



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KAKOJAN COLLEGE

**KAKOJAN COLLEGE, KAKOJAN, JORHAT, ASSAM
785107**

www.kakojancollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kakojan College was established by the educationists, public, social workers and others in the greater Kakojan area which is located in the eastern part of the District of Jorhat, Assam by the side of N.H. 37. Kakojan College was established on 24th July, 1967. It takes the concept of education to a higher stratum. This institution is about life-in all its dimensions: Learning, Working and Living. It pre-empts what education in the future would be. The institution provides a conducive environment for the holistic development of the students. Kakojan College is approved by UGC and affiliated to Dibrugarh University, Assam. It offers 2 UG Courses (B.A. and B.Sc.) and Higher Secondary Course (AHSEC) in both Arts and Science stream. The college has Study Centres of ODL under KK Handiqui State Open University and Dibrugarh University. The college is an ISO 9001: 2015 certified institution and registered in ARIIA, NISP, MIC, Ministry of Education, Government of India and also registered under NYPS, MHRD, Government of India. The College was accredited with B+ Grade by NAAC in 2016 in its 2nd Cycle of re-accreditation. The college provides platform to the students to focus themselves in the Co-scholastic Activities, takes the responsibility of organising community development programmes for the socio-economic development of the neighbourhood and contributes towards sustainable eco-system and nation building.

The healthy academic atmosphere, the good results, the personal care and guidance offered by the faculty members as well as the Information and Career Guidance Cell (ICGC) of the college have earned some plus points for the holistic growth of the students. Institution's Innovation Council, Kakojan College under MIC is rated with 2(two) Star and recipients of One District One Green Champion Award offered by MGNCRE.

Vision

The vision of the college is to make the all round development of the human resources through Quality Education under the guidance of Affiliating University, UGC. NAAC and Govt. of Assam. The institution upholds the highest standards of instruction in Arts, Science with Vocational Courses. Along with academic excellence the institution emphasizes on democracy, co-operation and cultural sensitivity so that the students may serve best to the Society, Nation and the World. The institution also cherishes vision to impart education to those learners who have been deprived of formal system of higher education because of age, economic background etc. through open Distance Learning (ODL) System.

Mission

- **Imparting Quality Education of National Standard and Imbibing Skill for solving real life problem.**
- **Inculcating global perspective in attitude.**
- **Creating leadership qualities with futuristic vision.**
- **Postering spirit of entrepreneurship and realization of societal responsibilities.**
- **Cultivating adaption of ethics, morality and healthy practices in academic and professional life**
- **Inculcating the spirit of social development through the study of language and culture.**
- **Instilling habit of continual learning.**
- **Encouraging and supporting creative and research temperament.**
- **Establishing and promoting linkages with the Institutions and Organizations of National and International level.**
- **To introduce job-oriented and vocational courses for professional and academic development.**
- **To organize community development programmes for the socio-economic development of the neighbourhood.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. *Only institution of Higher Education in greater Teok Assembly Constituency, Assam.*
 2. *Accredited by NAAC with B+ grade in 2016 during 2nd cycle of reaccreditation.*
 3. *Assessment by MGNCRE under MHRD and recipient of **One District One Green Champion Award.***
 4. *Participated in AISHE and NIRF.*
 5. *An ISO 9001-2015 Certified Institution.*
 6. *Registered under IIC, Government of India and received Two Star Rating.*
 7. *Registered under ARIIA, NISP and NYPS, Govt. of India.*
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1. *University toppers and Average of more than 80% result in B.A/B.Sc. Examination.*
 2. *9 Add-on Courses, focused on Skill development, Employability and Self Employment, are offered in*

collaboration with professional bodies.

3. *Signed 20 MoUs with reputed organizations/institutions.*
4. *Association of Knowledge Partner under Spoken Tutorial Programme IIT, Bombay, a part of the National Mission on Education, MHRD, Government of India.*
5. *Mentoring Programme for the wellbeing of students.*
6. *Organised Conferences, Seminars/ Webinars, Workshops, Popular/Special Talks.*
7. *Financial Assistance received from NAAC, National Commission for Women, ICSSR, Indian Academy of Sciences and MIC, MoE, Govt. of India for workshop, seminars lecture workshop and Impact Lecture Series.*
8. *Study Centres of ODL under **Krishna Kanta Handiqui State Open University (KKHSOU)** (for PG, UG, Diploma and Certificate courses) and **DODL**, Dibrugarh University for PG Courses.*
9. *Grants received from RUSA under RUSA 2.0 Scheme.*
10. *CCTV surveillance.*
11. *Wi-Fi enabled campus.*
12. *Automation of library with KOHA software, an active member of N-LIST, INFLIBNET and NDLI for online access of resources. Procurement of D Space is another endeavour on online access.*
13. *Innovative eco-system in the Campus is nurtured through Institution's Innovation Council (IIC) of MHRD and received 2star Rating.*
14. *Remarkable Student Achievements in sports, cultural and other competitions.*
15. *A clean, safe, and secured Girl's Hostel.*
16. *Participation of students in University, State, National and International level sports competitions.*
17. *Registered Alumni Association.*
18. *12 ICT enabled classrooms with 1 conference hall, IQAC Room, Language and Literature Hub, MATLAB and Computer Laboratory.*
19. *Installation of Central Sound System.*
20. *Emphasis on Environment and sustainable development through Best Practices with Vermicompost, Eco Brick and LED Bulb Production Unit.*

Institutional Weakness

1. *Limited space in the existing campus area (Sector A).*
2. *Limited student support facilities such as Gymnasium, Sports Complex, Yoga Center etc. due to lack of fund.*
3. *Dependency on Government funding.*
4. *Limited number of sanctioned posts in teaching and non-teaching cadre.*
5. *Problems of introduction of more self-funded courses as most of the students belong to economically backward families.*
6. *Lack of fund for development of the extended area of the College i.e., Sector-B.*

Institutional Opportunity

1. *Enhancing networking with institutions of eminence.*
2. *Scope for more skill development courses to enhance students' employability.*
3. *Scope for introduction of P.G. courses.*
4. *Develop the talents of students in extracurricular activities.*
5. *Scope for collaboration for research activities with research institution.*

Institutional Challenge

1. *Most of the students belong to rural and economically backward families where agriculture is the main source of income.*
2. *Majority of students coming from vernacular medium is a major challenge of the institution.*
3. *Exodus of meritorious and talented students to the city colleges and institutions.*
4. *Attachment of the Higher Secondary Section by the Government which hampers the CBCS system.*
5. *Ensuring better placement opportunities for students.*
6. *Conducting Research Project in recent years due to non-availability of grants from UGC.*
7. *Non receipt of timely reimbursement of fee under Fee Waiver Scheme of State Government.*
8. *Dependency on Government funding.*

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Kakojan College ensures effective delivery of curriculum through its Prospectus, Academic Calendar, Class routine, Course Plan, Orientation Programme, conducting Offline and Online Classes, Tutorials, Mentoring System, Sessional Examinations and End Semester Examinations. For effective curriculum delivery the faculty members have been continuously upgrade their knowledge and technical skill by using e-learning tools, participating in Faculty Development Programmes, presenting Research Papers in Seminars/Conferences and by publishing research articles., books and book chapters.

As an affiliating institution under Dibrugarh University, Assam, the college has no autonomy to prepare curriculum and follows the curriculum prepared by the parent University. The institution offers B.A. and B.Sc. programmes deploying CBCS system from 2019-2020. Kakojan College adheres to the academic calendar of parent University for entire academic activities in each academic session. Additionally, the institution offers nine (09) Add-on certificate Courses from 2017-2018 academic session including one course in association with IIT Bombay under National Mission on Education, Govt. of India. These courses have been run by different departments and monitored by Information and Career Guidance Cell (ICGC).

Besides the regular courses (UG) under Dibrugarh University, the institution has also Study centers of K. K. Handiqui State Open University and Directorate of Distance Learning, Dibrugarh University under ODL mode and H.S. courses. During the period from 2017 to 2019, the institution had study Centre of D. El. Ed. Course under NIOS as additional academic extension. The institution follows a systematic academic plan which includes Academic Council meeting, Departmental meetings for smooth management of academic programmes.

The curriculum of Kakojan College deals with cross-cutting issues like Gender, Environment, Human Values, Professional Ethics as per syllabus prepared by the parent university. The institution also deals with cross cutting issues through add-on courses and organizing various programmes to create awareness amongst the student community. The course offered by Kakojan College promotes project work and experiential work. 891 nos. of Students conducted the same during five years.

Kakojan College has developed both offline and online mechanisms to obtain feedback from students, teachers, alumni, employees and guardians. The feedbacks that are collected from stakeholders are analyzed.

Actions are taken accordingly.

Teaching-learning and Evaluation

The mission of the Institution is to impart Quality, Holistic Education and provides equal opportunity to enrol students from all spheres of the society. The institution offers both B.A. and B.Sc. Programmes in Under Graduate (UG) level and follows the entire academic activity in accordance with Dibrugarh University to which the institution is affiliated. The institution follows the Govt. rules for reservation of seats for various categories. Admission procedure is done on merit basis.

The Teaching-Learning Process is regularly monitored by the Principal, Vice-Principal, Academic Vice Principal and Academic Council of the Institution. The institution assesses the learning levels of the students through their response in the class and performance in academic activities namely Sessional and End semester examinations, Seminars, Group Discussions and Open Book Examination, introduced in institutional level to develop critical thinking and writing skills of the students.

The institution has an effective Students Mentoring System that imparts information, advice and emotional support to the students, specially the slow learners and provides all necessary needs and takes remedial and tutorial classes whenever necessary.

Besides classroom teaching students are provided with experiential and participative learning through field visit, in hand learning through practical, practice teaching, seminar and group discussion. They also learn problem solving methodology through field study and project works. The students are also encouraged to work together to understand the value of team work.

Along with the traditional chalk and blackboard method, the teachers of the institution use ICT enabled tools to enhance teaching learning process. The institution has also an e-learning portal (www.kakojancollegelearning.in), consists of video tutorials prepared by the teachers. The institution provides software like C Programming, MATLAB and Language and Literature Hub to develop learning skill of the students.

In continuous evaluation process, internal assessment of the students and grievances related to internal assessment is accomplished in accordance with the guideline of the parent University.

The programme outcomes and course outcomes are evaluated through the student's performance in internal and end semester examination; student's progression towards higher studies; employability of students and feedbacks on academic performance of the institution. The college conducted Academic Audit.

Research, Innovations and Extension

To advance its vision of imparting 'Quality Education' for the all-round development of human resources, Kakojan College has prioritized Research, Innovation and Extension; and has endeavoured to accomplish them methodically.

Kakojan College has done considerable progress in its endeavour of research promotion and knowledge generation. The institution organised 32 Seminars/Workshops/FDP in International, National and State Level. It

received financial assistance from NAAC, ICSSR, National Commission for Women, Science Academies of India to organise Seminars and Workshops. The publications of the faculty members during the last five years –

- Notified UGC and Scopus- 17
- Books- 16
- Chapters in PEER reviewed Journals- 24 (International- 1, National- 23)
- Chapters in Books- 60
- Periodicals - 39

During this period 5 faculty members awarded Ph.D. and 1 obtained M.Phil. degree. Total 15 faculties have Ph.D. & 14 have been pursuing for Ph.D. degree. The faculty members attended Seminars/ FDP/ Short Term Courses/ Webinars/ Workshops. Total 707 such programmes were attended by the faculty members.

Institution brings out its annual Newsletter 'Alert' and published Books, Compendium, Compilation of Students' Project, ISSN Journal by various wings under IQAC. The institution is a knowledge partner of the Spoken Tutorial programme, IIT Bombay, National Mission on Education, MHRD, Govt. of India to develop IT Skills among students. The institution has 20 MoUs with various organizations/institutions and conducted programmes under these collaborations. The college has active units of NCC and NSS. The Centre for Women's Studies, Science Club, Environment Management Committee, IIC under MoE's Innovation Cell, Swachhata Action Plan Committee, MGNCRE, Govt. of India, Teacher's Unit, Student's Union– these bodies contribute significantly in community development and extension activities. The college organised 61 extension activities under various cells/ units.

