



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		KAKOJAN COLLEGE
Name of the head of the Institution		DR. RUPREKHA BORDOLOI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919854055331
Mobile no.		9435091085
Registered Email		kakojancollegeadm@gmail.com
Alternate Email		kakojancollege@yahoo.com
Address		Kakojan College, P. O. Kakojan
City/Town		Jorhat
State/UT		Assam
Pincode		785107
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. NIBEDITA GOGOI
Phone no/Alternate Phone no.	+919957564794
Mobile no.	6001863320
Registered Email	iqackc@gmail.com
Alternate Email	nbarukial@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://kakojancollege.edu.in/wp-content/uploads/2019/12/AQAR_2017-18.pdf">http://kakojancollege.edu.in/wp-content/uploads/2019/12/AQAR_2017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://kakojancollege.edu.in/wp-content/uploads/2017/06/Acdemic-Calendar-2018-19.pdf">http://kakojancollege.edu.in/wp-content/uploads/2017/06/Acdemic-Calendar-2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.25	2004	03-May-2004	02-May-2009
2	B+	2.54	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	10-Jan-2005
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of IQAC	27-Dec-2018 1	14

Regular meeting of IQAC	29-Mar-2019 1	17
Timely submit of AQAR to NAAC	27-Dec-2018 1	4
Feedback from Students	19-Jun-2019 7	765
Feedback from guardian	01-Oct-2018 7	400
Participation in NIRF	22-Nov-2019 365	1043
Participating in AISHE	22-Feb-2019 365	1043
Workshop on SWAYAM organised by IQAC in collaboration with Educational Multimedia Research Centre, Dibrugarh University	25-Aug-2018 1	70
Workshop on Women and Health organised by Centre for Women Studies in collaboration with IQAC on Early detection of Breast and Cervical Cancer for women and girl students	01-Sep-2018 1	50
Two days Science Academies Lecture workshop on Biodiversity and Human Welfare organised by IQAC & Science Club of the institution	05-Oct-2018 2	100
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Kakojan College	Lecture Workshop	Indian National Science Academy (INSA)	2018 2	143500
Kakojan College	Workshop	National Assessment and Accreditation Council (NAAC)	2019 1	46000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest**

Yes

<b>NAAC guidelines:</b>	
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	189500
Year	2019
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<p>? Participated in National Institute Ranking Framework (NIRF) and All India Survey on Higher Education (AISHE) ? Organized workshop for teachers on SWAYAM Revised Assessment and Accreditation Framework (RAF) and Torch Bearer of Change: Becoming an Effective Teachers for of the host and neighbouring educational institutions. ? Organized training programmes on Accounts Computer training for online official works training on KohaILMS for nonteaching library staff. ? Awareness programme on Environment, Value Education, Road Safety, Career Counselling cum Vocational Guidance Programme, Career after Graduation, How to Prepare for an Interview, AntiTobacco, Cyber Crime, Employment Opportunity in Financial Sector specially in Banking Services and Drama Workshop etc. were organized for students community of the institution. ? Organized community based awareness programme on Organic and Sustainable Agriculture, Organic Management of Horticultural Crop awareness programme on early detection of Breast and Cervical Cancer for women and girl students.</p>	
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<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
Plan of Action	Achievements/Outcomes
To organise two days Science Academics' Lecture Workshop on Biodiversity and Human Welfare under sponsorship of Indian National Science Academy (INSA)	Achieved as per plan
To organise NAAC Sponsored Workshop on Revised Assessment and Accreditation	Achieved as per plan

Framework (RAF)					
To organise workshop on "SWAYAM" for online deliberation of knowledge.	Achieved as per plan				
To organise a workshop on Women and Health related to Early detection of Breast and Cervical Cancer	Achieved as per plan				
To organise a workshop on Koha and Library Automation	Achieved as per plan				
To organise an awareness programme on Road Safety	Achieved as per plan				
To organise a programme on Career Counselling cum Vocational Guidance	Achieved as per plan				
To organise a workshop on Torch Bear of Change: Becoming an Effective Teacher	Achieved as per plan				
To organise a workshop on Organic and Sustainable Agriculture	Achieved as per plan				
To celebrate the Anti-Terrorism Day	Achieved as per plan				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Internal Quality Assurance Cell (IQAC)</td> <td>07-Jan-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Internal Quality Assurance Cell (IQAC)	07-Jan-2020
Name of Statutory Body	Meeting Date				
Internal Quality Assurance Cell (IQAC)	07-Jan-2020				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	04-Oct-2016				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	22-Feb-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	(a) Employee's attendance is recorded in the biometric Eye Face Machine. (b) Electronic communication on flow of information to the faculty members and staff through Whats App group, Email and Cell Phone (c) Online admission payment process. Management Information				

system implemented in library and some official process.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Kakojan college is affiliated to Dibrugarh University, Assam. As an affiliated institution there is no autonomy to prepare curriculum. The parent university updates and offers syllabus at different time. The institution follows the curriculum prepared by the Board of Studies of the parent university. Apart from the University curriculum the institution offers eight (08) add-on certificate courses to make the students aware of the present day competitive scenario. The courses are monitored by Information and Career Guidance Cell (ICGC) under Internal Quality Assurance Cell (IQAC) of the college. The following add-on certificate courses are offered from the session 2017 - 2018.

