



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>KAKOJAN COLLEGE</b>
Name of the head of the Institution		<b>DR. RUPREKHA BORDOLOI</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>+919854055331</b>
Mobile no.		<b>9435091085</b>
Registered Email		<b>kakojancollegeadm@gmail.com</b>
Alternate Email		<b>kakojancollege@yahoo.com</b>
Address		<b>Kakojan College, P.O. Kakojan</b>
City/Town		<b>Jorhat</b>
State/UT		<b>Assam</b>
Pincode		<b>785107</b>
<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/2020/02/NAAC-Final-Submission-of-AQAR-Submission.pdf">http://kakojancollege.edu.in/wp-content/uploads/2020/02/NAAC-Final-Submission-of-AQAR-Submission.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-2019-20.pdf">http://kakojancollege.edu.in/wp-content/uploads/2017/06/Acdemic-Calendar-2019-20.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

National Seminar on	05-Mar-2020 2	130
National Seminar on	21-Oct-2020 2	69
Participation in AISHE	15-May-2020 365	986
Participation in NIRF	02-Feb-2021 365	986
Feedback from Alumni (Online)	18-Oct-2020 30	68
Feedback from Employees	20-Jan-2020 10	18
Feedback from Teachers	20-Jan-2020 10	48
Feedback from student (Online)	18-Oct-2020 30	981
Timely submit of AQAR	28-Jan-2020 1	5
Regular Meeting of IQAC	07-Jan-2020 1	18
<a href="#">View File</a>		

**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	Infrastructure Development Grant under RUSA 2.0	RUSA	2019 1095	10000000
Kakojan College	National Seminar	Indian Council of Social Science Research (ICSSR)	2019 2	45000
Kakojan College	Faculty Development Programme (FDP)	Electronics and ICT Academy, IIT, Guwahati	2019 6	39140
Kakojan College	National Seminar	National Commission for Women, New Delhi	2020 2	168000
Kakojan College	National Webinar	NSS, Dibrugarh University	2020 1	3000
Kakojan College	Student Lecture Workshop	Botanical Society Of Assam (BSA)-ASTEC	2020 1	2000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	1
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	257140
Year	2019
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Participated in National Institute Ranking Framework (NIRF) and All India Survey on Higher Education (AISHE).	
* Organized two National Seminars for students, research scholars and teachers.	
* Organised a week duration Faculty Development Programme on the Use of ICT tools for classroom teaching.	
* Awareness programme on value based education, avoidance of one time use of plastics, climate change and health and hygiene for women were organized. Banking facilities for students, Employability and Career guidance, Entrepreneurship development, Workshop on Interview skill, coaching on Preparation for Administrative services, lecture programme on Indian English Poetry for North East India and a programme on Art of Acting in Assam and Shakespeare were organized for student's community of the institution.	
Awareness programme on COVID 19 pandemic by distributing leaflets among the community, induction programme on incubation center, Role of Women in Socio Economic sphere and a survey was conducted on Socioeconomic problems of Women and girl student at Jhanjimukh area at community level. Organized three National Webinar on IPR, Online Teaching in Higher Education: Challenges and Prospects and Role of Youth in Socio Economic Development in Post Covid 19 respectively.	
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**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**

Plan of Action	Achievements/Outcomes
To organize a programme on Banking facilities for students	Achieved as per plan
To organize a seminar on Employability and Career Guidance for students	Achieved as per plan
To install more ICT enable classroom	Achieved as per plan
To organize a training programme on "Online Admission Procedure" for non-teaching staff	Achieved as per plan
To organize a coaching class for preparation of Administrative Services.	Achieved as per plan
To introduce a Short Term Certificate course on Fine Art	Achieved as per plan
To organize a National Webinar on Intellectual Property Right (IPR)	Achieved as per plan
To organize FDP on "Use of ICT tools in classroom teaching" by IQAC in association with Electronics and ICT Academy, IIT, Guwahati	Achieved as per plan
To organize National Seminar on " Crime against Women in North East India: Its correlation with conflicts and natural calamities" under the sponsorship of National Commission for Women, New Delhi	Achieved as per plan
To organize National Seminar on "Opportunities and Challenges of Governance and Development in N.E. India with special reference to Assam", applied under the sponsorship from Indian Council of Social Science Research (ICSSRNE Region)	Achieved as per plan
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Internal Quality Assurance Cell (IQAC)	20-Aug-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