Award/ Recognition & Appreciation received by the institution -

- One District One Green Champion Award, MGNCRE, Govt. of India.
- Obtained 2 Star Rating & Appreciation, MoEs Innovation Cell and NISP Govt. of India.
- Appreciation to Mr. Jayanta Duarah, Programme Officer NSS for Exemplary Work done at Frontline of Covid Pandemic.
- Appreciation from the Village Head & NGO of adopted village for the services provided by the institution.
- Appreciation for community services.

Infrastructure and Learning Resources

As an undergraduate rural college, it has been maintaining and utilizing its physical, academic, support facilities to the maximum extent. It has three campuses, Sector-A, Existing College, B- Extended Campus, C- Girls Hostel. The institution has 32 classrooms, including 12 ICT enabled classrooms, laboratories for Education, Computer and Science Departments, Language and Literature Hub along with one ICT enabled Conference Hall and IQAC Room.

The college has a Central Library, Principal's, Vice-Principal's chamber administrative office, staff room, rest room for boys & girls and Canteen. The campus and the buildings

of the institution are secured under the surveillance of security personnel and CCTV cameras. There are 6 Water Purifiers, incinerator in Girls' Common Room and Central Sound System. The college has 12 departmental libraries.

Apart from these the following infrastructural facilities are available –

- 25 KW Transformer.
- 62.5 KVA Generator.
- Wi-Fi Facilities under BSNL Leased Line.
- First-Aid center
- 20 Solar Lights
- Rainwater Harvesting Plant
- Systematic Drainage for Groundwater Recharge
- 97 Computers.
- Student Union, NCC, NSS Room.
- Museum
- 10 Fire Extinguishers

The procedure and policy, for maintaining and utilizing the facilities are decided and formulated by the Principal, Vice Principal, Academic Vice Principal and coordinator, IQAC with the help of faculty members, non-teaching and library staff. As college has no permanent sports complex, the playground of Kakojan Sports Association has been utilized in sports events as per MoU signed. The college organizes Inter College (Men) Zonal Football Tournament under Dibrugarh University.

The construction work of open stage is going on. Gymnasium equipment is available. There is no permanent yoga center, the yoga programmes are arranged periodically.

The library provides one of the important academic services to the college. The library used SOUL ILMS from 2008 to December, 2018 and switched to KOHA ILMS in January, 2019 and has Barcode technology. Library is an active member of N-LIST, NDLI, OPAC and upgraded with D-Space.

The library has –

- Text Books- 12266+

- **Reference Books- 1794+**
- **Journals/ Magazine- 21**
- **Women Studies Corner**
- **Shankar-Madhab Corner**

The infrastructure has been utilized for-

- **Study Centers of ODL**
- **Government Competitive Exams**
- **AADHAAR and Covid vaccination Centre.**
- **University Evaluation Zone.**

Student Support and Progression

Kakojan College providing a conducive environment for holistic development of student, caters to the needs and requirements of students and with different abilities by offering scholarships and freeships- UGC IshanUday, Scholarship from Government for ST/SC/OBC etc. 4022 nos. of student availed Scholarships and freeship in last five years. The institution provides 4 Memorial Awards for meritorious students, 14 nos of Career Counseling programmes, 107 nos. of Student Seminar/Popular Talk/Symposium/Webinar were organized by the institution. The activities of NSS, NCC and Science Clubs provide ample scope for students to participate in different Curricular, Co-curricular and extracurricular activities and develop their skills and talents. 3 nos. of NCC-cadets participated in Republic-Day-Parade at New Delhi.

The institution offers 9 add on certificates courses for Computer Skills, Software, IT, Entrepreneurship, Personality and Skill Development, among this Spoken Tutorial Programme is in association with IIT, Bombay as a knowledge partner. During last five years 1197 number of students were benefited under these programmes. The Institution has registered under IIC, MoE, to encourage, inspire and nurture young students to work with innovation and recipient of 2 Star rating.

The institution shows distinguished results including university toppers. The institution takes pride that 356 students progressed to higher education and 190 students placed in government/private services. The outgoing students are also self-employed in sector like agriculture, animal husbandry etc. Students cleared JAM, GATE, NET, SET, TET, State Civil Service, other state and national level competitive examinations. In last five years, 62 nos of medals have been won by students for excellence in sports and cultural activities in the institution, university, state and national level

Student representative in PMU- RUSA, IQAC, and Collegiate Student Grievance Redressal Cell etc. provides scope to participate in academic as well as administrative affairs of the institution.

Democratically elected Students' Union is the apex academic student representative body of the college.

College has a transparent mechanism of settling the grievances. Students are free to voice their grievances through Internal Complaints Committee, Collegiate Student Grievance Redressal Committee. The institution has a registered Alumni Association which supports the college financially, physically, and academically.

Governance, Leadership and Management

The model of governance practiced at Kakojan College is transparent, participatory and decentralized. The college has a well-defined Vision and Mission, Policies and the governance of the college reflects them. At college level the Governing Body is the apex body and it is structured by the Directorate of Higher Education, Assam. All major decisions are taken and approved by the Governing Body for smooth management and all-round development. The college has various committees to look after and implement the activities.

Kakojan College has well defined policies and procedures of administrative setup as per rules and guidelines of NAAC, UGC, MHRD, Govt. of Assam and Parent University. The Principal convenes staff meeting to take opinion from teaching and non-teaching staff and decision have been taken accordingly. As head of the institution, the Principal supervises all administrative and academic matters in support of Vice-Principal, Academic Vice-Principal and HoD's and IQAC monitors all activities of the institution. The management encourages Faculty members to participate in FDP/RC/OP/Professional Development Programme and training for non-teaching staff.

The college has implemented e-governance in the field of student admission, Finance and accounts such as implementation of PFMS, NEFT and disbursement of salary through the portal (www.finassam.in), student union election, university examination system and barcode-based circulation process in the Central Library. The college conducts Internal and External financial audits. Internal Audit is conducted by Chartered Accountant and External Audit is conducted by Directorate of Local Audit, Govt. of Assam.

The institutional strategic/perspective plan is effectively deployed. As a rural based college, the students have less exposure in some areas in comparison with city-based colleges. Keeping this in mind the institution has been conducting 09 Add-on Courses along with a course as a knowledge partner with IIT, Bombay.

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff as per government rules. The college has 20 functional MoUs. The college received grant under RUSA 2.0 scheme. Kakojan College has been registered under MGNCRE, IIC, NISP, ARIIA, NYPS and participate in NIRF and AISHE. College received recognition from different stakeholders for its initiatives.

Institutional Values and Best Practices

In order to foster gender sensitization and equity, Kakojan College has Internal Complaints Committee, Collegiate Student Grievance Redressal Committee and Center for Women's Studies. The institution has girls' hostel and utilizes CCTV cameras, employs security guards.

The institution has an Environment Management Committee to address environmental issues, and registered under MGNCRE, Govt. of India and received "One District One Green Champion" Award under MGNCRE. Through training programmes, seminars, workshops, webinars, street plays, and other activities, it has explicitly addressed environmental, social, gender concerns to increase students' awareness. The institution is constantly working to make the campus eco-friendly; doing an Energy Audit and Green Audit. Institution has

adopted conservation measures viz. Plantation Drive, Production and usage of LED Bulbs, Solar light installations, Rainwater Harvesting Plant, Solid Waste Management, the Eco-Brick Project, and signage emphasising the judicious use of water and electricity. College has taken the initiative to encourage students to think creatively by hosting of Lecture Workshops, Student Seminars, Science Exhibition, Art Competitions, etc. Registration under IIC and NISP, under Govt of India serve as a forum to encourage students' innovation through multitudinous modes leading to an innovation promotion eco-system in the Campus. IIC, Kakojan College received 2-star rating and appreciation. Students, employees are sensitized towards constitutional obligations by organising events that foreground the citizens' rights and duties. Constitution, Voters Day, are duly celebrated. Institution celebrates national, international commemorative events i.e. Independence, Republic Day, Girl Child day, International Women's Day, birth and death anniversaries of great Indian personalities. The academic output has been enhanced by using ICT, digitization, automation in library services, and English Language and Literature Hub.

Through awareness campaigns on health, flood relief camp, cleandrives, activities of NSS, NCC, Science Club, and village adoption programmes, college nurtures a sense of social responsibility among its stakeholders. The college takes pride in its Best Practices, which emphasise the environment and sustainable development among students and surrounding rural people.

Viz:

1. Analysis of Ground and Surface Water Quality in Neighbouring Area of the Institution.
2. Awareness on Environmental Sustainability through Organic Farming and Production of Organic Inputs with Introduction of Add-on Course.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KAKOJAN COLLEGE
Address	KAKOJAN COLLEGE, KAKOJAN, JORHAT, ASSAM
City	JORHAT
State	Assam
Pin	785107
Website	www.kakojancollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	RUPREKHA BORDOLOI	0376-9854055331	9957564794	-	kakojancollegeadm@gmail.com
IQAC / CIQA coordinator	NIBEDITA GOGOI	0376-9365705882	9435091085	-	drnibedita1976@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	11-12-1998	View Document
12B of UGC	23-03-2014	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	MGNCRE MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION
Date of recognition	06-08-2021

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KAKOJAN COLLEGE, KAKOJAN, JORHAT, ASSAM	Rural	2	4632.78

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HS PASSED	English,Assamese	70	62
UG	BA,English	36	HS PASSED	English	50	38
UG	BA,Economics	36	HS PASSED	English,Assamese	50	24
UG	BA,Education	36	HS PASSED	English,Assamese	70	63
UG	BA,History	36	HS PASSED	English,Assamese	50	27
UG	BA,Political Science	36	HS PASSED	English,Assamese	70	62
UG	BA,Sociology	36	HS PASSED	English,Assamese	70	54
UG	BSc,Botany	36	HS PASSED	English	45	25
UG	BSc,Chemistry	36	HS PASSED	English	45	39
UG	BSc,Mathematics	36	HS PASSED	English	45	16
UG	BSc,Physics	36	HS PASSED	English	45	15
UG	BSc,Zoology	36	HS PASSED	English	60	51
UG	BSc,Statistics	36	HS PASSED	English	15	11

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				39			
Recruited	0	0	0	0	1	2	0	3	17	21	0	38
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	11	3	0	14
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	5	7	0	13
M.Phil.	0	0	0	0	1	0	13	13	0	27
PG	0	0	0	1	0	0	3	4	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	3		2		5

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	535	0	0	0	535
	Female	560	0	0	0	560
	Others	0	0	0	0	0
Certificate / Awareness	Male	535	0	0	0	535
	Female	560	0	0	0	560
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Category		Year 1	Year 2	Year 3	Year 4	
SC	Male	18	16	17	7	
	Female	11	14	6	14	
	Others	0	0	0	0	
ST	Male	9	8	2	4	
	Female	3	10	6	2	
	Others	0	0	0	0	
OBC	Male	181	171	111	129	
	Female	159	124	108	136	
	Others	0	0	0	0	
General	Male	66	75	61	47	
	Female	75	85	47	60	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		522	503	358	399	

Institutional preparedness for NEP

1. 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. Students of both the streams have to undergo one compulsory paper on Environmental Studies in 4th Semester in Non-CBCS system. Two papers confined to only Arts stream is the MDC (Multidisciplinary Course) is a combination of Mathematics, Political Science and History etc. and Travel and Tourism Management (TTMG) in non CBCS system. 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. Kakojan College organized two workshops entitled “Evolution of National Education Policy – 2016: An Analysis in the context of Assam” and “National Education

	<p>Policy 2020". 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.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>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 with the forthcoming adoption of NEP in the academic year 20223–2024, the college motivates the students to register themselves at Academic Bank of Credit (ABC). However, 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.</p>
<p>3. Skill development:</p>	<p>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. A college has set up 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</p>