1. Organic Farming and Production of Inputs.
2. Entrepreneurship Development (In collaboration with Indian Institute of Entrepreneurship, (IIE), Guwahati, A Govt. of India Undertaking)
3. Internet Based Web Designing
4. Computer Hardware and Networking
5. Basic Computer Application (BCA)
6. Leadership Development
7. Desktop Publishing (DTP)
8. Personality Development and Human Value

Kakojan College is currently having the following mechanism for effective delivery of curriculum -

1. At the beginning of an academic session, Departmental Meetings are held in every department in which the topics of the syllabus are distributed to the faculty members after discussion with them.
2. The Academic Council of the college provides a class routine for each semester.
3. Classes are held according to the schedule under the supervision of college administration.
4. Major Academic decisions are taken in the meeting of the Academic Council. The Academic Vice Principal monitors the classrooms.
5. The library is automated with Koha ILMS. The entire library collections are made available through OPAC. The library is now a registered member of National Digital Library and N-List under INFLIBNET.
6. Various classroom teaching methods based on the needs of different subjects are regularly used for the effective delivery of the curriculum such as (a) Chalk and Blackboard method (b) ICT enabled teaching learning method (c) Distribution of class notes by teachers (d) Use of different software like C-Programming, Mat Lab (e) Seminars, Group Discussion, Micro-teaching by students related to curriculum of respective department (f) Proper and adequate instrumentation facility is given to the students for their practical classes. (g) Need based survey programmes, field works and educational excursions etc. are organised by the departments of the institution. General Educational excursion are organised by the institution depending on financial assistance or fund (h) Project works are conducted by the Department of Education (Arts stream) and three departments of Science Stream, i.e. Botany, Chemistry and Zoology as a part of their degree programme. (i) Special talks by experts are organised regularly for academic enhancement of the student. Regular class test, sessional examinations are held to track the improvement of the students. The institution has introduced Open Book Examination from this academic session.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

Certificate course in Personality Development and Human Values	0	01/08/2018	183	Employability	0
Spoken Tutorial IT/Software Training Programme by IIT Bombay initiated by National Mission on Education through ICT, MHRD, Govt. of India to promote IT literacy through open source software	0	28/12/2018	90	0	Skill Development

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	480	0

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in Personality Development and Human Values	01/08/2018	329
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	Study of Bio-diversity and different types of orchid, conserved at Kaziranga Orchid Park	34
BSc	Study of Bio-diversity of Nambor Wild life Sanctuary	20
BSc	Study on vegetation of Kaziranga National Park and Orchid Garden	20
BA	Field Study in Survey Method related to Historical Places of Tezpur	30
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Students' feedback is filled by students on the last day of their examination in the college (6th Semester Final Examination). Feedback is received on various aspects of the college including facilities of laboratory and library, performance of faculty, coverage of syllabus etc. The points are calculated as Excellent, Good, Satisfactory and Non-Satisfactory. The average and percentage of various criteria are calculated by the college authority and necessary measures are taken for improvement. Moreover, Student Satisfactory Survey (SSS) from 2018 – 2019 academic session has been taken out from the 1st and 2nd year students on overall development of the institution. Feedback is also collected from the parents during 'Parent Teacher Meetings' that are organised by each and every department of the college. Suggestions and comments given by the guardians are taken into account for future development. Feedback is also collected from Alumni. Feedback is collected on various aspects of the college including faculty, library, laboratory, Office staff, educational resources, admission procedure and overall rating of the college. Suggestions and comments given by Alumni are also taken into account for future development. The alumni association offers an interactive platform where ex-student exchange ideas and informed to the authority.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BA	Major in Assamese	50	120	48
BA	Major in Economics	30	55	30
BA	Major in Education	40	120	39
BA	Major in English	40	110	29
BA	Major in History	40	45	28
BA	Major in Political Science	45	108	34
BA	Major in Sociology	55	142	54
BSc	Major in Botany	35	60	34
BSc	Major in Chemistry	35	95	32
BSc	Major in Mathematics	35	45	24
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1043	0	44	0	0