04-Oct-2016

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	15-May-2020
<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, staff and students through WhatsApp 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

As an affiliated institution of Dibrugarh University, Assam 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 add-on self-funded certificate courses to make the students aware of the present day competitive scenario and local agricultural need. The courses are monitored by Information and Career Guidance Cell under Internal Quality Assurance Cell of the institution. The following add-on certificate courses are offered from the session 2017-2018. Instead of Desktop Publishing in the existing certificate courses, one new course on Fine Art is introduced from the even semester session (January to May) 2019 - 2020.

1. Organic Farming and Production of Inputs.
2. Entrepreneurship Development {In collaboration with Indian Institute of Entrepreneurship, Guwahati, A Govt. of India Undertaking}
3. Internet Based Web Designing
4. Computer Hardware and Networking
5. Basic Computer Application
6. Leadership Development
7. Personality Development and Human Values.
8. Fine Art

The institution 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 units 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 classes as per routine.
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 organized by the departments of the institution. General Educational excursion are organized by the institution depending on financial assistance or fund (h) Project works are conducted by the Department of Education, Botany, Chemistry and Zoology as a part of their degree programme. (i) Special talks by experts are organized 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. (j) As per directive of Director of Higher Education, Assam and Affiliated University online classes are conducted in Covid-19 situation.

### 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
Fine Art	0	17/01/2020	183	Skill Development	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
BA	UG	01/08/2019
BSc	UG	01/08/2019

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

	Certificate	Diploma Course
Number of Students	21	Nil

## 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	01/08/2019	299
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### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BSc	Study of Bio-diversity and different types of orchid, conserved at Kaziranga National Park & Orchid Park respectively conducted by the Department of Botany	25
BA	Study of Bio-diversity at Bhalukpong	40
BA	A survey on Archaeological site at Deopahar, Numaligarh conducted by the Department of History	32
BA	Educational Tour of Department of Political Science to Pachighat, Arunachal Pradesh	40
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#### 1.4 – Feedback System

##### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

##### 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). But due to Covid-19 pandemic situation feedback form (Hard copy) could not be distributed to the final year students like previous year. The feedback regarding the overall development of the institution were distributed among them through online mode. 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, 2nd and 3rd year students on overall development of the institution. Feedback is also collected from the parents during 'Guardian Meetings' that are organized by each and every department of the institution. Suggestions and comments given by the guardians are taken into account for future development. But due to Covid-19 pandemic, as guardian meeting could not be held so, the feedback form could not be distributed as well as collected. Feedback is also collected from Alumni 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</p>



an interactive platform where ex-student exchange ideas and informed to the authority. From the Academic Session 2019 - 2020 the feedback form is prepared and distributed among the teachers and employees.

## 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
BA	Major in Assamese	50	120	48
BA	Major in Economics	30	70	16
BA	Major in Education	40	120	40
BA	Major in English	40	110	30
BA	Major in History	40	60	18
BA	Major in Political Science	45	108	39
BA	Major in Sociology	55	142	52
BSc	Major in Botany	35	60	25
BSc	Major in Chemistry	35	118	25
BSc	Major in Mathematics	35	50	16

[View File](#)

### 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
2019	981	Nil	45	Nil	Nil

### 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
45	45	6	6	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 were 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 student only. From the next academic session i.e. from 1st July, 2018, it is continued encompassing 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 depends 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 to motivate for higher studies and entrepreneurship
- Ongoing process for fulfilment 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.
- Discuss with each individual mentee about their professional/ career oriented queries.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
981	45	1 : 22

### 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	38	3	6	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
<b>No Data Entered/Not Applicable !!!</b>			
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### 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 examination
BSc	Major	Semester	19/10/2020	14/12/2020
BA	Major and Non Major	Semester	19/10/2020	18/12/2020
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#### 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 sessional examination, and seminar presentation / group discussion / home assignments. Major/Honours students have to do seminar presentation. The topics are usually course related. Home assignments are generally given to major and non-major students. Faculty members of various departments also take unit test after completing 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 give a scope to express 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 is equally profound as the traditional examination. In order to facilitate the understanding of the students and its application of skills the teachers have to design the questions carefully and intelligently in open book examination. That makes the students effective and more confident.