	<p>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.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>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 material. 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 organized workshops on “Art of Acting in Assam and Shakespeare” and “Indian English Poetry from North Eastern India”. In order to promote the Indian Knowledge System, the college organised webinars on topics like "Role of Scientific Attitude and Scientific Literature in the Formation and Development of Society," Bhaona, a traditional mythological Assamese drama, the Diha Naam Competition for Folk Music, Inter College Poetry, and Rabha Sangeet Competition, among others. 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</p>

	<p>saints, Mahapurush Sankardev and Madhavadeva, the cultural icons of Assam. A historical museum is on hand to showcase the state's cultural legacy.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>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.</p>
<p>6. Distance education/online education:</p>	<p>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 taught 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 university's. 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. As an Academic extension services the college has study centers of K. K.</p>

Handiqui State Open University Study Centers and the Directorate of Distance Learning, Dibrugarh University under ODL system. UG, PG, Diploma and Certificate Courses are offered under K. K. Handiqui State Open University and P. G. courses under Dibrugarh University ODL system. Besides these college provided services as Study Centers of D.EL. Ed. (Diploma in Elementary Education) under NIOS (National Institute of Open Schooling) In such way Kakojan College is prepared for National Education Policy 2020.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, the vision of the club is to inspire young and emerging voters to enthusiastically engage in elections so they can gauge their voting power. As the institution is situated in rural areas, the primary goal of this club is to educate the students and rural people about the value of voting through enjoyable activities that will increase their awareness of their right to vote and make the registration and voting processes more familiar to them.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<ul style="list-style-type: none"> • As per instruction of the Deputy Commissioner & District Election Officer, Jorhat, Assam, the Principal of the Institution has nominated a student of B. A. 5th Semester Student as Campus Ambassador for National Voter's Day, 2022 from the Institution. • A Nodal Officer is appointed from the Department of Political Science, in reference to the letter from Deputy Commissioner & Election Officer (letter No. JEL/SSR/08/2021/217 dated: 25/11/2022) for upcoming Special Summary Revision- 2023.
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<ul style="list-style-type: none"> • The institution in association with district election office organized a slogan completion among students of the institution as voter awareness campaign.

<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<ul style="list-style-type: none"> • Popular Talks and Lecture Programmes are to organized to create awareness among the students of the institution on Democratic value on the occasion of Constitution Day. • The authority of the institution allotted a wall of space/ displaying board for the Wall of Democracy. It has a monthly theme and invites contribution of students in the form of Drawing, sketches, paintings, poem and articles etc.
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<ul style="list-style-type: none"> • ELC of the institution distributed Form-6 for registration of new voters attaining 18 years of age. • Links for registration of new voters are provided on institution's website (https://kakojancollege.edu.in/elc)

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1095	1049	981	1043	1209

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 52

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
48	48	48	46	44

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
100.40	97.86	98.342	111.226	131.33605

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Prospectus: As per guidance of affiliated University, Kakojan College publishes entire course curriculum in college prospectus every year and uploaded in the College website.

Academic Calendar: As an affiliating institution Kakojan College adheres to the academic calendar prepared by the parent university. At the beginning of the session orientation/induction programme are organized to inform the students about the norms.

Academic Council's and Departmental Meeting: At the beginning of academic session, Academic Council's Meetings are held where major academic decisions are taken and in Departmental meetings contents of the syllabus are distributed amongst the faculty members.

Class Routine: The Routine Committee prepares routine and displayed on the college notice board. A flexible schedule was followed during Pandemic to allow students to readily attend classes.

Assessment and Result: The End semester examination and Internal Assessment are in accordance with Dibrugarh University standards as outlined in the ordinance. The Parent University declares the End Semester results. Examinations were successfully conducted online in 2020 and in 2021 examinations were conducted through Open Book Online/Offline mode. The college conducts practical examinations. The Open Book examination has been conducting since 2019 as per convenience of the students. Sessional examinations are conducted by the institution. Internal Assessment is prepared by each department as per rules of Parent University and submitted to the college administration. Each year, the Parent University allotted End Semester Zone to the institution. Students are provided previous question papers, which is stored at the Central Library.

Add on Courses: To develop the skill of students in the present-day scenario the College offers 09 add-on courses along with a course on Spoken Tutorials as a knowledge partner with IIT, Bombay. The planning and documentation are done accordingly.

Study Centre for Distance Education: The institution has Study Centers of K. K. Handiqui State Open University (PG, UG, Diploma, Certificate courses) and Directorate of Distance Learning, Dibrugarh University (PG course).

Feedback: In an organised manner, colleges collect and evaluate feedback from alumni, employee, guardians and teacher. To make the curriculum more effective a Students Satisfaction Survey was conducted and action is being taken accordingly.

Learning beyond the Classrooms: The institution hosts specialised lectures, seminars, webinars, project

work, field study through surveys, and educational trips to make education more relevant and practical through experiential learning.

Faculty Improvement: For ensuring effective curriculum delivery, to enhance the domain knowledge, faculty members participate in workshops, seminars, conferences, Faculty Development Programme and publish books, research articles in journals.

Class Monitoring: The Principal, Vice-Principal, Academic Vice-Principal and HoDs, monitors the classes regularly.

Mentoring System: The College has mentoring system, where teachers of the Departments mentor students in groups on Academic and Non-Academic matters. It doesn't just help slow learners; it encourages students to promote personal growth.

Online Academic Transaction: Teachers use Google Classroom, Google Meet, Zoom, WebEx, WhatsApp Group etc. and offer Academic and audio-visual resources as supplemental content. The institution has digital classroom and an e-learning portal (www.kakojancollegelearning.in). Software-C-programming, Mat Lab is used by specific department.

File Description	Document
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1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 09

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 100

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1095	1049	981	1043	1209

File Description	Document
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Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The institution incorporates into the curriculum issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. which are integrated through the Syllabus and different Programmes organise to create awareness amongst the student community.

The Syllabus: Since the institution lacks autonomy, it adheres to the Dibrugarh University's syllabus, which incorporates the issues on Professional Ethics, Gender, Human Values, Environment and Sustainability. By incorporating these issues into the curriculum, the university initiates to increase student awareness and to ensure students' sensitiveness and good citizens of the nation.

The 'Environmental Science' is mandatory for students, which aims to equip them with skills necessary to meet the demands of ecological citizenship. Students are assisted in becoming socially, environmentally, and ecologically conscious, responsible citizen who can protect natural resources while promoting sustainable lifestyles and developmental models. Syllabus of Assamese includes issues related to culture and societal values. Syllabus of Education includes issues like Gender Education, Environmental, Human Values, Leadership, Peace, Human Rights, and Ancient Knowledge etc. Economics involve issues like Sustainability, the Environment, and Ecology. Feminism, Culture, and other intersecting themes are covered in the syllabus of English. Political Science covers issues like Feminism, Human Rights, Democracy, Environment, Equality, Freedom, and Justice as well as topics like Multiculturalism, Citizenship, Decentralization, and Leadership etc. The History and Sociology syllabus disseminates information on Gender, Ecology, and Environmental issues. Environmental themes like Ecology, Sustainability, Biodiversity, Resource Management, Pollution etc. are included in the Botany and Zoology while Chemistry syllabus deals with Green Chemistry and Pollution. Among nine add-on courses four courses include issues of sustainability, human values, environment, and professional ethics.

Curriculum Enrichment: The institution organises specific lectures, seminars, webinars, impact lecture series, awareness programme and workshops to make students aware of professional ethics, gender, human values, the environment, and sustainability.

Gender Issues: For the purpose of encouraging gender sensitivity among students, the Internal Complaints

Committee, Collegiate Student Grievance Redressal Committee (CSGRC), and Centre for Women's Studies regularly organise workshops, seminars, webinar, popular talks, awareness programme, street plays, competitions, etc.

Environment and Sustainability: The IQAC, NSS, NCC, IIC, MGNCRE's five committees under Swachhata Action Plan and the Centre for Women's Studies all organises workshops, programmes while the Science Club, Students' Union, and Teachers' Unit are all actively involved on and around campus in educating the students and community about environmental issues. The institution observes National Science Day, Earth Day, and World Environment Day to raise pupils' understanding of environmental issues. To orient students on sustainability, Plantation Drive, Eco-Brick formation, Vermi-compost and Bio-compost Production in Organic Farming Certificate Course etc. are being conducted.

Human Values and Professional Ethics: To promote human values and professional ethics, the NSS, NCC, IIC, NISP, Students' Union, Science Club, Teachers' Unit, Centre for Women's Studies, etc. celebrates International Yoga Day, World Environment Day, National Science Day, Independence Day, Republic Day, Human Rights Day, Voter's Day, Constitution Day, Anti-Terrorism Day, Mother Tongue day etc. and organizes health awareness programme, Value Added Programmes, Motivational Lecture by inviting eminent personalities, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 81.37

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 891

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 86.86

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
522	500	358	399	475

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
670	500	475	475	475

File Description

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Institutional data in the prescribed format

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2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 55.72

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
134	148	103	98	106

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
273	205	193	193	193

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 22.81

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 using ICT tools

Response:

The vision of the institution is to make all round development of the human resources through “Quality Education” which will make the students competent in all respects, become good citizens of the Nation and will serve the society well.

In addition to classroom teaching, students are provided with experiential learning which includes field visit. Educational tour for students related to their academics can help them learn the things in a much better way. Each year the institution organizes a general excursion for the students. The departments of the institution also organize field trip individually related to their course. Each year Department of Botany and Zoology organize field trip to visit biodiversity rich places to study biodiversity. The students from Arts stream are taken on field surveys to learn about different socio-economic problems/ situations. Students are encouraged to make field report themselves by using computer. They also visit the Assam State Assembly to learn and understand law making processes.

The students of Science Stream acquire knowledge by in hand learning through practical and Practice teaching. Interested advanced learners get opportunity to visit “The North Eastern Regional Institute of Water and Land Management (NERIWALM)” for training in laboratory techniques with which the institution has signed MOA and North East Institute of Science and Technology (NEIST) under CSIR, Assam Agricultural University and Central Muga Eri Research and Training Institute for training programme.

Students of the institution can play active role in the learning process through participative learning in the form of seminars, group discussions and workshop. Students are encouraged to present their seminar paper

by using **Power Point** in departmental seminar. The Institution organizes lecture workshops, popular talks where students can directly interact with renowned scholarly person of the Nation. They also get opportunity to present their thoughts related to academic in different seminars organized within and beyond the campus. Additionally, every year, students from each department prepare Wall Magazines. In addition, 5 Departments also publish Handwritten Magazines. The students can understand the values of team work through these activities. Students can also learn their democratic right through student union election.

They also learn problem solving methodologies through community programme and project works.

To create awareness towards entrepreneurship development among the students, the institution registered under IIC, MHRD Govt. of India and organized webinar, motivational talk, workshop on IPR etc. To develop entrepreneurship the Institution has introduced add-on course on entrepreneurship development and signed MOU with NESIA, Jorhat and NEATE Hub, Assam Agricultural University.

All the teachers of the Institution use ICT enabled tools for effective teaching-learning process which include power-point presentation through LCD projectors, providing study materials through Google Classroom and WhatsApp. During Covid-19 pandemic situation, all the teachers conducted online classes through Google meet, Zoom app etc. The institution has also an e-learning portal (www.Kakojancollegelearning.in) where video tutorials prepared by the faculty members are uploaded for easy access to the students. The institution provides software like C Programming, MATLAB and Language and Literature Hub for developing learning skill of the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
48	48	48	46	44

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 38.89

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
20	19	19	17	16

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The institution follows the guideline of its parent University regarding the performance of all academic activities. Every year the university publishes an Academic Calendar for its affiliated colleges which includes all the academic activity to be performed in an academic year. Internal assessment of students is carried out in accordance with University guideline. 20% of total marks are allocated to internal assessment in each paper/course during every semester. The institution has accomplished this responsibility by conducting 2 in-semester examinations at a particular time interval; organizing seminars/ group discussion/ home assignment in a given sequence as indicated in academic calendar. These all compulsory for the students. If any student missed the examination due to legitimate reasons, repeat tests are provided for those students.