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	35	6	5	1	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, the Institution has an effective Student Mentoring System to provide information, advice and emotional support to the students. Though the students are guided by the faculty members, irrespective of any department for their all-round development, formal Student Mentoring System was introduced from January, 2018. At first it was applied for 6th semester (Final year) Major students only. From the next academic session i.e. from 1st July, 2018, it encompassed all the major students of each semester of the institution. In mentoring process a group of students are assigned under a full time faculty member of their respective department. The ratio of Mentor and Mentee depend on the strength of full time faculty members of a department and total number of students

enrolled in that particular department. Objectives of Mentoring System : • To bridge the gap between faculty and students • To provide information, advice and emotional support to the students for their all-round development. • To create student centric environment in the institution, so that students can approach teachers without any fear or hesitation. • To help the students to overcome both educational and personal problem during their study period. • To create awareness and to motivate the students for various competitive examination and for higher studies and entrepreneurship development Ongoing process for fulfillment of the objective : • Regular meeting, minimum twice a month are held between mentor and mentee. • Students are allowed to approach the mentor for both academic and personal problem they faced. • Review of academic activities / results for betterment of academic performance. • Discussion with each individual mentee about their professional/ career oriented queries.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1043	44	24:1

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
41	34	7	0	12

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Archana Bhattacharjee	Associate Professor	Conferred with the title of Fellow of Royal Institute of Educators, Singapore and authorized to use the designation FRIEdr till Dec. 31st 2019
2018	Dr. Archana Bhattacharjee	Associate Professor	Agent of Change award, HERO Summit from Singapore Institute of Multidisciplinary Professions
2018	Dr. Archana Bhattacharjee	Associate Professor	“ Life Time Achievement Award” from International Youth Committees ( IYC)

[View File](#)

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BA	Major and Non Major	Semester	24/05/2019	16/07/2019
BSc	Major	Semester	24/05/2019	16/07/2019
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

? As the institution is affiliated to Dibrugarh University, it has to follow the University guideline regarding the continuous evaluation process. These include two in-semester examination and seminar presentation/group discussion/home assignments. Major students have to do seminar presentation. The topics are usually course related. Home assignments are generally given to non-major students. Faculty members of various departments also take unit test after completion of the syllabus. From the last semester period i.e. from January 2019, the institution introduced Open Book Examination at institutional level. The reason behind the adoption of open book examination is that it gives the opportunity to the students to understand the concept properly and expressed them by their own thinking rather than mugging or rote learning of text books or the notes given by their teacher during class period. It also enhances the power of critical thinking and problem solving capacity. ? The effect of Open Book Examination on teaching strategies will be equally profound. Instead of traditional type of questions, teachers have to design the questions carefully and intelligently to test the students' understanding and skills of applying that understanding. As a result students will be well prepared for final examination and become more confident. Each faculty member of the institution takes one or two open book examination after completion of his/ her syllabus for betterment of the students.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

? Each year the Institution prepares an Academic Calendar and made available to all the students after admission. The Academic Calendar is also distributed among all the teaching and non-teaching staff of the Institution. The Academic Calendar contains the Academic Calendar of the parent university for UG programme, which includes the academic activities /events to be held and their respective dates provided by the Parent University in which the institution is affiliated. It also contains the University Holiday list. Besides, rule and regulation of the institution courses of study, information about examination and evaluation process information of scholarship and awards information about Information and Career Guidance Cell Co-curricular activities Student Support Services etc. are included in the Academic calendar.

### 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://kakojancollege.edu.in/wp-content/uploads/2020/01/Course-Outcome.pdf>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Major	BA	Assamese	35	33	94.28

Major	BA	Economics	19	14	73.68
Major	BA	Education	30	25	83.33
Major	BA	English	15	11	73.33
Major	BA	History	14	13	92.85
Major	BA	Political Science	20	20	100
Major	BA	Sociology	37	35	94.59
Non Major	BA	General Course	33	21	63.33
Major	BSc	Botany	13	8	61.53
Major	BSc	Chemistry	19	16	84.21

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://kakojancollege.edu.in/wp-content/uploads/2020/01/Student-Satisfaction-Survey-and-Report-1.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

No Data Entered/Not Applicable !!!

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	3
Economics	1
Education	2
English	6
History	2
Political Science	3
Sociology	3
Botany	3
Chemistry	2
Mathematics	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	3	16	0	0

Resource persons	1	1	0	1
Attended/Seminars/Workshops	0	0	41	94
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	Science Club and NSS Unit	16	120
International Yoga Day	NCC and NSS Unit	4	80
Awareness Camp on Anti Tobacco	NSS Unit in collaboration with District Tobacco Control Cell, Jorhat, Assam IQAC	10	50
Celebration of National Science Day	Science Club	17	100
Awareness Programme on Road Safety	IQAC in collaboration with District Transport Office, Jorhat, Assam	8	160
Anti Terrorism Day	Internal Quality Assurance Cell (IQAC)	10	40
Awareness Programme on Cyber Crime	Internal Quality Assurance Cell (IQAC)	15	120
Employment Opportunities in Financial Sector specially in Banking Services	Information Career Guidance Cell (ICGC) in collaboration with PRAGATI, Jorhat, Assam	15	150
Career Counselling cum Vocational Guidance Programme	Information Career Guidance Cell (ICGC) and District Employment Exchange	8	110
Workshop on Organic and Sustainable Agriculture	Internal Quality Assurance Cell (IQAC)	4	48

