Inclusivity"

The institution has formed Internal Complain Committee for addressing gender issues discrimination. The Centre for Women's Studies of the Institution also publishes an ISSN Journal annually titled Emerging Echoes' and publishes books from time to time that serves as a platform for scholars and researchers to publish their work related to the 'Women Question'.

File Description	Documents
Annual gender sensitization action plan	https://kakojancollege.edu.in/admin/documents/Institutional_Values/Annual%20Gender%20Sensitization%20Action%20Plan%202022-23/6576b209ebd9c.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kakojancollege.edu.in/admin/documents/Institutional_Values/Specific%20facilities%20for%20the%20women%20in%20the%20campus/657aa8d359182.pdf

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

C. Any 2 of the above

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

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

To overcome the problem caused by solid waste, liquid waste, and e-waste, the institution has initiated several measures as listed in table below.

Type of Waste

Available Facilities

Solid waste management

- Separation of solid waste into biodegradable and non-biodegradable waste.
- Biodegradable waste is used for Bio compost production and utilized in the model organic garden of the institution.
- Segregating of recyclable materials from non-bio degradable waste
- Encourages students and staff to reduce waste generation through awareness campaigns and educational programs

Liquid chemical waste

generated from the laboratories

- Properly disposed of through a soak pit.

E-waste management

- As E waste generated in the campus is negligible and that small amount of E waste generated from defective items from the computer laboratory stored properly for further maintenance.

Waste recycling system

- Plastic bottles, polythene bags etc. are used to make eco-brick that can be utilized for construction of small height walls for plantation and other ornamental purposes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://kakojancollege.edu.in/admin/documents/Institutional_Values/Facilities%20in%20the%20instituion%20for%20management%20of%20degradable%20and%20non-degradable%20waste/6576b4e7ece48.pdf
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 506 1436 647" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 647 539 748">Certification by the auditing agency</td> <td data-bbox="539 647 1436 748" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 748 539 851">Certificates of the awards received</td> <td data-bbox="539 748 1436 851" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 851 539 916">Any other relevant information</td> <td data-bbox="539 851 1436 916" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	View File	Any other relevant information	View File	
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Certification by the auditing agency	View File										
Certificates of the awards received	View File										
Any other relevant information	View File										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 1471 539 1536">File Description</th> <th data-bbox="539 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1536 539 1637">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 1536 1436 1637" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1637 539 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="539 1637 1436 1778" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1778 539 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="539 1778 1436 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1881 539 1946">Any other relevant information</td> <td data-bbox="539 1881 1436 1946" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Policy documents and information brochures on the support to be provided	View File	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other											

diversities (within 200 words).

Kakojan College has an inclusive environment for promotion of education, economic development and communal harmony. Various programs are conducted periodically to instil tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among students:

- Celebration of National Unity Day on 31st October, 2022 to foster the spirit of unity among the students and people.
- Celebration of Constitution Day on 24th November, 2022 to reinforce the values of social justice, secularism and fraternity.
- A popular talk on the theme, "Understanding Gender beyond Binary and Inclusivity" was organized on 17th February, 2023 to sensitize students and community about the LGBTQ+ community and their concerns.
- Cultural uniqueness is showcased in various cultural events during the College Week.
- The Centre of Women Studies, Kakojan College in collaboration with NGO 'Warriors' organised a drive for collecting clothes to be distributed to the poor and the needy people in various parts of Jorhat. Clothes, both new and used (in good condition), were collected from the members of the college and was distributed on 18/12/2022.
- The College celebrates important cultural, linguistic, and socioeconomic diversity by celebrating different festivals and observing important days.

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

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

The institution prioritizes the integral growth of students, focusing on their internalization of social responsibility.

- Students, 18 years old and above, are encouraged to practice democratic values and rights to become good citizens.
- Important days such as Constitution Day, Human Rights Day

and Voters Day are celebrated to promote awareness and accountability among students.

- The college plays the institutional and national songs in important programmes to foster a sense of belongingness and nationalism.
- The Election Literacy Club (ELC) organizes awareness programme to promote the idea of citizenship.
- Independence and Republic Days are celebrated to instil unity and integrity.
- Extension activities in the community address social issues like cleanliness, health awareness, and voter education.
- Codes of conduct are in place for teaching and non-teaching staff to uphold values, rights, duties, and responsibility.
- Various other activities are organized to emphasize constitutional obligations, values, rights, and responsibility:
- During 2022-23, the institution organized (1) Youth Parliament under NYPS to acquaint students with parliamentary practice on 27th August, 2022 and (2) Constitution Day on 26th November to make the students aware about democratic values, (3) Lecture Programme on 'Cybercrime against women' on 4th November, 2022 in order to create legal awareness among the women..