The sessional examinations are conducted either centrally or by concerned Departments. Dates of sessional examinations are predetermined as stated in academic calendar of the University. The teachers of every Department set question papers; accomplish invigilation duty and evaluate answer scripts of their respective papers/courses as a part of normal duty.

The second criterion of internal evaluation is Seminar or Group Discussion or Home Assignment. The students have to present paper in Seminar or they have to take part in group discussion on their Core course/paper. They have to submit Home Assignment for pass course or Generic Elective course.

An significant factor in assessing internal assessment is the students' overall attendance percentage.

Students with an attendance of 80% or above are able to sit for the end-of-semester exam. On the recommendation of the Principal and upon payment of the specified fee(s) set by the University, a student who has at least a 70% attendance but fails to meet the required 80% attendance rate for a legitimate reason may sit for the end-of-semester examination. The rules for Internal Assessment in B.A/ B. Sc. Programme in Semester system are as follows----

1. 50% (25%+25%) marks from both of the Sessional examination,
2. 25% marks from Seminar/ Group discussion and
3. 25% marks from attendance

The results of the internal examination are displayed on the Notice Board within the specified time frame, following the Dibrugarh University Academic Calendar. Concerns involving the internal evaluation of students are resolved at the departmental level. Before the final results are displayed on the Notice Boards of each department, the evaluated answer scripts of each student's sessional examination are shown to them to review independently. Students have the chance to voice any concerns they may have with their sessional exam results as well as other issues. Any complaint that is determined to be valid is quickly resolved.

After completion of evaluation of answer scripts of all the courses/ papers, the HoD along with the faculty members of each Department discuss the marks obtained by individual students and about their progression. The marks attain by the students in Sessional examination are displayed on Departmental Notice Boards.

After completion of internal evaluation process internal assessment of each student are submitted to the authority for submission to the parent University.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with “Dibrugarh University” guidelines to which the institution is affiliated. The syllabi of all programmes are provided by the parent University. Learning outcomes of each paper or course is written at the very beginning of the syllabus of each course/paper. The Institution offers B. A. and B. Sc. Programmes (Honours & Major) in Under Graduate level. The subjects offered by the institution for

B. A. Programme are Assamese, English, Economics, Education, History, Political Science and Sociology, and for B. Sc. Programme Physics, Chemistry, Mathematics, Botany and Zoology respectively and Statistics as Generic Elective Course. Students have to study various courses under each subject of B. A. or B. Sc. Programme which they choose to pursue for future career. After completing Undergraduate Programme in specific subjects (Major / Honours), a student may acquire in depth knowledge of the subjects that he/ she studied in UG programme and become competent for further Higher Studies; to prepare for competitive examination and can apply for jobs of his/her interest.

Before the commencement of each academic session a General meeting is organized for B. A. and B. Sc. 1st Semester students to Inform about the Semester System; Programme and Programme Specific Outcomes in which they are enrolled for pursuing their higher study. Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) for all programmes are also displayed on College Website. At the beginning of every semester, an orientation or induction programme is organized by each department for students to inform about their respective courses and the topics included in the courses. This briefing is provided in the very first initiation class held by the respective departments. The syllabus for every course is distributed among the students through instant message group (WhatsApp) and also displayed of institution's website.

The programme outcomes are evaluated directly through End Semester University Examination conducted by affiliating University.

Similarly, Course Outcomes are evaluated through the performance of the students in class, seminar or group discussion; marks obtained in in-semester examination and end semester examination for every course.

Attainment of POs, PSOs and COs are also measured by progression of total number of students towards higher studies such as P.G., B. Ed. etc. in different higher educational institution.

Employability of students upon successful completion of undergraduate programme is one of the most important basis to attain Programme Outcome. In this regards number of students employed either in Government or private sectors and number of self employed students are taken into consideration.

Course Outcomes of Add on courses offered by the institution are evaluated by the institution itself. In this regard, emphasis is placed more on the skill that a student learned during practical sessions.

Feedback system is another significant method to identify attainment level of students, learning outcome. In this regards the institution collects feedback from students, parents, teachers, alumni and employees and takes necessary steps to improve teaching-learning process based on feedback.

File Description	Document
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2.6.2 Pass percentage of Students during last five years**Response:** 85.59**2.6.2.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
195	278	314	237	259

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
242	281	338	309	329

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.93**File Description****Document**

Upload database of all students on roll

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Criterion 3 - 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 last five years (INR in Lakhs)

Response: 4.77

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
.06	00	.9414014	3.76500	00

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Institutional data in the prescribed format

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3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Kakojan College always tries to find out the creativity of students through creating ecosystem for innovation and initiatives has been undertaken to boost up their talent. To ensure the transfer of knowledge in innovation the institution has registered under MHRD's IIC (Institutions Innovation Council) and NISP (National Innovation Startup Policies). Before registering under these bodies, the students are thoroughly made aware about the enormous resources available in the surroundings which could be used for innovation through the Add-on Course which are offering in the institution. This is reflected in the achievement of two alumni, Baba Saheb Ambedkar Award recipient Mr. Abinsah Hazarika, who become a successful entrepreneur and Mr. Mohan Bora, a prominent seed conservator, founder of Annapurna Seed Library, 1st Seed Library in North East India and recipient of "Plant Genome Saviour" award from Ministry of Agriculture and "Food for the Future" from Balipara Foundation. Through the Add-on course of Organic Farming and Production of Organic Inputs students are able to know about what initiatives could be taken in the production of most demanding organic vegetables and bio and vermicopost. One of the alumni

trained under this course become a successful entrepreneur in the society. Add-on course on Entrepreneurship Development tries to inculcate the values among students to become a successful entrepreneur by spending very little penny.

To make learning more effective and spreading the knowledge to the society the institution organizes various awareness programme and workshop in its neighbourhood.. Students are actively involved in hands on training programme on Vermicopost, Organic Pesticide, Organic Fertiliser (Amrit Zal, Sashya Gabya etc.) production. A vermicompost plant has been initiated in Sector B, Vermicopost and organic vegetables produce in the Organic Garden is being sold in the Selling Corner of the institution. During Golden Jubilee, an exhibition corner consists of organic vegetables, vermicompost and organic pesticides became the center of attraction for all.

To explore the world of innovation the institution has signed MOUs with NEATEHUB (North East Agriculture Technology and Entrepreneur Hub, Assam Agricultural University), JYOTISKA, a MSME registered organization, Govt. of Assam and NESSIA (North-Eastern Small-Scale Industries Association). In collaboration with these bodies the institution organizes motivational programmes to encourage the students. To make the knowledge more concrete, exposure visits are arranged for students to Assam Agricultural University where experts from NEATHUB shared achievement of innovators by displaying their turnover.

In creating an effective innovation and incubation atmosphere, the institution organizes numbers of motivational programme, where successful entrepreneurs share their ideas with the students. To make students aware about the procedure of a start up business, how to follow legal steps, patenting on an innovation etc. IIC's Impact Lecture Series have been organized in both Online and Offline mode. Rather than these, the institution organizes exhibition among students on "Best Product by Using Waste Material", "Science Model Competition", "Seed Conservation" etc. The institution have launched LED Bulb Production Unit. The institution participated in IIC's regional meet and the recipient of IIC's 2 Star rating for its yearlong performances.

File Description	Document
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Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 36

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
07	09	08	09	03

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.33

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	08	02	02	05

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.92

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	14	10	42	20

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The institution organized 61 extension programmes during last five years where students and faculties are involved in fostering an institution-community network and raising students' awareness of social issues.

Kakojan College and Kotikuchia Village: The institution has adopted Kotikuchia village in an effort to improve institute-community interaction. A NGO from the hamlet, Seuj Dharani Krishok Sangram Samitee, coordinates programmes to aid community in becoming sensitive, socially aware, and responsible citizens under the auspices of Kakojan College. The institution initiated to connect the village with the Dept. of Agriculture for guidance and 3 numbers of Tractors have been received by the villagers for farming. As part of its civic obligation to uphold hygiene, the institution donated three sanitary toilets to the community through the "Daan Toilet" programme.

Experiential Learning through NSS and NCC: Students of the institution regularly engage in humanitarian activities that enhance their overall development. The students' experiential and interactive learning is supported by NSS and NCC through community services organised in neighbourhood. Both the wings takes initiative on plantation drives, COVID 19 and GST awareness campaigns, flood relief & yoga camps, anti-tobacco drives, clean-up campaigns, the Eco Brick Project on one time used plastics collected from neighborhood through Swachhata Abhiyans etc. The NSS and Students' Union arrange collection drive for financial for the medical care of their peers, which develop the mindset of the students as citizens.

MGNCRE Cell: Kakojan College is registered under MGNCRE and forms five core committees viz. Sanitation and Hygiene, Waste Management, Water Management, Energy Management and Greenery. Under the supervision of these committees, activities are being conducted regularly to make students aware about their surroundings on its respective aspects and become the recipient of '**One District One Green Champion Award**'.

Sustainable Waste Management: By actively involving students in Swachhata Abhiyans, awareness campaigns on One Time Used Plastics etc., they are made aware of waste management challenges. Separate dustbins are utilised for non-biodegradable and biodegradable garbage. Incinerator is being used for sanitary pad disposal.

Exposure visit: Visits to institutions and conservation areas help students to gather broader knowledge of the theoretical concepts presented in the classroom as well as develop their leadership and teamwork abilities, viz. Excursion under Ek Bharat Shraस्था Bharat Scheme.

Cultural Rallies, Street Plays and Surveys: Students can develop into responsible citizens by taking part in cultural rallies, street plays, surveys, and awareness programmes on important contemporary issues.

Environment Management Committee, Science Club, Center for Women's studies, Teachers Unit, Students' Union- contribute significantly by undertaking extension activities like clean drives, plantation, health awareness camps, hands on training programme on Mushroom Culture, Pickle Making etc. in the neighborhood and adopted village. Institution observed different days of national and international importance like Independence Day, Republic Day, Science Day, Voter's Day, Constitution Day, Women's Day, Girl Child Day, Environment Day, Earth Day etc. To sensitize students and local community, the institution organized seminars, webinars, popular talks, workshops on the themes related to environment and sustainable development, gender equality, cyber security, road safety, health issues etc.

File Description	Document
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Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Kakojan College is dedicated to the students' overall growth as well as the sustainability of its surroundings.

National Service Scheme and Kakojan College: The NSS served the society by enlisting volunteers, hosting a national webinar on "Role of Youth in Socio-Economic Development in Post COVID 19," and putting on an Awareness Campaign about the COVID19 pandemic in Rajoi Tea Estate. The Coordinator of NSS received "**Honorary Appreciation**" for his great commitment to the humanitarian cause, perseverance, and the excellent work he did on the front lines during the pandemic.

NCC and Kakojan College: The institution's NCC unit is committed to serve the country; over the past five years, 43 cadets have received the "**C Certificate**" and 2(two) participated in the Republic Day parade in New Delhi.

IIC and Kakojan College: As registered under IIC, it organises Impact Lecture Series on Start Up, IPR, Legal Procedure for Start Up, held Exhibition on the Product of Innovation produced from Waste Material, Exposure Visit to Explore the of Innovation by Successful Entrepreneur, etc. as per IIC's Calendar Activities. The institution received **Two Star** rating and appreciation, from MoE's Innovation Cell, Govt. of India.

MGNCRE and Kakojan College: The institution is listed with the MHRD's Mahatma Gandhi National Council of Rural Education. Sanitation and hygiene, waste, water and energy management, and greenery are the topics covered by the committees that are formed under it. The institution involves the students in environmental and sustainable development programmes, observes days dedicated to environmental issues, conducts surveys, and implements Swachhata Initiatives in the local area to help the students become responsible citizens. The institution is the "**One District One Green Champion**" Award winner. The institution received appreciation letter from MGNCRE for completing the green initiatives in and around the Campus.