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Summer Internship Programme	NSS Unit	Worked for Hygienic Toilet, Safe Drinking Water, Environmental Cleanliness	4	30
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Teaching	19	College Fund	43
Learning	60	The Assam Kaziranga University	01
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Assam College Principals Council and NERIWALM	Training Programme	North Eastern Regional Institute of Water and Land Management (NERIWALM) Dr. Pankaj Barua O/o- NERIWALM, P/O- Kaliabh omora, Dolabari, Tezpur - 784 027 Mob. No. 91-943508311	31/12/2018	05/01/2019	2
1					

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
North Eastern Small Scale Industries Association (NESSIA)	28/08/2018	Entrepreneurship Development Skill	310
PRAGATI	06/05/2019	To guide students in education, career, personality, leadership and entrepreneurship development. As well as to organise awareness camp on health and hygiene, agriculture and environmental sector	166
JYOTISKA	25/06/2019	Skill development for the students and neighbouring youth in fine arts, photography, bamboo craft and floral designing and to organise awareness programme on floriculture and horticulture	44

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#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3800000	3791660

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing



Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA-ILMS	Fully	19.01	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9393	1651511	0	0	9393	1651511
Reference Books	1403	536613	32	6040	1435	542653
Journals	21	7213	0	0	21	7213
e-Journals	1	5900	0	0	1	5900
Digital Database	11944	0	0	0	11944	0
CD & Video	42	0	0	0	42	0
Library Automation	0	0	1	13500	1	13500
Others (specify)	0	0	1	15000	1	15000
<a href="#">View File</a>						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	67	24	11	0	0	10	6	0	16
Added	1	12	14	18	0	1	0	4	12
Total	68	36	25	18	0	11	6	4	28

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4464950	4847600	336000	384000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Procedures and Policies for maintaining and utilizing Physical, Academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are as follows. • Maintaining and utilizing Physical, Academic and support facilities are maintained by the Principal, Vice Principal, Academic Vice Principal, Co-ordinator, IQAC with the help of faculty members, non-teaching and library staff. • Various committees are formed for maintaining the support services where teaching, non-teaching and student members are included. • The laboratories are monitored and maintained by the departmental faculty members with the help of laboratory bearers and Grade IV employees. • The library is maintained and supervised by the Librarian with the help of library staff, Digital library section maintained by the In-charge of Digital Library Section. • Apart from the regular students of the institution the facilities of the library have been utilised by the students of the Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and National Institute of Open Schooling (NIOS) • The college has no permanent Sports Complex. Sports field under Kakojan Sports Association which is in front of the institution has been utilised by the institution in any sports events of the institution as well as competitions under parent University. • The Computer Laboratory has been maintained by the Computer Faculties. Special technicians are invited in need for maintenance of computers. The computers in the Computer Laboratory have been utilised for the course under the parent University. Besides this the institution have been running four (04) add on Self-Funded Certificate Courses on Basic Computer Application, Internet Based Web Designing, Hardware and Networking and Desktop Publishing (DTP) for which the computer laboratory is used. Computer Laboratory is also used for Spoken Tutorials programme in association with IIT, Bombay on ICT. • The classrooms are used for regular classes and it has been maintained by the Grade IV employees. Apart from regular classes the classrooms are utilized by the Study Centres of Krishna Kanta Handique State Open University (KKHSOU) and National Institute of Open Schooling (NIOS) for Diploma of Elementary Education (D.El.Ed.) classes on Sundays. The classrooms of the institution have been used for various competitive examinations like Civil Service Examination, Written Selection test for various government jobs on holidays.

<http://kakojancollege.edu.in/wp-content/uploads/2020/01/Procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities-1.pdf>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Training programme at North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur	2	4000
Financial Support from Other Sources			
a) National	Ishan Uday, (UGC)	18	1166400
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Computer Hardware and networking	01/08/2018	109	Kakojan College
Basic Computer Application	01/08/2018	263	Kakojan College
Internet Based Web Designing	01/08/2018	371	Kakojan College
Leadership Development	01/08/2018	312	Kakojan College
Entrepreneurship Development	01/08/2018	309	Indian Institute of Entrepreneurship, Guwahati (A Govt. of India Undertaking) Kakojan College, Jorhat
Desktop top Publishing	01/08/2018	488	Kakojan College
Personality Development and Human Values	01/08/2018	329	Kakojan College
Organic Farming and Production of Inputs	01/08/2018	137	Kakojan College
International Yoga Day	21/06/2019	80	Vivekananda Kendra Jorhat
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2018	Career after Graduation	0	200	0	0
2019	Career Counselling and Vocational Guidance Programme Organised by Information and Career Guidance Cell (ICGC), Kakojan College in collaboration with District Employment Exchange and National Institute for Career Service	0	110	0	0
2019	One Day workshop on "How to Prepare for an Interview" was organised by the Information and Career Guidance Cell (ICGC) of the institution in collaboration with Assam Kaziranga University, Jorhat	0	62	0	0
2019	A Career Counselling Programme on 'Employment Opportunity in Financial Sector speciality in Banking services' was organised by	0	150	0	0

the  
Information  
and Career  
Guidance  
Cell of the  
institution  
in collabora  
tion with  
Pragati- a  
leading NGO  
of Jorhat