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. It contains the academic activities / events to be held and their respective dates provided by the affiliating University. 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 career guidance cell co-curricular activities student supports 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/2021/08/COURSE-OUTCOME\\_2019-2020.pdf](http://kakojancollege.edu.in/wp-content/uploads/2021/08/COURSE-OUTCOME_2019-2020.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	33	31	93.93
MAJOR	BA	ECONOMICS	13	13	100
MAJOR	BA	EDUCATION	32	29	90.65
MAJOR	BA	ENGLISH	22	21	95.45
MAJOR	BA	HISTORY	23	16	69.57
MAJOR	BA	POLITICAL SCIENCE	31	29	93.54
MAJOR	BA	SOCIOLOGY	46	46	100
NON MAJOR	BA	GENERAL COURSE	19	16	84.21

MAJOR	BSc	BOTANY	23	23	100
MAJOR	BSc	CHEMISTRY	28	28	100
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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/2021/08/Student-Satisfaction-Survey-and-Report-2019-2020.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
Intellectual Property Rights	Internal Quality Assurance Cell (IQAC)	20/06/2020

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>					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

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

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)
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National	ENGLISH	1	6.4
International	SOCIOLOGY	1	5.8
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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
HISTORY (BOOK)	5
ENGLISH (CHAPTER)	1
ENGLISH (BOOK)	1
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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
<b>No Data Entered/Not Applicable !!!</b>						
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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
<b>No Data Entered/Not Applicable !!!</b>						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	96	3	4
Presented papers	2	18	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
<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
Awareness programme on the Role of Women in Socio-Economic Sphere	Centre for Women Studies and Gender Sensitization Cell, Kakojan College	7	45

Workshop on Interview Skill	Organised by IQAC ICGC in collaboration with Assam Down Town University, Guwahati	4	115
Programme on Health and Hygienic of Women	Organised by Centre for Women Studies in collaboration with PATHIK, a NGO under project SREE MOYEE	13	158
Programme on Value based Education	Organised by IQAC and Assam Development Initiative	19	101
A Programme on Entrepreneurship Development among the students	Organised by IQAC and North East Agri-Technology Entrepreneurs Hub (NEATeHUB), Assam Agriculture University	5	40
Programme on Incubation Centre	Organised by IQAC in Collaboration with NESSIA	19	22
Seminar on Employability and Career	IQAC and ICGC, Kakojan College, Jorhat	4	104
Programme on Avoiding onetime use of Plastic	Organised by Bharatia Janta Party during Sewa Saptah in collaboration with IQAC	15	125
Banking Facility	Organised by IQAC in collaboration with SBI, Phesual Branch	16	54
National Science Day	Science Club, Kakojan College	16	104
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
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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/Agen	Name of the activity	Number of teachers	Number of students
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	cy/collaborating agency		participated in such activities	participated in such activities
Gender Issue	Organised by Sociological Study Centre in Collaboration with IQAC	Street Play on Gender Issue	4	36
Health Issue of current concern	Organized by NSS Unit	Awareness programme on Covid 19 in Rajoi Tea Estate	3	2
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### 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
<b>No Data Entered/Not Applicable !!!</b>			
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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 - 784027 Mob. No. 91-94350 83111	01/01/2020	11/01/2020	3
Assam College Principals Council and NERIWALM	Training Programme	North Eastern Regional Institute of Water and Land Management	10/07/2019	11/07/2019	4

(NERIWALM)  
Dr. Pankaj  
Barua O/o-  
NERIWALM,  
P/O- Kaliabh  
omora,  
Dolabari,  
Tezpur -  
784027 Mob.  
No. 91-94350  
83111

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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 Regional Institute of Water and Land Management (NERIWALM)	31/12/2019	Training	7

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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
4657000	4150000

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
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing

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##### 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	Nil	Nil	9393	1651511
Reference Books	1435	542653	139	30350	1574	573003
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	21	7213	Nil	Nil	21	7213
e-Journals	1	5900	Nil	Nil	1	5900
Digital Database	11944	Nil	Nil	Nil	11944	Nil
CD & Video	42	Nil	Nil	Nil	42	Nil
Library Automation	1	13500	Nil	Nil	1	13500
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	1	15000	Nil	Nil	1	15000

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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	75	1	25	18	0	11	13	4	28
Added	22	0	22	0	0	1	0	0	0
Total	97	1	47	18	0	12	13	4	28

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

4 MBPS/ GBPS

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

No Data Entered/Not Applicable !!!