Aadhaar Center: According to a directive from the District Authority, Kakojan College opened an Aadhaar Centre on its premises. The most significant Aadhaar card for the people from neighborhood and students was made possible by it. Kakojan College received a letter of appreciation for hosting the Aadhaar Center.

COVID Vaccination Center: As instructed by the District Authority the institution twice hosted COVID Detection and Vaccination Center and provided assistance to the community during the pandemic. The Concerned Authority gave the institution a token of appreciation for its contributions to society.

Kotikuchia and Kakojan College: At its adopted village, the institution conducted extension programmes on Organic Management of Horticultural Crop, Mushroom Culture and Food Preservation and Marketing. 3 tractors were given to the villagers to use for farming as a result of the institution's initiative to connect the community with the Department of Agriculture for assistance. Village Head and NGO of the adopted village provide a letter of Appreciation for the services of the institution.

Award Received: Dr. Archana Bhattacharjee, former HOD of English received the honorary title of "Fellow of Royal School of Educators (FRIEdr)". She received the "IYC Lifetime Achievement Award 2018" at the 2nd South Asian Youth Summit in Colombo, Sri Lanka.

File Description	Document
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Provide Link for Additional information	View Document

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 86

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

2021-22	2020-21	2019-20	2018-19	2017-18
29	08	14	20	15

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 18

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Kakojan College is organized into three sectors (Sectors A, B, and C), encompassing 9.02 acres and 6313.831 sq m of built-up space.

Classrooms: There are 31 clean, well-lit rooms with ample furniture. The whole campus is with Wi-Fi facility by installing Wi-Fi routers with BSNL leased line connection of a speed 8mbps.

ICT enabled Conference Hall, Smart Classrooms and IQAC Room: The institution features 1 ICT enabled Conference Hall, 12 Classrooms and 1 IQAC room with LCD projectors and smart TV for employing ICT.

Laboratories: There are 10 Science laboratories with storerooms and one laboratory for Education Department. Accessible laboratories include 1 for Mathematics, 3 for Physics, 2 for Chemistry, 3 for Botany, and 1 for Zoology. Within the establishment, there is 1 Language and Literature Hub with an LED smart TV.

Computer Lab: The computer lab serves the needs of the computer practical requirements for mandatory and certificate courses. 33 PCs with internet access are available for students for use. Each department also has access to computers with internet connections; apart from this 9 computers are used in the office building to digitalize the majority of office related tasks.

Facilities for Divyangjan: There are ramps, fixed railings, classes and examinations on the ground floor, and priority seating on the first bench in each classroom to facilitate it for those with challenges to move around.

Common Room: There is Boys' and Girls' common room present in the institution. An incinerator is available in girls' common room. There are separate departmental rooms for each of the 12 departments, and a teachers' common room.

College library: The College Library is a key learning resource with Librarian's Room, Stock Room, Reprographic Section, Digital Library Space and Reading Room.

Safety and Security: The College's campus and buildings are closely monitored by CCTV cameras and security personnel. With 6 water purifiers, it has access to safe drinking water.

Canteen: The institution has a canteen that can serve 40 students at once.

Kanaklata Chatri Niwas: The institution's Girls' Hostel features two floors which can accommodate 35 students with separate dining and common room on the ground floor.

Open Stage Auditorium: As the construction of an Open Stage is going on, to accommodate cultural events, a temporary auditorium is being used. Gymnasium equipment is available, and a room is allotted for Gymnasium. The institution has no permanent yoga centre, but the yoga programmes are organized in a hall periodically.

Sports and First Aid facilities: The College has no permanent Sports Complex. The playground of Kakojan Sports Association has been utilized by the institution for sports and other events as per MoU. The Institution has a First Aid Center for on-the-spot assistance.

Solar Light: 17 numbers of Solar Lights are installed in the Campus, 2 in the girls' hostel and 1 in the extended campus. A Rain Water Harvesting Plant is installed in the campus for future use of water.

Museum: Museum of the institution displays artifacts of cultural, historical and artistic importance.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 17.49

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
18.48	14.26	11.95	17.00	32.60

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The College Library, along with the 12 Departmental Libraries, has served the college since its establishment in 1967 as a comprehensive facility to develop teacher and student intellect. Housed on two floors, the library is administered by librarian, assistants, and the Library Committee. It has 12,266+ nos. of Textbooks, 1794+ nos. of Reference books and 21 nos. of Journals/Magazines related to Science and Technology, Social Sciences, and Humanities, MRP Reports, M.Phil. Dissertation, Ph.D. Thesis and College and Departmental Handwritten Magazines. Library has a reading room with an 80+ capacity for library patrons and separate reading area for faculty members. Library is open from 9:30 AM to 4:00 PM in working days. Students can borrow 1 book for 7 days while faculty members can borrow 1 book for 14 days.

College Library has automated by adopting measures-

ILMS in the Library: Kakojan College Library used SOUL ILMS from 2008 to Dec, 2018 and switched to KOHA ILMS in January, 2019 and has Barcode technology.

Digital Library: A digital library section is present in Central Library. 5 computers have been installed in the library and all are connected to the internet through which users can access E-resources.

Wi-Fi enabled Library: As the entire library complex is Wi-Fi enabled, library patrons can use the Wi-Fi service in the reading hall and in the digital library section.

Membership of E-Contents: 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). Relevant E-learning resources, 1,99,500 + E-books, 6,000+E-journals available in the N-LIST database and 8,78,67,300 + E-books through NDLI can be accessed by library patrons .

OPAC search facility: The Online Public Access Catalogue (OPAC) is made available for library users to know the status of the availability of the books and documents in the library.

D-Space Digital Library Software: The digital library is upgraded by using D-Space digital library software where resources published by the college and its faculties, question papers, rare books and reports will be preserved in digitized form.

WhatsApp group for circulation of information: Library related information is shared among the users

through respective WhatsApp group.

Open Access Facility: The library has Open Access System that allows readers to find their requisite books from the shelf on their own.

Other Services: The library is equipped with CCTV cameras for surveillance. The library also offers reprographic service. Toilets and Drinking Water facilities are available.

The library has been utilized by the students of Study Centers of Krishna Kanta Handiqui State Open University and Open and *Distance Learning* under Dibrugarh University.

The Library has specified corners of Women Studies and “Sankar Madhab” (Established in the name of Vaishnavite saint of Assam: Mahapurush Sankardeva and Madhavdeva), where books are donated by the faculty members of the institution.

In last five years, there have been 31% (average) of stakeholders using the library on daily basis, and Rs. 1339473.00 has been spent on the purchase of books and periodicals.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

Kakojan College is dedicated to providing a conducive environment to its faculty and students to boost teaching learning process. The students are encouraged to use IT-infrastructure in the best possible way to enrich their learning. For deploying and upgrading its information technology infrastructure, the college has a well-established system in place. 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, which was set up by the institution.
- Aimed at establishing guidelines and standards for various uses of IT facilities, as well as the upgrading and maintenance of IT infrastructure
- The Technical Maintenance Committee handles issues relating to IT infrastructure.
- Provides guidance on how to use the equipment, the internet, and other technologies.

IT FACILITY AND UPGRADATION

- All departments have desktop computers with adequate LAN and Wi-Fi internet connectivity
- The college features an IT infrastructure with a total of 75 computers. The Computer Lab's 33 PCs offer the pupils the use of computers with internet access. The institution has an ICT enabled Conference Hall and 12 classrooms with LCD projectors, smart boards, and LED smart TVs. The Language and Literature Hub and the IQAC Room both have LED smart TVs. Departments use this IT facility for online/hybrid conference sessions, classroom learning, etc
- For the sharing of lecture notes and online classes, the Departments primarily use Google Classrooms, Google Meet, YouTube, Zoom, and Webex.
- Email and WhatsApp have been prioritised as forms of digital communication to promote the use of minimal paper.
- 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](https://admissionkakojancollege.in) online admission portal. The students' relevant details are all electronically archived.
- Faculty members contributed lectures to the kakojancollegeelearning.in portal for the purpose of sharing information with students.
- The attendance of teaching and non-teaching staff is being recorded by bio-metric machine
- Computer systems are installed and upgraded regularly with licensed copies of software and anti-virus protection. Computer is formatted in case of a corrupt operating system and hardware replacement whenever required.
- Outsourcing Technical personnel are engaged for the campus's hardware and IT infrastructure maintenance.

COMPUTING-FACILITY AND WI-FI

- The Computer laboratory, Departments, Library and offices have upgraded-computing-systems.
- The whole campus of the institution is covered with Wi-Fi facility by installing 9 Wi-Fi routers at different corners with BSNL leased line connection of a speed of 4mbps. It was installed in the institution in the year 2018. It has been upgraded to 8 mbps.

SERVER

The institution has three cloud servers

- Student Management Server
- D-Space
- Kakojancollegeelearning.in.

SOFTWARE

1. Microsoft Window 2007, 2008, 2010, 2011
2. MS. Office 2007, 2010-11
3. MATLAB
4. SCILAB
5. KOHA-ILMS

6. Microsoft Windows Server 2016

E-GOVERNANCE

Kakojan College has e-governance in the following areas

- Administration
- Finance and Accounts
- Admission
- Examination

Student Union Election

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 17.95

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 61

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

Response: 82.51

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

2021-22	2020-21	2019-20	2018-19	2017-18
81.92	83.59	86.39	94.22	98.72

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 74.8

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
848	1215	498	802	659

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 50.98

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
872	125	314	522	908

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 42.56

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
174	122	86	90	74

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
195	277	315	237	259

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 52.83

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	11	18	4	4

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
29	23	35	10	9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 62

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	9	11	22	11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 7.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	7	14	10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

The Alumni of Kakojan College is recognized as 'Alumni Association, Kakojan College'. The Association is registered under The Societies Registration Act XXI of 1860 with Registration No: RS/JOR/238/I/39. The alumnus of college is active in variety of fields like Administration, Legal services, Police, Defence, Journalism, Academics and Social work. Active alumni association has been trying to create a strong alumni base that significantly contributes to the growth of the institution. By supporting the current students on their intended career, the predecessors keeps a strong relationship with them.

Alumni Meet: The institution has been organizing its alumni meetings on a departmental and general basis. During Golden Jubilee Celebration of the institution in 2018, one Cultural Night was hosted by the alumni. Retired Principals, superannuated personnel, and former pupils were invited to make the ceremony memorable.

Alumni Contribution: Alumni from the institution have been volunteering in kind, goods, and services.

- The college's alumni association published a book in 2018 entitled “Pragyanusandhan” with ISBN 9789382931973.
- The most remarkable contribution by alumni is the construction of main Entrance Gate.
- The publication of the Book and the 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 Rs1,58,308.10/-
- Alumni Association organized a webinar on “Career Opportunity of Rural Educated Youth during Covid-19 and Beyond” on 23rd July 2020 in collaboration with Library and Information Science Professionals Association, Assam (LISPA).
- A good numbers of alumni are rendering their services as both permanent and temporary in teaching and non-teaching staff. At present a total number of 20 alumni are serving in the institution as teaching as well as 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. Miss Monmayuri Gogoi, an alumna of the College donated one book shelve worth Rs.10,000/- to the Department of Sociology in 2016. The Alumni of Political Science donated an Electric Fan to the Department worth of Rs.3500/- in 2018.
- Department of the Chemistry has created a corner as ‘*Guru Sishyo Pustakalaya*’ with the donated books from the alumni of the Department. Alumni of the Department of Chemistry donated one book shelves in 2017.
- One Water filter and one white board were donated to the Department of Zoology by 2017-18 batches. Alumni of Zoology donated 3 books to the department in 2022.
- On the intellectual level, the alumna frequently provides guidance to the present students as guest lecturers. Mr Bijoy Sankar Neog, an alumna of Department of Economics delivered a talk on ‘*Perspective of Students Employability in the Banking Sector*’. Mr Madhurya Madhob Bora, an alumna of Economics delivered a lecture on ‘*Career: Information and Guidance*’.
- Alumni provide co-operation in community development programmes, for all round development of the institution.