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA	Assamese	Assam Women University	MA
2018	1	BA	Assamese	J B College Autonomous	MA
2018	5	BA	Education	Directorate of Distance Education Dibrugarh University Assam	MA
2018	2	BA	Education	Assam Women University	MA
2018	1	BA	Education	Dibrugarh University	MA in Psychology
2018	1	BA	Education	KBM College of Teachers Education	BEd
2018	1	BA	Education	DIET Titabor	BEd

2018	2	BA	English	Assam Women University	MA
2018	1	BA	English	Assam University Silchar	MA
2018	1	BA	English	Indira Gandhi National Open University	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
Any Other	9
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter-College Men Football Zonal Competition under Dibrugarh University	University Level	12
Intra-District Rabha Songeet Competition	District Level	30
Annual Sports and College Week	Institutional Level	1043
Workshop on Drama	Institutional Level	102
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### 5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	2nd Position	National	1	0	6497	Manisha Das
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Union Society of Kakojan College performs multifarious activities keeping in mind the overall development of the society in general and the institution in particular. Apart from organising the regular activities of the institution viz. College week, observance of Swarswati Puja, Fresher's Social, Farewell meeting of 6th Semester Student, the Student Union also takes initiative to work for holistic development of the student community as well as the institution at large. On 6th March, 2019, the Student Union started

collection drive for providing economic support to Minoti Borah, a student of the Department of History who was suffering from a critical disease. A plantation drive was also made on the occasion of World Environment Day at Sector-B campus of the institution. On 18th March, an interactive programme with Prastuti Parashar, one of the most popular and successful actress of Assamese Cinema was also organised to motivate the student community. The Rabha Diwas was also celebrated to pay tribute to the legendary revolutionary leader.

An intra - district Rabha Sangeet competition was organised amongst the students of different educational institutions of Jorhat District. The student community is well represented in the academic and administrative bodies of the institution. General Secretary is the ex-officio member of the Internal Quality Assurance Cell (IQAC). President and General Secretary are by portfolio member of Project Monitoring Unit, RUSA. The President, General Secretary along with the Secretary of Girls Common room is also member of Internal Complaints Committee. Collegiate Student Grievance Redressal Committee is represented by the General Secretary.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of the institution has been contributing for the overall development of the institution. The construction of the institution's main entrance gate has been done by the Alumni Association. The members of the association participated in various programmes of the institution and organised meetings in the institution. Some Alumni rendered services as Guest faculty in the institution.

5.4.2 – No. of enrolled Alumni:

325

5.4.3 – Alumni contribution during the year (in Rupees) :

250000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting : Executive meeting -2 General meeting-1 Activities: 1. Construction of Main Gate of the institution 2. Planned to publish a research based book by the Alumni 3. Planned to organise a cultural conglomeration.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

(a) Administrative and Academic management are monitored by the Principal, Vice Principal, Academic Vice Principal, Co-ordinator, IQAC with the help of faculty members and non-teaching staff (b) Various committees are formed for decentralization and participative management where teaching, non-teaching and student members are included.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
---------------	---------

Curriculum Development	<p>(a) Apart from the curriculum of the affiliating university, the institution introduced 8 (eight) add on Certificate Courses to create awareness and to develop skill among the students in various aspects in under graduate level. (b) Started one online course on Spoken Tutorial (IT/Software) training programme in association with IIT, Bombay, initiated by National Mission on Education through ICT, MHRD, Govt. of India to promote IT literacy through Open Source Software</p>
Teaching and Learning	<p>(a) Mentor/Mentee system is introduced  (b) Meeting of the Departments, Academic Council, feedback from students, parents meeting is organised to develop teaching - learning process  (c) Enhancement of learning process through Seminar, Group Discussion, Educational Excursions, Field visit and training  (d) Organised workshop on SWAYAM to encourage the faculty members to learn more on ICT teaching skills.  (e) Invited various eminent persons from various fields to deliver lectures on specific topic. (f) Encourage the faculty members to use ICT in teaching learning method.</p>
Examination and Evaluation	<p>a) Semester examinations are conducted by the affiliating university. (b) The institution conducted Evaluation zone of B.A. 1st 6th Semester examination of affiliating university. (c) College conducts internal assessment of students according to the university guidelines. (d) Class tests/open book examination, student seminars, interactive sessions, practical examinations, home assignment etc. are conducted by the respective departments to evaluate the students. (e) Different departments of the institution conduct Popular Talk for holistic development of the student community. (f) Academic council of the institution take decision regarding the examination and evaluation of sessional examination. (g) The Information and Career Guidance Cell (ICGC) of the institution monitors the evaluation process of the Self-Funded Short Term Add-on courses.</p>
Research and Development	<p>(a) Motivates faculty members for research publications and research work  (b) Encouraged the faculty members to present papers in International/National/State level</p>



seminars, workshop and to act as Resource Persons. (c) A lecture workshop on Bio Diversity and Human Welfare was organised and sponsored by Indian National Science Academy (INSA) on 5th and 6th October, 2018 (d) Deputed students to participated in a training programme at North Eastern Regional Institute of Water and Land Management (NERIWALM), Tezpur from 1st January to 5th January, 2019 (e) Encouraged the students to present seminar paper, project work, field work etc.