**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
1200000	687445	1524200	1073648

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, Coordinator, 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 is maintained by the In-charge of Digital Library Section.
- Apart from the regular students of the institution the facilities of the library have been utilized by the students of the Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and Directorate of Open and Distance Learning (DODL), Dibrugarh University
- The college has no permanent Sports Complex. Sports field under Kakojan Sports Association which is in front of the institution has been utilized 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 utilized for the course under the parent University. Besides this the institution have been running three (03) add on Self-Funded Certificate Courses on Basic Computer Application, Internet Based Web Designing and Hardware and Networking 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 Centers of Krishna Kanta Handique State Open University (KKHSOU) on Sundays. The classrooms of the institution have been used for various competitive examinations like Civil Service Examination, Written Selection test for various government jobs on holidays.
- Sports and Gymnasium equipment have been purchased, funded by RUSA under RUSA 2.0 scheme. A room has been allotted for gym facilities as there is no permanent gymnasium.
- The institution purchased lab equipment for Science Laboratories under RUSA 2.0 scheme.
- New Construction and Renovation work under RUSA 2.0 scheme (Civil Work) is going

on.

<http://kakojancollege.edu.in/wp-content/uploads/2021/08/The-Procedures-and-Policies-for-maintaining-and-utilizing-Physical.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
Financial Support from institution	Hands on Training Programme on Protocols to Study Trace Elements from Soil and water to Crops: Food Chain Perspective from 1st January to 11th January, 2020 at NERIWALM, Tezpur organized by North Eastern Regional Institute of Water and Land Managemen	3	6000
Financial Support from Other Sources			
a) National	UGC Ishan Uday Scholarship	62	4698000
b) International	0	Nil	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 implemetation	Number of students enrolled	Agencies involved
Organic Farming and production of Organic Input	01/08/2019	34	Kakojan College
Fine Art	01/01/2020	21	Kakojan College and JYOTISKA
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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
2019	Seminar on Employability and Career Guidance	Nil	108	Nil	Nil

	organized by IQAC, Kakojan College				
2020	Workshop on Interview Skills organized by IQAC & ICGC, Kakojan College in Collaboration with Assam Down Town University	Nill	119	Nill	Nill
2020	Coaching classes for combined competitive examination conducted by APSC organized by ICGC, Kakojan College (the programme was partially completed due to Covid-19)	Nill	87	Nill	Nill
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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
2	1	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

2019	1	B.A.	Assamese	Assam Women University	M.A.
2019	2	B.A.	Assamese	J. B. College (Autonomous)	M.A.
2019	2	B.A.	Economics	DODL, Dibrugarh University (Jorhat Kendriya Mahavidyalaya)	M.A.
2019	2	B.A.	Economics	Assam Women University	M.A.
2019	2	B.A.	Education	Assam Women University	M.A.
2019	1	B.A.	Education	Dibrugarh University	M.A. in Psychology
2019	3	B.A.	Education	DODL, Dibrugarh University	M.A.
2019	1	B.A.	Education	DIET, Titabor	B.Ed.
2019	1	B.A.	English	Assam University, Silchar	M.A.
2019	1	B.A.	English	DODL, Dibrugarh University (Kakojan College Study Center)	M.A.
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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	1
Any Other	10
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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 Tournament of Jorhat Zone under Dibrugarh University	Institutional Level	88