File Description	Document
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Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The model of Governance and Leadership is in accordance with Vision and Mission of the institution and the governance of the college is transparent, participative and decentralised.

A. Decentralised Participatory Nature of Governance:

In running the administration and development process, Kakojan College practices participatory mode of governance with all its stakeholders. The institution has a Governing Body where nominees of the parent University, representatives from teaching, non-teaching staff and guardian members are included. To attain vision and mission, the Governing Body authorises the Secretary and the Principal who shares it with other levels of functionaries of the college in determining and implementing various institutional policies. The Vice Principal, Academic Vice Principal, the HoD's, the Conveners of various committees and Cells under IQAC along with Staff representatives play an important role in the decision-making process to achieve the overall goals.

B. Participation of Teachers, Non-Teaching Staff and Student members in decision-making bodies: -

The teachers and non-teaching staff of the institution play an important role in decision making process of the institution through involvement in the Governing Body and various committees. The Vice Principal, Academic Vice Principal, HoD's are assigned with academic and administrative duties. The Academic Council takes the academic decision including admission process, sessional examinations etc. Teachers are assigned the duties of conveners of various committees and cells. Students representative are also included in PMU, (RUSA), IQAC, ICC, CSGRC.

A particular reflection of the practices of decentralization and participatory governance can be observed through the following process.

Introduction of Add-on Certificate courses:

Academic Plan: As an affiliating institution the college has no autonomy to introduce Degree programmes. But apart from the regular Degree Programme the college has been conducting 09 Add-on courses including 01 course of Spoken Tutorial

Programme as a knowledge partner under IIT, Bombay that offer valuable skills above and beyond the curriculum. These programmes are aimed at making students more self-reliant and skill in some areas in keeping with the present-day scenario.

Participative Management:

The planning and implement process illustrate the participative management style in place at Kakojan College.

- **Selection of the courses with discussion in Academic Council, IQAC and approval from Governing Body.**

The courses finalised as follows-

- **Participation and financializing the syllabus in consultation with subject experts.**
- **Assignment of the courses to the Academic Departments.**
- **Collaborative support from the organizations with whom MoU's have been signed.**
- **Assignment of overall monitoring to Information and Career Guidance Cell (ICGC)**
- **Planning the management of classes in consultation with Academic Council and ICGC.**
- **Creating awareness about the programmes in Guardian meeting, Student meeting.**

Decentralisation:

Various staff members were tasked with specific functions in the planning and implementing phase.

- **Library Committee convened by the Librarian.**
- **Infrastructure Development Committee.**
- **Purchasing Committee.**
- **Other committees.**
- **Classrooms, Staffrooms, Furniture and other Civic amenities - Head of the**

Administration.

- **Library and equipment – Respective Departments.**
- **Add-on Courses – Respective Departments and monitored by ICGC.**

File Description	Document
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6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Kakojan College has well defined administrative setup. It follows the guidelines of State Government, Dibrugarh University, UGC, RUSA, NAAC as benchmarking bodies. At college level the Governing Body is the apex body and Principal is Drawing and Disbursing authority. There are various committees under the leadership of Principal for overall management of the institution. IQAC and Principal's office have reciprocal relation in terms of quality management. Effective functioning of committees is visible in implementation of policies and procedures.

Governing Body:

The Governing Body is constituted as per State Government rules and provision. The Governing Body comprises of President appointed by the DHE, Assam, 2 Vice-Chancellor's nominee of the parent university, representative of teaching, non-teaching staff and Guardian members.

Administrative setup:

The Principal is the executive head and implements all the decisions resolved in G.B. in the capacity of Secretary and also serve as DDO on behalf of the State Government. The Principal has a dedicated team comprising the Co-ordinators of IQAC, RUSA, Vice Principal, Academic Vice Principal, the HoD's and the members to assist in the disbursing the entire administrative works.

The Functions of Various Bodies:

The College has various Committees/Cells to take and implement the important decisions. Infrastructure Development Committee, Purchasing Committee takes the decision for infrastructure development and purchase of items. The Hostel Committee looks after the various issues related to the management of hostel. Teacher's Unit and Student's Union play a vital role in policy making and implementation process.

Service Rules, Procedures, Recruitment and Promotional Policies:

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.

Code of Conduct:

The institution has a code of conduct for teaching, non-teaching staff. It explains the roles and responsibilities of teaching, non-teaching staff.

Institution's Perspective/ Development Plan:

Kakojan College adopted a perspective plan as per need of the institution. For example, infrastructural development under RUSA 2.0. Scheme. Accordingly, the proposal has been sent to RUSA for approval.

Example of Execution: Infrastructure Development of the College.

Based on the proposal submitted to RUSA and as per guideline, RUSA approved Rs. 2 Crore for infrastructure development under RUSA 2.0. scheme in the head of the Civil, Non-Civil works. As per guideline of the Government an agreement has been signed with the HOUSEFED as implementing agency for civil works. In college level there is PMU committee where teacher, technical and student members are included. PMU monitors the civil works and implemented non-civil works. Till date the institution received 2 instalments, i.e., Rs 1,50,00,000/- and the utilization for the same has been submitted to RUSA. In civil work, new construction, renovation work, and in non-civil work purchase of computers, laboratory and Sports equipment, Books, Journals are included. The new construction (five classrooms, parking area) has already been completed along with the purchase of Computers, Laboratory, Sports equipment and Books.

File Description	Document
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6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Kakojan College has effective Welfare Measures and Performance Appraisal system for teaching and non-teaching staff as per State Government norms and rules as follows-

- **Pension/Gratuity Benefit** – The college employees 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 Govt. rule.
- **Group Insurance Scheme** – It is 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 retirement, the claim is settled by the Government immediately. In case of retirement, the paid premium amount is refunded to the retired employee with interest.
- **General Provident Fund** – GPF is generated by employee's monthly contribution. After retirement, the employees received all the deposited amount with interest.
- **NPS** – NPS is functioned by the Central and State Government since 2005. 10% of basic & DA is deducted from salary every month along with 14% of Govt. 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 all the amount from 40% of the deposit.
- **Leave Encashment Benefit** – It is 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.

Besides, the above the institution has the following welfare facilities –

Mutual Benefit Fund – The college has a Mutual Benefit Fund for its staff members. The Fund is created by the staff members with an aim to financially assist the members at the time of their financial crisis.

Felicitation on Achievements – Teaching and Non-Teaching staff are always encouraged on academic and other achievements. Teachers felicitated for achieving Ph.D. Degree. The authority of the college also

felicitates the staff members for their services.

The Performance Appraisal system for teaching and non-teaching staff are as follows.

Teaching Staff – The system of Performance Appraisal for the teaching staff as per the direction of DHE, Assam, Govt. of Assam. This is as per clause 26 of Assam College Employees (Provincialization) Rules, 2010. The format includes personal data, assessment by the Principal and recommendation about the fitness for advancement to the next higher rank and the opinion of the President of Governing Body. This Performance Appraisal Report, Screening Committee Report and Other Documents sent to the DHE, Assam. It is mandatory in case of CAS Promotion.

Non-Teaching Staff – The system of Annual Confidential Report for non-teaching staff as per rules of the DHE, Assam. The format includes character, conduct, relationship with authority and staff members, regularity, punctuality in attendance, general intelligence, performance in extra-curricular, co-operative activities and duties. It must be recommended by the Principal with recommendation of the President of the Governing Body to the DHE Assam. It is mandatory in case of promotion to a Higher Grade.

The measures depicts the effective system.

File Description	Document
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6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.85

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	02	00

File Description	Document
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Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 54.22

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
49	76	30	17	08

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	08	18	49	11

File Description	Document
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Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Kakojan College has strategies for mobilization and optimal utilization of resources and funds from various sources and conducts financial audits.

Mobilization of Fund-

Kakojan College seeks to mobilize government and non-government grants for infrastructure and resource development to the relevant authorities such as UGC, State Government, Department of Higher Education, RUSA, Oil India Limited, MPLAD Grants, Panchayat Grants etc.

- It welcomes donations, memorial prizes and endowments from different stakeholders.

- It welcomes contributions from the Study Centres of ODL for conducting centres in the premises.
- It partners with other organizations/institutions in jointly sponsored academic programmes.

Mobilization and Utilization of Resources-

- The College premises is used for holding various State level Govt Competitive Exams.
- It has Study Centres of K.K. Handiqui State Open University (for PG, UG, Diploma and Certificate Courses) and Directorate of Distance Learning, Dibrugarh University (for PG Courses)
- The college premises was used for NIOS Study Centre for D. El. Ed. Course.
- College campus was used for Aadhaar Enrolment Centre for the students and neighbouring people.
- College campus was used for Covid Vaccination Centre.
- The Premises is also used for organizing meetings, training programmes by different organizations.
- The College premises is used for University Evaluation Zone.

Institution has strategies for mobilization and optimal utilization of resources and funds. It is reflected through its implementation, such as under RUSA 2.0 scheme.

The institution submitted proposal to RUSA and as per guideline RUSA approved Rs. 2 Crore for infrastructure development under RUSA 2.0. scheme in the head of the Civil, Non-Civil works. Till date the institution received 2 instalments, i.e., Rs 1,50,00,000/- and the utilization for the same has been submitted to RUSA. In civil work, new construction, renovation work, and in non-civil work purchase of computers, laboratory and Sports equipment, Books, Journals are included. The new construction (five classrooms, parking area) has already been completed along with the purchase of Computers, Laboratory, Sports equipment and Books.

The sanctioning amount under various heads are as follows-

Civil Works

- 1.New Construction: 1 Crore
- 2.Renovation Work: 60 Lakhs

Non-Civil Works

- 1.Purchase of Lab Equipment: 15 Lakhs
- 2.Purchase of Sports Equipment: 05 Lakhs
- 3.Purchase of Computers: 10 Lakhs
- 4.Books/Journals: 10 Lakhs

Financial Audits:

Kakojan College conducts Internal and External Financial Audit regularly. The internal audit is conducted by Chartered Accountant. The external audit is conducted by Office of the Directorate of Local Audit, Govt. of Assam. In case of any audit queries, it is placed in the Governing Body and after discussion and decision of GB the queries are replied and sent to the concerned authority. The Governing Body approved the audit report in its meeting. The auditors verify Cashbooks, Bank Accounts, Ledgers, Stock Registers, Purchase Orders, Bills, Vouchers, Statements of Cash Position of various accounts. The general observation of the Audit Report stated that accounts/ records gave a true and fair view of the receipts and

hence maintenance of accounts/ records was found to be satisfactory. Minor queries found were settled in due course of the audit.

File Description	Document
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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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC was set up on 10/01/2005 as a NAAC initiative. In effort to provide the students with a quality education, it works collaboratively with departments and develops strategies to improve policies, procedures, and pedagogy.