Library, ICT and Physical Infrastructure / Instrumentation

(a) The library is automated with Koha ILMS (b) The entire library collections are made available through OPAC (c) The library is a registered member of National Digital Library and N-List order INFLIBNET (d) Provision of Wifi facility in the campus (e) E-learning practices are encouraged (f) The institution is enlisted to receive grant under RUSA 2.0 component (g) Procurement of required equipments, teaching aid to the laboratory of the Department of Education (h) CCTV camera facilities are enhanced (i) Construction of Chemistry Laboratory has been started (j) The renovation of the college office is completed

Human Resource Management

(a) Motivating and facilitating the faculty members to participate in Refresher, Orientation Courses and Faculty Development Programme (FDP) (b) Organised a workshop on SWAYAM in collaboration with Educational Multimedia Research Centre, Dibrugarh University for the teaching staff on 25-08-2018 (c) Deputed Digital Library in charge to participate in a training programme at Assam Don Bosco University, Guwahati on 12th October, 2018 (d) Organised a workshop on Revised Assessment and Accreditation Framework (RAF), sponsored by NAAC, Bangalore on 18th January, 2019 (e) Arranged a training programme on Accounts for non-teaching staff on 15-02-2019 (f) Organized a workshop on Torch Bearer of Change: Becoming an Effective Teacher in collaboration with Council for Teacher Education for teaching staff on 19-03-2019 (g) Feedback analysis and possible steps are taken by the Authority (h) Maintenance of Grievance Redressal

	Cell, Anti Ranging Committee, Sexual Harassment Committee (i) Participated in "Exposure Visits to the Assam Legislative Assembly" by the students of the institution on 8th February, 2019 at Assam Legislative Assembly
Industry Interaction / Collaboration	(a) The institution signed MOU with North Eastern Small Scale Industries Association (NESSIA) on 28-12-2018 (b) NESSIA provides guidance to the students for Entrepreneurship Development (c) The institution signed MOU with PRAGATI on 06-05-2019 (d) The institution signed MOU with JYOTISKA on 25-06-2019
Admission of Students	(a) Admission are done strictly on merit basis (b) Online Admission payment facility for students (c) Strict observance of Govt. rules for Reserved Categories (d) Provided facilities of Fee waived system under the scheme of Govt. of Assam

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	(a) Use of WhatsApp group for dissemination of information including office Notice to the faculty members and Non-Teaching Staff (b) The library is automated with Koha Software (c) Use of Electronic voting system and declaration of Election result of Student Union Election
Administration	(a) Online preparation and submission of salary bills of the employees (b) Introduction of PFMS portal to upload expenditure related to RUSA Grant (c) Online submission of Examination Forms, Registration of Students under Parent University (d) Online submission of data regarding fee waived scheme of the students
Finance and Accounts	(a) Maintenance of payment records in the online system (b) Online submission of salary bills through FIN Assam portal, Govt. of Assam
Student Admission and Support	(a) Online admission payment gateway (b) Maintaining student data base through LAN Server
Examination	(a) The institution conducted internal sessional examination and evaluation by the departmental faculty members (b) The affiliating university assigned the evaluation zone of B.A. 1st Semester Examination to the institution and it

was conducted smoothly (c) The Information and Career Guidance Cell (ICGC) of the institution monitors the evaluation process of the Self Funded Short Term Add on courses

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mrs. Babita Phukan Borkotoky	Attended Annual meeting of the Indian Academy of Sciences held at Banaras Hindu University, Varanasi from 2nd to 4th November, 2018	Indian National Science Academy (INSA)	7648
2018	Dr. Anita Das	Participated a Training of Trainers on Capacity Building in Local Governance held at ICSSR, North Easter Regional Centre, Shillong from 3rd to 5th December, 2018	Rajiv Gandhi National Institute of Youth Development (RGNIYD), Chennai	2600

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on SWAYAM organised by IQAC in collaboration with Educational Multimedia Research		25/08/2018	25/08/2018	70	0