Annual Sports and College week	Institutional Level	981
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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
No Data Entered/Not Applicable !!!						
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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 organizing the regular activities of the institution viz. College Week, Observance of Saraswati Puja, Republic Day, Independence Day, the Student Union Society takes initiative to work for the holistic development of the student community as well as the institution at large. It also shows its concern for the burning problems of the society. On 7th December, 2019 the Student Union Society took initiative to organize a protest rally against the Citizenship Amendment Bill (CAB) as the matter was treated by them as a threat for the Assamese Nationality. Responding to the situation created by Covid-19, an awareness programme was organized by the Student Union Society in collaboration with National Service Scheme (NSS) Unit of the institution at nearby villages to make villagers aware about the pandemic. The Student Union Society planned a lots of programmes, but due to Covid-19 pandemic, it could not be implemented. The Student Community is well represented in the Academic and Administrative bodies of the institution. General Secretary is the ex-officio member of Internal Quality Assurance Cell (IQAC). President and General Secretary are by portfolio member of Project Monitoring Unit, RUSA. The President, General Secretary along with the Secretary of Girls Common Room is also member of Internal Complaints Committee. Collegiate Student Grievances Redressal Committee is represented by the General Secretary of the Student Union Society.

### 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 completed by the Alumni Association and ceremonial inauguration was done by honourable Member of Parliament (Rajya Sabha). 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:

704
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5.4.3 – Alumni contribution during the year (in Rupees) :

94826
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5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: Executive meeting - 2, First meeting was held on 9/11/2019 where discussion was held regarding the progression of the construction of main gate of the institution and generation of fund for it. Second meeting was held on 6/6/2020 where the resolution was taken that within two months the construction of the main entrance gate would be completed.

**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)

Administrative and Academic management are monitored by the Principal, Vice Principal, Academic Vice Principal, Coordinator, 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	(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
Teaching and Learning	(a) Mentor/Mentee system has been continued (b) Meeting of the Departments, Academic Council, feedback from student is taken to develop teaching learning process, (c) Normally parents meeting is organized to know about their ward's progression. But this year due to Citizenship Amendment Act (CAA) movement in the state, Covid-19 pandemic situation it was not possible to organize parents meeting in 2019 - 2020. As the students are coming from rural area and most of the parents have lacking of knowledge in proper handling of smart phone so feedback form to parents could not be provided. (d) Enhancement of learning process through Seminar, Group Discussion,

Educational Excursions, Field visit and training (e) Organised Faculty Development Programme (FDP) on Use of ICT Tools in Classroom Teaching to encourage the faculty members to learn more on ICT teaching skills. (f) To encourage the faculty members to use ICT in teaching learning method during the present day pandemic situation a National level Webinar on "Online teaching in Higher education: Challenges and Prospects" was organized by the institution, (g) Invited various eminent persons from various fields to deliver lectures on specific topic in various academic departments.

Examination and Evaluation

(a) Semester examinations are conducted by the affiliating university. (b) The institution conducted Evaluation Zone of B.A. 3rd 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.

Research and Development

(a) Motivates faculty members for research publications and research work (b) Encouraged the faculty members to present papers in International/National/State level seminars, workshop and webinars and to act as Resource Persons. (c) A National Seminar on "Opportunities and Challenges of Governance and Development in N.E. India with special reference to Assam", organized under the sponsorship of Indian Council of Social Science Research (ICSSR-NE Region) on 21st and 22nd October 2019, (d) A National Seminar on " Crime against Women in North East India: Its correlation with conflicts and natural



calamities" sponsored by National Commission for Women, New Delhi on 5th and 6th March 2020, (e) A National Webinar on Intellectual Property Right (IPR) was organized by IQAC on 20-06-2020 (f) A National Webinar on "Online teaching in Higher education: Challenges and Prospects" was organized by Teachers' Unit, Kakojan College under IQAC on 27/06/2020 (g) A National Webinar on "Role of Youth in Socio-Economic Development" was organized by NSS of Kakojan College under IQAC on 30/06/2020 (h) Deputed students to participate in a training programme at North Eastern Regional Institute of Water and Land Management (NERIWALM), A Govt. of India undertaking, Tezpur from 1st January to 11th January, 2020 (i) Encouraged the students to present seminar paper, project work, field work etc. (j) Faculty Development Programme on the Use of ICT Tools for Classroom Teaching organised by IQAC, Kakojan College, Assam from 3rd to 8th December, 2019.