- 1.The formulation of carefully designed policies for important strategic functions, which are uploaded on the college website for wider dissemination.
- 2.As per guidelines of affiliating University, preparation of Prospectus and Academic Calendar prior to the commencement of the academic session and maintain Academic Diary
- 3.Meeting of Academic Councils to discuss academic matters
- 4.Departmental meeting on distribution of courses, assess coverage of syllabus
- 5.Establishing Mentor-Mentee groups and offering mentoring. Result analysis is carried out.
- 6.Organization of seminars, webinars, workshops, lecture workshop, special talks that enhance the quality of education being imparted.
- 7.Organisation of guardian meeting to inform their ward's progress.
- 8.Encouraging students to enroll in Add-on Course for skill development
- 9.Participatory and experiential learning through project work, field study and seminars
10. Faculty Development Program/ Workshop on ICT and E-learning for faculty members of the college.
- 11.Promote environmental awareness among students by arranging Swachhata Abhiyans, plantations, and other activities.
- 12.To carry out students satisfaction survey on overall institutional performances
- 13.To collect feedback from Alumni, guardian and Employees on overall performances of the institution
- 14.To establish linkages and collaborations, MOUs has been signed with other agencies.
- 15.The institution is registered under IIC, MGNCRE, NISP and NYPS

Action taken Report

- 1.The IQAC approved, verified, and uploaded the policies adopted by the college to the college website www.kakojancollege.edu.in
- 2.Prospectus and the Academic Calendar are prepared as per the guidelines of affiliating university and delivered to departments for dissemination to students. Each faculty maintains an Academic Diary.
- 3.Academic Council's meetings are held to discuss academic matters, like preparation of class routine, Sessional Exam etc.
- 4.Departmental meeting are held on coverage of syllabus, assessment and other matters.
- 5.Mentoring groups are formed, mentoring provide support in all aspects for psychomotor development of student. Result analysis is carried out and remedial measures are adopted.
- 6.33nos of Seminars, webinars, workshops, lecture workshop, special talks are organized from 2017-2022
- 7.Guardian meeting are held to make the guardian aware of their ward's progress
- 8.Students are enrolled in Add-on courses and shown their performances in skill development.
- 9.Students participate in fieldwork, seminars, and projects to gain more hands-on experience.
- 10.FDP on ICT and Workshop on SWAYAM was held.
11. Swachhata Abhiyans, plantations, and other activities are conducted for Environmental Awareness.
- 12.Students' feedback on overall performances are analysed
- 13.Feedback from Alumni, Guardian and Employees on overall performances of the institution are analysed and actions are taken accordingly.
- 14.Extension activities are conducted under MOUs signed with other agencies.
- 15.Activities are being conducted under the guideline of IIC, MGNCRE, NISP and NYPS.
- 16.Recipient of **“One District One Green Champion Award”** and 2-star rating with appreciation from IIC.

File Description	Document
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6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The College is committed to ensure a safe and secure environment and promote gender equity and empowerment of women.

Safety and Security: Safety is ensured with surveillance of CCTV cameras and security-staff. Emergency contact-numbers are displayed and fire extinguishers are installed. There is a well protected Girls' Hostel. Girls' Hostel Committee and lady Matron and Warden, inspects every aspect of the facilities. Policy on Gender Equity and Sensitivity, Divyangjan, Student Grievance and Internal Complaints Committee, Grievance Redressal Committee has taken proactive steps to raise gender awareness while also adhering to process in handling complaints. Female Representative in the Students' Union is an initiative on equity. There is a girls' common room with an incinerator and toilets nearby. During the Covid-19 Pandemic, district authority conducted sanitization, and sensor-based sanitizer dispensers have been installed by the institution.

Counseling and Orientation: Centre for Women Studies, Kakojan College resolve problems of girls students and women of neighborhood, raise awareness on Women's issues. The ISSN journal "Emerging Echoes" has articles on gender issues. Another endeavour on gender equity included the publication of "Jagriti" and "Awakening of Women" books as well as doctoral studies on fertility rates and women in the workplace.

At Campus Level: Programme on Laws relating to Women, Health Awareness, Flower arrangement and its utilization in life and career, Menstrual Health and Hygiene Management, Art Competition.

At Community Level: Awareness programme on Early detection and Prevention of Breast Cancer, Basic problems of Women folk of Jhanjimukh, Socio-Economic problems of Women and Girl Student of Jhanjimukh, Role of Women in Socio –Economic Sphere, Diha Nam Competition, and Street Play during National Girl Child Day.

Seminar/Webinar/Workshop

Crime against Women in North East India	Seminar	National
From Kitchen garden to Market: A step towards Economic Independence of Women	Workshop	Local
Gender in Varied Dimensions	Webinar	International
Changing face of Female Workforce Participation	Webinar	International
Gender in the time of Covid-19	Webinar	National

Gandhian Philosophy and Women Empowerment	Workshop	National
<p>The college is committed to develop loyal citizens who realize their responsibilities to their nation. Republic Day is observed to commemorate and honour the anniversary of being a republic while Independence Day is observed to commemorate the valiant freedom fighters that fought for independence. To promote science education, and to honour the great Indian scientist C. V. Raman, National Science Day is celebrated. Keeping in view of the alarming situation of environment, the institution has been observing Environment Day, Earth Day, and Wetland Day. To develop scientific attitude, periodic events like lectures by eminent scientists, competitions of scientific models, essays, surveys etc. by involving students, and nearby school students are organised. Organizes Plantation drive, Seed Distribution,, Installation of Bird Feeder under MGNCRE's activity plan. The institution celebrates Constitution Day, National Voter's Day, Rastriya Ekta Diwas, International Yoga Day, Mother Tongue Day, Literacy Day, NSS Day, Birth and Death Anniversaries of Epoch Making Personalities like Teacher's Day, Tithi of Shankardev, Rabha Diwas and Other Important Days such as International Women's Day, National Girl Child Day, Basant Panchami etc.</p>		
File Description	Document	
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7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
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7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
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7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Kakojan College committed to provide an inclusive environment for holistic growth which promotes evolution as sensitive and sensitized citizens of the country. The institution strives to increase appreciation for cultural heritage through performances, workshops, etc

Events	To Promote	Year
Flood Relief Camp	Communal Harmony	3/8/20
“Youth and Gandhi in Contemporary Context”	Tolerance	24/8/2
Flower arrangement programme	Economic Empowerment	08/03/1
A Collection drive to raise fund for medical treatment of one student	Tolerance	2017-2
“Daan Toilet”	Communal Harmony	2017-2
Women and Health	Women Health	01/09/1
Literacy Day	Linguistic	2017-
Survey on Socio-Economic problem of Women and Girl Student at Jhanjimukh area	Socio-economic	08/3/2
Cyber Crime	Women Safety	11/06/1
Street Play on Girls Child Day	Women Safety	11/10/1
Health and Hygiene of Women	Women Safety	24/2/2
Role of Women in Socio-Economic Sphere	Socio-economic	14/3/2
Awareness Programme on COVID -19 pandemic in Rajoi Tea Estate	Tolerance	20/3/2
Poster Making Competition	Women Safety	24/01/1
Cleanliness Drive	Tolerance	25/01/1
Sarba Dharma Parthona Sabha on Faculty Funeral	Cultural diversity, tolerance	2017-
Workshop on Mushroom Culture	Socio-economic	23/02/1
Workshop on Food Preservation and Marketing	Socio-economic	08/03/1
Felicitation of National Heroes	Tolerance	10/10/1
Clean India Campaign	Harmony, Tolerance	30/10/1
Indian English Poetry from N.E. India	Linguistic, Harmony	29/02/1
Art of Acting in Assam and Shakespeare	Linguistic, Harmony	13/03/1
Workshop on debating Skill	Linguistic	09/07/1
Poem Recitation Competition	Linguistic	
Bhupendra Sangeet Competition	Linguistic, Harmony	15/11/1
All Assam Debate Competition	Linguistic	11/01/1
Awareness Programme on Menstrual Health and Hygiene	Women Safety	05/03/1

Vasanta Utsav is celebrated for students and faculty, and it draws a lot of participation. During College Week, cultural rally that showcases the diverse heritage of the nation is staged. In order to promote tolerance and harmony the college observes numerous holidays and festivals on religious, ethnic, cultural, and other auspicious days, which also foster unity in diversity, among all. In order to study the rich cultural heritage of India, under the auspices of Ek Bharat Shrestha Bharat, the institution scheduled two excursions to Sikkim-Gangtok and Rajasthan.

Kakojan College has emerged as a venue for constituting, shaping, and redefining socio-political milieu by becoming conscious of roles, obligations, and responsibilities as citizens of a sovereign nation, for that providing a holistic education to students from a variety of backgrounds. Members of the Students' Union are elected democratically through elections, and students who engage on various committees within the institution have a participation in decision-making. To maintain the uniformity dress code is followed among students and government recruitment regulations are strictly enforced. To promote equal rights and communal harmony, institution celebrates **Constitution Day, Rashtriya Ekta Diwas, and National Voters Day** to encourage students to participate in electoral process and create a viable role in shaping the community. College regularly organizes popular talks, webinars, workshops, etc. to sensitize them in about their commitment towards the country. Celebration of Independence Day, Republic Day, Environment Day, Women's Day, and Girl Child Day etc are regular events to promote constitutional obligation among students and faculty.

File Description	Document
Upload Additional information	View Document
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7.2 Best Practices

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

Response:

Best Practices of the Institution: Kakojan College is the only Higher Educational Institution in the greater Teok Assembly Constituency imparting UG Courses in Arts and Science stream. Being a rural college and most of the students are coming from agricultural based families. So, the institution adopted the best practices related to agriculture and environment. The institution has been focusing to create awareness on environment and sustainable development among the students and neighbouring communities through the following two Best Practices.

Title of the Practice: *Analysis of Ground and Surface Water Quality in Neighbouring Area of the Institution*

Objective of the Practice:

- To analyse the different parameter such as Arsenic, Fluoride, Iron, Nitrate, Calcium, Hardness and Turbidity in ground and surface water of neighbouring schools, villages and analysis of river water of Jorhat and Sivasagar District.
- To provide an accurate assessment of the drinking water of various schools to make sure that the next generation have access to safe drinking water.
- To create awareness about the importance of water quality in the society that safe and readily available water is important for human health.

The Context:

Access to safe drinking water is basic necessity for human beings. Therefore, the Department of Chemistry in association with IQAC of the Institution tries to ensure this necessity by adopting this practice by conducting test on the safety of drinking water available in the neighbouring schools and communities.

The Practice:

The practice has been started from 2016-2017 Academic Session. It was initiated by the Department of Chemistry in association with IQAC, Kakojan College. Total samples collected from 21 schools by the students from various neighbouring areas. The samples have been analysed with the help of PHE Department during the last five years. The reports were handed over to the concerned Headmasters of the schools. Awareness programme conducted in village and members of SHG participated in the programme. 06 Project Reports have been prepared by the students on Water Quality and submitted the same to the Department of Chemistry.

Evidence of Success:

- This practice helps to create awareness about the quality of water which is very

much important to the economic, health and social well-being of the people.