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

The Celebration of national and international days in college fosters tolerance, harmony, and inclusivity. National day like Independence Day promotes patriotism and unity through flag hoisting ceremonies and cultural performances. International day like International Women's Day creates awareness about global issues and encourages discussions on topics such as gender equality and cultural diversity through panel discussions and community service projects. Overall, these celebrations help students develop a deeper connection with their country and a broader understanding of the world.

The following Important Days were celebrated during the year (2022-23)

- International Mother Language Day on 21st February, 2023
- International Women's Day on 8th March, 2023
- World Environment Day on 5th, June, 2022
- National science Day on 28th February, 2023
- National Unity Day, 31st October, 2022
- Constitution Day on 26th November, 2022
- Independence Day on 15th August
- Republic Day, 26th January
- Student's Day on 31st March, 2023
- National Girl Child Day on 24th January
- Rava Diwas on 20th June, 2022
- World Poetry Day 21st March, 2023
- International Yoga Day on 21st June, 2022)
- Teachers' Day on 5th September, 2022
- NSS Day on 24th September, 2022
- Lachit Diwas on 24th November, 2022

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

7.2 - Best Practices

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

Best Practice: 1

Title of the Practice: Analysis of Ground and Surface Water Quality in neighboring area of the Institution

Objective of the Practice:

- To analyze the water quality parameter like Arsenic, Fluoride, Iron, Nitrate, Calcium, Hardness and Turbidity in ground and surface water of neighboring schools and villages.
- To create awareness about the importance of water quality among society
- To provide report of the study to the concerned for taking strategies

Best Practice: 2 :

Title of the Practice: Awareness on Environmental Sustainability through Organic Farming and Production of Organic Inputs with introduction of an add-on certificate course

Objective of the Practice:

- To promote awareness on sustainable agriculture for wellbeing of the society
- To raise awareness of the health risks posed by synthetic fertilizers, pesticides etc. and find the alternative of it.
- Introduction of Add-on Course for Practical Training to the students on organic farming practices and to create entrepreneurial mindset
- To create environmental awareness among its stakeholders and

community

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

7.3 - Institutional Distinctiveness

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

Kakojan College, the only HEI in Teok Assembly Constituency, was established by the local educationist, rural people to cater the long standing need of higher education in the particular area. The institution is committed to offer best education to masses especially hailing from rural agro based families. The Collegestrivesto create conducive environment for creating environmental awareness and sustainability amongst students and neighborhood through distinctive approach. Keeping the scenario of agro based rural economyin mind the institution has been focusing on environment and sustainable development by adopting two best practices and implementation of projects to create awareness on the issues.

Best Practices:

- Analysis of Ground and Surface Water Quality in neighboring area of the Institution
- Awareness on Environmental Sustainability through Organic Farming and Production of Organic Inputs with introduction of an add-on course

Experiential learning through Field Study to a biodiversity park, participation in a survey, webinar, lecture workshop, hands on training programme etc practiced to enable the students to learn about ecosystem, aesthetic, social and ethical values

Key Success made by the institution :

- One District One Green Champion Award" from MGNCRE
- Add course on Organic farming
- Organic Model Gorden at Sector-B
- Eco Brick Project

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To organize Induction/Orientation Programme for newly admitted students under FYUGP
- To celebrate important national and international days
- To conduct Library Orientation Programme
- To organize Career Counselling Programmes
- To facilitate coaching for competitive examinations
- To Organize Health Awareness Programme
- To Sign MoU with Career Track and AMTRON
- To organize Workshop on Cake Baking and Decoration
- To organize Awareness Programme on Mera Bill Mera Adhikar
- Reopening of Day Care Centre
- To Organize Workshop on How to Write a Research Paper
- To organize an Interactive Session with Mr. Diganta Biswa Sarma
- To organize National Webinar on Curriculum and Credit Framework for Four Year Undergraduate Programme under NEP, 2020
- To Organize NEP, 2020 Orientation Programme
- To organize Workshop on Feminist Approach in Social Research
- To Organize State Level workshop on The Art of Making Poetry
- To organize Collaborative programme under MoU.
- To conduct Gender Audit
- To conduct Energy Audit
- To conduct Environment Audit
- To organize professional development programme for Non-teaching Staff
- To organize AIDS Awareness Programme at Adopted Village
- To organize National Seminars
- To organize NEP Orientation Programme
- To Organize National Librarian Day
- To organize student teacher exchange programme
- To organize Children's Day
- To organize Gender Sensitization Programme
- To organize awareness programme on Constitutional Values and duties
- To organize programme for popularization of Mathematics and English at adopted School
- To organize Teachers' Training Programme