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 under INFLIBNET (d) Provision of Wifi facility in the campus (e) E-learning practices are encouraged (f) The institution purchased equipment for Science Laboratories, Computers for Computer Laboratory and Sports and Gym equipment. Construction of civil work under the head of New Construction and Renovation is going on under RUSA 2.0 component (f) Construction of ground floor of Chemistry building has been completed (g) The renovation work of academic building is going on (g) CCTV camera facilities are enhanced

Human Resource Management

(a) Motivating and facilitating the faculty members to participate in Refresher, Orientation Courses and Faculty Development Programme (FDP) and Faculty Induction Programme (b) Organised a Faculty Development Programme on Use of ICT Tools in Classroom Teaching in collaboration with ICT, Academy, IIT, Guwahati, Assam from 3rd to 8th December, 2019, (c) A National Seminar on "Opportunities and Challenges of Governance and

Development in N.E. India with special reference to Assam", organized under the sponsorship of Indian Council of Social Science Research (ICSSR-NE Region) on 21st and 22nd October 2019, (d) A National Seminar on "Crime against Women in North East India: Its correlation with conflicts and natural calamities" sponsored by National Commission for Women, New Delhi on 5th and 6th March 2020, (e) A National Webinar on Intellectual Property Right (IPR) was organized by IQAC on 20-06-2020 (f) A National Webinar on "Online teaching in Higher education: Challenges and Prospects" was organized by Teachers' Unit, Kakojan College in Association with IQAC on 27/06/2020 (g) A National Webinar on "Role of Youth in Socio-Economic Development in Post Covid -19" was organized by NSS of Kakojan College under IQAC on 30/06/2020 (h) Deputed four (04) laboratory bearers to participate in a training programme at NERIWALM, Tezpur from 10th to 11th July, 2019 (h) Arranged a training programme on Online Admission Process for non-teaching staff on 14-03-2020 (i) Feedback analysis and possible steps are taken by the Authority (j) Maintenance of Grievance Redressal Cell, Anti Ranging Committee, Sexual Harassment Committee (k) A programme on Value Based Education was organised by Assam Development Initiative (ADI) in association with IQAC of the institution, (l) An awareness programme on Health and Hygiene was organised by Centre for Women Studies (m) A programme on Entrepreneurship Development and a seminar on Employability and Career Guidance was organised by IQAC of the institution (n) A workshop on Interview Skill was organised by IQAC in collaboration with Assam Down Town University, Guwahati, Assam (o) A coaching in preparation for Administrative Services was conducted by IQAC of the institution, (p) Organised a lecture programme on Indian English Poetry from North East India (q) Organised student lecture workshop on Climate Change in collaboration with Botanical Society of Assam (BSA) - ASTEC, (q) A programme on "Art of Acting in Assam and Shakespeare" was organised by English Literary Forum in

	collaboration with IQAC, Kakojan College, Jorhat, (r) Organised a training programme on Online Admission Procedure for Non-Teaching Staff
Industry Interaction / Collaboration	(a) The institution continues programme as per MOU signed with Indian Institute of Entrepreneurship (IIE) and North Eastern Small Scale Industries Association (NESSIA), JYOTISKA who provides guidance to the students/rural communities for Entrepreneurship Development (b) The institution continues programme as per MOU signed with PRAGATI and JYOTISKA (c) As per MOA signed with North Eastern Regional Institute of Water and Land Management (NERIWALM), An Institute under the Department of Water Resource, River Development Ganga Rejuvenation, some selected students and laboratory bearers of Science Stream are deputed for training, (d) The institution obtain Life Membership from Council for Teacher Education Foundation, Assam Chapter, (e) ICT Academy
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 and students (b) The library is automated with Koha Software (c) Use of Electronic voting system and declaration of Election result of Student Union Election (d) Online admission payment process
Administration	(a) Online preparation and submission of salary bills of the employees (b) Introduction of PFMS portal to upload expenditure related to RUSA, Seminar Grant etc. (c) Online submission of Examination Forms, Registration of Students under Parent University (d) Online submission of data regarding fee waived scheme of the students under Government of Assam.
Finance and Accounts	(a) Net banking system and PFMS has been started for Vendor's payment (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. 3rd 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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