- **Participation of the women from the community in the awareness programme.**
- **People are informed about the ill effect of consumption of contaminated water through this practice.**
- **Strategies adopted by the villagers to take measures such as filtration etc. for the ill effect of water.**
- **Participation of students in the practice and gather knowledge on the problem.**
- **Participation of the students in the International Webinar on Water and Health.**

Problem Encountered and Resources Required:

- **Financial support is needed to conduct the activity on large scale.**
- **Required additional instruments, chemicals and glasswares in case of large number of sample analysis.**
- **Required trained personnel and infrastructure for testing water samples.**
- **Lack of awareness about health risk on consumption of contaminated water among the people as most of them are from marginalized communities.**

Title of the Practice: *Awareness on Environmental Sustainability through Organic Farming and Production of Organic Inputs with Introduction of Add-on Course.*

Objective of the Practice:

- **To promote awareness on sustainable agriculture for well-being of the society**
- **To raise awareness of the health risks posed by synthetic fertilizers, pesticides, fungicides, and other chemicals and to 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 towards agro-based activities.**

- **To create environmental awareness among its stakeholders focusing on the concept “*You should Grow Your Own Food and Keep Good Health*”.**
- **To uplift the socio-economic condition of the people through sustainable agriculture.**

The Context:

- 1. Being a rural based College, it caters students to learn about entrepreneurial sustainability and organic farming. The institution, surrounded by abundant resources, aims to educate students and the community how to use them properly by upholding environmental sustainability.**
- 2. Awareness on sustainability through Hands on training, Awareness Programmes, Workshops etc.**
- 3. To popularise the concept of Organic farming and production of organic inputs among students and neighbouring community.**

The Practice:

- **Establishment of an “Organic Model Garden and Input Production Unit” in its extended area (Sector-B).**
- **Add-On Course on Organic Farming and Production of Organic Inputs was started from the academic session 2017-2018.**
- **To raise awareness, workshops, training programmes organized in nearby villages in community level.**
- **Students actively participate in hands-on training programme where they produce vermicompost, organic biocompost, "Shasya Gabya," "Amrit Zal," and techniques for trapping insects using ingredients like banana, malt, garlic, etc.**
- **Hands on training programme on preparation of organic fertilizer and pesticide are conducted.**

Evidences of Success:

- **Focusing on the concept of Organic farming practices and able to create an**

awareness among students and community

- **Built a small-scale marketing unit for organic goods and inputs made in the institution's Organic Model Garden.**
- **Apurba Borah, an Alumni, learned about entrepreneurship through organic farming and becomes a successful Entrepreneur through this Add-on Course of the institution.**
- **Initiated for formation of Farmer's Group in adopted village and registered in the Department of Agriculture and the group received 03 Tractors and 05 Poly houses for growing seedlings from the Department of Agriculture.**
- **Gradual increase of awareness among the local people and students about sustainable agriculture**
- **520 number of students have successfully completed the Add-on course and benefited during last five years.**

Problems Encountered and Resources Required:

- **Financial constraints is the major obstacle for management of maintaining the Organic Model Garden and Practices.**
- **Due to the labour-intensive nature of organic farming, adequate funding is needed to recruit individuals on a permanent basis for proper care of the organic garden.**
- **Transition from inorganic to organic is difficult and due to low productivity farmers hesitate to use only organic inputs.**
- **Lack of knowledge on utility of readily accessible resources.**
- **Lack of awareness on burning of plastics, byproduct like raw leaves etc.**
- **The problem created by Monkeys is another hinderance in the agricultural sector of this region.**

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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 College works through all means tries to create conducive environment for creating environmental awareness and sustainability amongst students and neighbourhood through distinctive approach. Keeping the scenario of agro based rural economy and the above in 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:

- 1. *Analysis of Ground and Surface Water Quality in neighbouring area of the Institution***
- 2. *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.

MGNCRE and Kakojan College

To make students alert about their surroundings the institution, as per linkages with MGNCRE, formed five core committees and Swachhata Initiative has been conducted to enable students to interact with the environment in order to adapt and learn. Therefore Institution has taken Swachh campus initiative to work in the areas of cleanliness and greenery in order to create an eco-friendly and sustainable campus and also to disseminate the concept of hygiene and sanitation. Sensor based sanitizer dispenser have been installed at multiple places for maintaining hygiene among students. For these initiatives the institution received “One District One Green Champion Award” from MGNCRE

Solid Waste Management: Tree droppings and some non-biodegradable waste are

major solid waste that is segregated at the source by placing dustbins, red coloured for non-biodegradable and green coloured for biodegradable waste. The non-biodegradable waste are sent for recycling or dumping ground while the biodegradable waste are used for biocompost generation which are used as organic fertilizer in the garden of the institution. The other organic waste generated in Sector B is used for Vermicompost production.

Incinerators: To maintain the hygiene among girl students institution launched an incinerator for disposal of sanitary napkins at girls' common room.

Eco Brick Project: To reuse and reduce the one time used plastics, the NSS wing in collaboration with IQAC has initiated an Eco Brick plant. Under Swachhta initiative the NSS wing collect one time used plastics from the neighbouring areas and used in eco brick making. Eco brick could be used in holding the soil for plantation, and ornamental purposes. Through this initiative the students carry a message towards the society about the reuse of plastics is the sole measure to make the environment free from plastics.

Old news papers and other waste papers are sent for recycling to vendor. Metal and wooden waste is stored and is given to scrap agents for further processing. Liquid chemical waste is properly disposed through soakpit. Single sided used paper is reused for writing and printing purposes. Rather than photocopy, scanning is practiced.

LED Bulb Production Unit: The institution has initiated LED Bulb Production Unit under the aegis of Department of Physics in association with IQAC. As LED bulb is safe for environment and can easily be recycled, have no mercury and don't produce blue waves, so institution tries to inculcate the awareness and entrepreneurial mindset among students.

Rain Water Harvesting Plant: The excess drainage of water from the reservoir and leakages from tape is regularly checked. One employee checks the filling of reservoir regularly so that water and electricity could not be wasted. The institution has developed Rain Water Harvesting plant for storage of rain water for future use.

Energy Conservation: LCD monitors are provided to computer lab, office, departments and use of LED bulbs instead of incandescent bulbs to reduce electricity consumption.

E Waste Management: E waste generated in the campus is very negligible. The cartridges of printers are refilled and reused. The unusable E-waste are given to the concerned firm for E-waste management.

Uses of Online mode/Portal: Paperless communication for academic and administrative purposes is through e-mail, WhatsApp etc. Admission is done through

online portal.

Initiative to enhance awareness and responsibilities towards environment

- 1. One hour power cut per week enable the students to aware of energy saving process.**
- 2. Slogans on Energy Conservation, Water Conservation etc. on and around the classrooms ensure students about their responsibilities towards the environment and judicious use of resources.**
- 3. On the motto “Reuse and Recycle” institution develops Eco Brick Project and hands on practice on it enable the students to learn about the procedure of reduction of plastics from environment. .**
- 4. Through add-on course on Organic Farming and Production of Organic Input, students are enable to prepare Vermicompost, “Amrit Zal”, biopesticide “Hashay gabya” and biocompost. Through this they are aware about the benefit of organic fertilizer and they carry this message towards the society by preparing it in their home.**
- 5. To make students conscious about the environmental sustainability, National and International webinars on emerging topics have been organized.**
- 6. To make students responsible towards environment, the institution celebrates days like Earth Day, Science Day, Environment Day, Wetland day. In association with it the institution organized poster competition, art competition.**
- 7. Plantation of NASA recommended low cost, low maintenance and evergreen Eco friendly air purifier plants like Snake plant in the staff rooms, laboratory, library etc make a positive vive among students. Students are capable of culture these plants in their home and contribute in air purification.**
- 8. Students and staff enthusiastically initiate and participate in the tree plantations drive in and around the campus**

Add-on courses: To develop innovative thinking, human values, entrepreneurial mindset, awareness on sustainable development, leadership qualities and ICT based knowledge among students the Institution offers 09 add-on courses including a course on Spoken Tutorials as a knowledge partner with IIT, Bombay.

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

5. CONCLUSION

Additional Information :

Kakojan College was last accredited by NAAC in 2016 as 2nd cycle and awarded B+ Grade with 2.54 CGPA. Since its last assessment and accreditation, the college has tried to make significant advancement for all round development of the institution.

- Celebrated Golden Jubilee of the College with co-operation from all stakeholders and local people.
- Introduced 09 Add-on Certificate courses including one course in association with IIT, Bombay under National Mission on Education, Government of India.
- Received grants under RUSA 2.0 scheme.
- Participation in NIRF, AISHE.
- An ISO 9001:2015 certified institution.
- Recipient of **One District One Green Champion Award** under MGNCRE, Govt. of India, conducted various activities under *Swachhata Action Plan Committee*.
- Established IIC and registered under MoE's Innovation Cell and received 2-star rating.
- Signed 20 MoUs and conducted activities under MoUs.
- Initiated Eco-Brick Project with an aim to reduce and reuse of one-time use plastics.
- Established of LED Bulb Production Unit.
- Registered under NISP, Govt. of India to promote students' driven innovations and start-ups.
- Registered under NYPS, Govt. of India to strengthen the rules of democracy, to inculcate habits of discipline, tolerance amongst the student. The institution has organised programmes under NYPS and received appreciation.
- Achievement/participation of students in academic, cultural and in the field of games and sports.
- Conducted activities in the Adopted village.
- Achievement of Alumni in various fields.

Example:

1. Mr. Mohan Bora – Established Annapurna Seed Lending Library, the first seed library in NE India and first Sister Library from Asia in Richmond Grows Seed Lending Library with a motto "Save our Soil and Seed for our Future Food Security." Recipient of Plant Genome Saviour Award from Ministry of Agriculture, Food for the Future Award from Balipara Foundation.
2. Abinash Hazarika – Micro Entrepreneur and owner of *Panchajanya Kutir Udyog*, Jorhat (Bamboo and Cane based Cottage Industry). Recipient of Dr. B.R. Ambedkar National Fellowship, Assam Subhashjyoti Award, Best Micro Entrepreneur, Jorhat and felicitated by Honourable Union Finance Minister and Chief Minister of Assam.

Concluding Remarks :

Kakojan College is affiliated to Dibrugarh University, Assam and has been continuing CBCS Course form 2019. The College follows the curriculum of parent University and apart from that it has been conducting 9 Add on Courses for all round development of the students. These courses are designed for the development of innovative thinking, human values, entrepreneurship mindset, awareness on sustainable development, leadership qualities, inner talents and ICT based knowledge among the students. The College has been trying to

create an atmosphere for holistic development of the students and performs social responsibilities towards communities of the neighbourhood. The college maintains judicious utilisation of resources. It has participatory, transparent and democratic governance system. The College has a Progressive Research and Publication Culture. The IQAC contributes significantly towards maintaining quality in every Sphere. As a rural College it has been trying to upgrade the facilities within limitations. Steps have been taken to upgrade the quality in all aspects. The institution has been trying to create an awareness on Environment and Sustainable Development and adopted Best Practices accordingly. In near future, it wishes to develop its reputation through quality education and as a Centre for Excellence in Higher Education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of students admitted year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>522</td> <td>503</td> <td>358</td> <td>399</td> <td>517</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>522</td> <td>500</td> <td>358</td> <td>399</td> <td>475</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>670</td> <td>500</td> <td>475</td> <td>475</td> <td>475</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>670</td> <td>500</td> <td>475</td> <td>475</td> <td>475</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	522	503	358	399	517	2021-22	2020-21	2019-20	2018-19	2017-18	522	500	358	399	475	2021-22	2020-21	2019-20	2018-19	2017-18	670	500	475	475	475	2021-22	2020-21	2019-20	2018-19	2017-18	670	500	475	475	475
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2.4.1	<p>Percentage of full-time teachers against sanctioned posts during the last five years</p> <p>2.4.1.1. Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years: Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>48</td> <td>48</td> <td>42</td> <td>46</td> <td>44</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>48</td> <td>48</td> <td>48</td> <td>46</td> <td>44</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	48	48	42	46	44	2021-22	2020-21	2019-20	2018-19	2017-18	48	48	48	46	44																				
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48	48	42	46	44																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
48	48	48	46	44																																					
3.1.1	Grants received from Government and non-governmental agencies for research projects /																																								

endowments in the institution during the last five years (INR in Lakhs)**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
.06	00	.9414014	3.76500	2.60

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
.06	00	.9414014	3.76500	00

Remark : Input edited as per the supporting documents.

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
100.40	97.86	98.342	111.226	131.3360 5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
18.48	14.26	11.95	17.00	32.60

Remark : Input edited as per the supporting documents.

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
100.40	97.86	98.342	111.226	131.3360 5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
81.92	83.59	86.39	94.22	98.72

Remark : Input edited as per the supporting documents.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
40	10	17	63	52

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	7	14	10

Remark : Input edited as per the supporting documents.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1095</td> <td>1049</td> <td>981</td> <td>1043</td> <td>1209</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1095</td> <td>1049</td> <td>981</td> <td>1043</td> <td>1209</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	1095	1049	981	1043	1209	2021-22	2020-21	2019-20	2018-19	2017-18	1095	1049	981	1043	1209
2021-22	2020-21	2019-20	2018-19	2017-18																	
1095	1049	981	1043	1209																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
1095	1049	981	1043	1209																	
2.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count):</p> <p>Answer before DVV Verification : 48</p> <p>Answer after DVV Verification : 52</p>																				
2.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18															
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48	48	42	46	44
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Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
48	48	48	46	44