	Center, Dibrugarh University , Assam					
2019	Workshop on Revised Assessment and Accred itation Framework (RAF) organised by IQAC and Sponsored by NAAC		18/01/2019	18/01/2019	66	0
2019	Workshop on Torch Bearer of Change: Becoming an Effective Teacher organised by IQAC in collaborat ion with Council for Teacher Education		19/03/2019	19/03/2019	82	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course on Research Methodology	3	24/08/2018	30/08/2018	7
Short Term Course on Research Methodology	2	24/09/2018	29/09/2018	6
Short Term Course on Value Based Education	1	25/07/2018	31/07/2018	7
Faculty Development Programme on Recent Advances	9	03/12/2018	08/12/2018	6

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Orientation Programme	3	17/12/2018	14/01/2019	28
Short Term Course on Innovation and Rejuvenation of Teachers in Higher Education	2	28/01/2019	02/02/2019	6
Faculty Development Programme on Use of ICT Tools for Classroom Teaching	6	22/04/2019	27/04/2019	6
Training of Trainers on Capacity Building in Local Government	1	03/12/2018	05/12/2018	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, GPF, NPS	GIS, GPF, NPS	All government scholarship and UGC Ishan Uday Scholarship, Caste scholarship, student aid fund, inspirational award from faculty. The government of Assam provided free admission to the students whose family income is below Rupees 1 lac per year. The institution has an institutional group insurance for the students.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal and external financial audit regularly. The internal audit conducted by Chartered Accountant and the external audit conducted by Directorate of Local Fund, Govt. of Assam.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
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6.4.3 – Total corpus fund generated

1900000
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Government of Assam	Yes	Chartered Accountant

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The Guardian Association of the institution planted sapling in the Sector - B Campus of the institution on the occasion of World Environment Day 2. Active participation in the extension programme of the college specially in the awareness programmes on Organic Farming Practices. 3. Active role in the Parent-Teacher meeting creates awareness among parents for all round development of the students and the institution.

6.5.3 – Development programmes for support staff (at least three)

1. Computer training to the office staff for online official works 2. Training on Accounts for non-teaching staff 3. Training on Koha software for library staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. A booklet on human values on Professional ethics is published and distributed among the teaching and non teaching staff as well as a programme on value education was organised 2. Continuous internal evaluation was done through Open Book learning from this session 3. A programme on health hygiene and environmental cleanliness was organised by NSS unit of the institution as Swachh Bharat Summer Internship Programme 4. Steps have been taken to organize more community based programme involving students giving more emphasis to location specific initiatives like organic farming.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on	25/08/2018	25/08/2018	25/08/2018	70

	SWAYAM organised by IQAC in coll aboration with Educational Multimedia Research Centre, Dibrugarh University				
2018	Workshop on Women and Health	01/09/2018	01/09/2018	01/09/2018	50
2018	Observed Int ernational Literacy Day	08/09/2018	08/09/2018	08/09/2018	117
2018	Two days Science Academies Lecture workshop on Biodiversity and Human Welfare	05/10/2018	05/10/2018	05/10/2018	100
2018	Awareness Programme on COLS	23/10/2018	23/10/2018	23/10/2018	125
2019	Workshop on Revised Assessment and Accredit ation Framework (RAF) organised by IQAC and Sponsored by NAAC	18/01/2019	18/01/2019	18/01/2019	66
2019	Workshop on Koha and Library Automation, organised by IQAC and Kakojan Institution Central Library	25/01/2019	25/01/2019	25/01/2019	33
2019	Awareness programme on Road Safety organised by IQAC in coll aboration	28/01/2019	28/01/2019	28/01/2019	168

	with District Transport Officer, Jorhat, Assam				
2019	Observed Leprosy Awareness Day	30/01/2019	30/01/2019	30/01/2019	170
2019	Career Counselling cum Vocational Guidance Programme organised by Information and Career Guidance Cell (ICGC), initiated by IQAC and District Employment Exchange	06/02/2019	06/02/2019	06/02/2019	118
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness programm on "Socio-Economic Problems Related to Women" at Jhanjimukh area, Jorhat	08/03/2019	08/03/2019	84	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Most of the Classrooms are ventilated with glass windows to maximize natural lighting to reduce electricity consumption. 2. One hour power cut in a week for electricity conservation 3. LCD monitors are provided to offices, departments and computer labs to reduce the usage of electricity 4. Use of LED/CFL bulbs in the place of incandescent bulbs/tube lights 5. Stickers are placed in different places of the institution to generate awareness against wastage of water and electricity



## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
<b>No Data Entered/Not Applicable !!!</b>		