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)
2019	National Seminar on "Opportunities and Challenges of Governance and Development in N.E. India with special reference to Assam", organized under the sponsorship of	Nil	21/10/2019	22/10/2019	69	Nil

	Indian Council of Social Science Research (ICSSR-NE Region)					
2019	Organised a Faculty Development Programme on Use of ICT Tools in Classroom Teaching in collaboration with ICT, Academy, IIT, Guwahati, Assam	Nil	03/12/2019	08/12/2019	42	Nil
2020	National Seminar on "Crime against Women in North East India: Its correlation with conflicts and natural calamities" sponsored by National Commission for Women, New Delhi	Nil	05/03/2020	06/03/2020	130	Nil
2020	National Webinar on Intellectual Property Right (IPR) was organized by IQAC, Kakojan College	Nil	20/06/2020	20/06/2020	215	Nil
2020	National	Nil			500	Nil

	Webinar on "Online Teaching in Higher Education: Challenges and Prospects" was organized by Teachers' Unit, Kakojan College In collaboration with IQAC Kakojan College, Jorhat, Assam		27/06/2020	27/06/2020		
2020	Nil	A training on online admission procedure through My Class Campus	14/03/2020	14/03/2020	2	8
2020	Nil	A training on Sanitization and Maintenance of Covid-19 protocol for Grade IV employees	11/03/2020	11/03/2020	Nil	11
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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
Use of ICT tools in classroom teaching (FDP)	18	03/12/2019	08/12/2019	7
Behavioural remodelling and use of ICT	8	22/07/2019	27/07/2019	7

Tools for classroom delivery of teachers (FDP)				
Inclusive Research Methods (National Level Online FDP)	3	17/06/2020	24/06/2020	7
Moodle learning management system (FDP)	2	22/06/2020	26/06/2020	7
Use of ICT tools for classroom teaching (FDP)	1	01/07/2019	06/07/2019	7
Teaching Learning and Evaluation in Choice Based Credit System	3	08/11/2019	14/11/2019	7
Academic Process, Measures and Metrics of TEI for NAAC - RAF	1	08/06/2020	12/06/2020	7
Research Methodology	1	24/06/2020	30/06/2020	7
Digital Learning and Multidisciplinary Approaches	1	12/06/2020	17/06/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, GPF, NPS, MBF	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 2 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
Indian Council of Social Science Research (ICSSR), National Commission for Women, New Delhi, Electronics and ICT Academy, IIT, Guwahati, Botanical Society of Assam (BSA) - ASTEC	254140	National Seminar, Faculty Development Programme, Student Lecture Workshop
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6.4.3 – Total corpus fund generated

2700000

#### 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	Nil	Yes	Principal, Kakojan College
Administrative	Yes	Government of Assam	Yes	Chartered Accountant

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

Due to CAA movement in the state as well as Covid-19 pandemic situation and directive from the government of India, mass gathering is avoided so it was not possible to conduct any kind of activities in association with the Guardian Association

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

(1) Training to the office staff for online admission procedure through My Class Campus (2) The institution deputed four (04) laboratory bearers for training at NERIWALM, Tezpur from 10th to 11th July, 2019 (3) A training on sanitization and maintenance of Covid-19 protocol for Grade IV Employee on 11/03/2020

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 for students was organized 2. As a part of continuous internal evaluation to cope up with the present pandemic situation the institution conducted online classes to enhance teaching learning process including Online Assignment, MCQ etc. 3. A programme on health hygiene was organized for girl child by Centre for Women Studies and awareness programme on Climate Change, reduction in the use of one time use of plastic as well as awareness programme on Covid-19 pandemic was organized by NSS unit of the institution 4. Steps have been taken to organize survey and awareness programme at community level, also involving students giving more emphasis on socio-economic and health sphere and nurturing girl child respectively.