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	23/07/2018	1	Swachh Bharat Summer Internship Programme	Worked for Hygienic Toilet, Safe Drinking Water, Environmental Cleanliness	34
2019	1	1	05/04/2019	1	Awareness program on Organic and Sustainable Agriculture at Deodhai gaon, Boloma (Extension Service)	Organic Farming and Sustainable Development	52
2019	1	1	26/06/2019	1	Workshop on Organic Management of Horticultural Crop at K otiakuchi L. P. School, Da-Gual Gaon, Teok (Extension Service)	Organic Farming and Sustainable Development	39
2019	1	1	22/05/2019	30	Skill Development Program on Vermi	Use of Organic Compost on	28

					compost P roduction	Farming	
2019	1	1	08/03/201 9	1	Awareness programm on "Socio- Economic Problems Related to Women" at Jhanji mukh area, Jorhat	Women Emp owerment	94
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
A Handbook on Code of Professional Conduct	29/06/2018	A Handbook on Code of Professional Conduct has been distributed among the faculty members and non-teaching staff to follow as per guideline. The faculty members and non-teaching staff follow it as Professional Code. Approval of Earned Leave, Child Care Leave and any other important matter has been approved by the Governing Body of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Literacy Day	08/09/2018	08/09/2018	117
Celebration of Republic Day	26/01/2019	26/01/2019	45
Celebration of Saraswati Puja	10/02/2019	10/02/2019	1234
Observation of National Science Day	28/02/2019	28/02/2019	117
Observation of Anti-Terrorism Day	21/05/2019	21/05/2019	50
Observation of Anti-Tobacco Day	04/06/2019	04/06/2019	60
Celebration of Environment Day	07/06/2019	07/06/2019	136
Organised a special lectures on Value Education for B.A.	14/06/2019	14/06/2019	368

B.Sc. 1st Semester Students organised by IQAC			
Observation of International Yoga Day	21/06/2019	21/06/2019	84
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Organised special talk on Environmental Awareness by renowned personality 2. Plantation and nurturing of sapling has been done in both the campuses of the institution 3. Bio-degradable waste is used to produce compost manure in organic farming practice 4. Computerised paper less election of the student union society and online payment for admission process has been taken by the institution. 5. Institution has taken initiative to set up Eco club among students to maintain greenery in the campus

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

1. Online Spoken Tutorial, IT/Software Training Program in association with IIT, Bombay initiated by National Mission on Education, ICT, MHRD, Govt. of India and Six months self-funded add on certificate courses Organic Farming and Production of Inputs, Entrepreneurship Development (In collaboration with Indian Institute of Entrepreneurship, (IIE), Guwahati, A Govt. of India Undertaking), Internet Based Web Designing, Computer Hardware and Networking, Basic Computer Application (BCA), Leadership Development and Desktop Publishing (DTP) for the students to enhance their skills. 2. Awareness on organic farming methods like use of compost, vermicompost etc. among the students and local people to create an eco-friendly agricultural practice instead of using inorganic and chemical fertilizers.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://kakojancollege.edu.in/wp-content/uploads/2020/01/Best-Practices-of-the-institution.pdf>

#### 7.3 – Institutional Distinctiveness

##### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Kakojan College is situated in a rural area where majority of people belong to agriculture and agro-based profession. Keeping in mind, about the concept of Sustainable Development, the institution has initiated organic drive in the shape of Organic Model Gardening and Production of Input Unit. The institution has taken initiative to organize various awareness and training programmes among students and local community. The primary goal behind this initiative is to motivate rural student as well as nearby people to adopt organic farming practices in their livelihood. In this connection, the institution has been providing 6-months self-funded add on certificate courses for students. The main objective of this course is to develop skills on techniques of organic farming, methods and production of organic manures along with other aspects like indigenous seed conservation, soil management etc. Besides this course under the banner of Organic Model Garden and Production of Input Unit, the institution has organized various extension programmes for community development of local people. These activities help the students along with the nearby people to develop a healthy and economically stable environment up to

some level. To achieve the above goals the following practices has been taken by the institute- 1. Demonstration programme on organic and sustainable development at Deodhai Gaon, Teok on 5th April 2019. 2. Awareness programme on "Organic Management of Horticultural Crops" in collaboration with JYOTISKA at Kotiakuchi L.P.School, Teok Da-guwal gaon on 26/06/2019. 3. Training Programme on vermicompost production at Organic Model Garden, Sector-B. 4. Provided a platform to aware the rural people for agricultural development through NESSIA and Department of Agriculture and motivate the rural people of Kotiakuchi Gaon, Teok to take initiative for group farming practices. Being a general degree college the institution is the only one in North East India that has introduced Organic Farming Certificate course and conduct awareness programme for sustainable development for the rural students and local community.

Provide the weblink of the institution

<http://kakojancollege.edu.in/wp-content/uploads/2020/01/Institutional-Distinctiveness-1.pdf>

### **8.Future Plans of Actions for Next Academic Year**

A. Initiation of placement society for job recruitment B. Installation of more ICT enable classroom C. To organise national level seminar D. To organise a Mock Drill on fire safety E. To organise a workshop on Intellectual Property Right F. To introduce a short term course on Fine art G. To organise a coaching class for preparation of administrative services H. To organise a workshop for enhancement of Teaching Learning skill I. To organise a Faculty Development Programme for teaching staff J. To organise an awareness programme on Man Animal Conflict K. To organise community based health programme L. To organise a blood donation camp M. To organise an awareness programme on drug addiction and its impact N. To organise an awareness programme on environment in backward areas O. To organise a training programme for non-teaching staff