#### 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
2019	National Seminar on "Opportunities and Challenges of Governance and Development in N.E. India with special reference to Assam", organized under the sponsorship of Indian Council of Social Science Research (ICSSR-NE Region)	21/10/2019	21/10/2019	22/10/2019	69
2019	FDP on "Use of ICT tools in classroom teaching", organized by IQAC in association with Electronics	03/12/2019	03/12/2019	08/12/2019	42

	and ICT Academy, IIT, Guwahati				
2019	Awareness programme on "Avoidance of one time use of plastics", during Sewa Saptah in collaboration with BJP/Jorhat, organized by IQAC, Kakojan College	14/09/2019	14/09/2019	14/09/2019	140
2019	A seminar on "Employability and Career guidance" organized by Information and Career Guidance Cell (ICGC) and IQAC, Kakojan College, Jorhat, Assam in association with Institute of Computer Application (ICA), Jorhat	19/09/2019	19/09/2019	19/09/2019	108
2019	Banking facilities for students was organized by Information and Career Guidance Cell (ICGC) and IQAC, Kakojan College, Jorhat, Assam in collaboration with SBI,	04/09/2019	04/09/2019	04/09/2019	70

	Phesual Branch				
2019	Induction Programme on Incubation Centre was organized by IQAC in collaboration with NESSIA	03/10/2019	03/10/2019	03/10/2019	41
2019	A programme on Entrepreneurship development among the student was organized by IQAC in association with North East Agri Technology Entrepreneur Hub" (NEATHub), Assam Agriculture University, Jorhat.	25/10/2019	25/10/2019	25/10/2019	45
2019	An energy saving drive one hour energy blackout per week is practiced in the campus	01/08/2019	01/08/2019	31/07/2020	1284
2019	A programme on "Value based Education" was organized by Assam Development Initiative (ADI), an NGO in association with IQAC	25/11/2019	25/11/2019	25/11/2019	120
2019	A coaching on Preparation for Administrative	17/09/2019	17/09/2019	12/11/2019	87

services was  
conducted by  
IQAC

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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
Observation of International Girl Child Day through street play	11/10/2019	11/10/2019	40	Nil
Awareness programme on "Health and Hygiene of Women" organised by Centre for Women Studies (Women Cell) in collaboration with Pathik (NGO) under project "Sree-Moyee" at Kakojan College	24/02/2020	24/02/2020	171	Nil
Survey on Socio-Economic problems of Women and Girl Student of Jhanjimukh Area. Survey was conducted by the members of Centre for Women Studies, Kakojan College	28/02/2020	28/02/2020	158	Nil
Awareness programme on "Role of Women in Socio-Economic Sphere" organised by Centre for Women Studies,	14/03/2020	14/03/2020	52	Nil

Kakojan College at Rajoi Purana Hatkhula Kristi Kendra			
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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 conservation. 2. One hour electricity shut down during week days to reduce energy consumption. 3. LCD monitors are provided to offices, departments, and library and computer laboratory to reduce the power consumption. 4. Installation of LED/CFL bulbs in place of incandescent bulbs/tube light. 5. Stickers are placed in different places of the college campus to create awareness against wastage of water and electricity.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1
Scribes for examination	Yes	1

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
2019	1	1	11/10/2019	1	Awareness programme on Observation of International Girl Child Day	Gender Equality	40
2020	1	1	05/03/2019	2	National Seminar on "Crime against Women in North East India: Its Correlation with conflicts and natural calamities"	Women and Security	130
2020	1	1	14/03/20	1	Student	Environ	130

			019		workshop on Climate Change by Botanical Society of Assam (BSA) - ASTEC	mental Sustainability	
2020	1	1	14/03/2020	1	Awareness programme on "Role of Women in Socio-Economic Sphere"	Women Empowerment	52
2020	1	1	20/03/2020	1	Awareness programme on Covid-19 in nearby villages	Awareness on Covid-19	120
2020	1	1	20/06/2020	1	National Webinar on Intellectual Property Rights (IPR)	Create awareness on IPR	215
2020	1	1	27/06/2020	1	National Webinar on "Online Education in Higher Education: Challenges and Prospects"	Problems and Prospects of Online Teaching	500
2020	1	1	30/06/2020	1	National Webinar on "Role of Youth in Socio-Economic Development in Post Covid-19"	Impact of Covid-19 on people's livelihood	70

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### 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 Ethics	29/06/2019	A Handbook on Code of Professional Ethics 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
Celebration of Independence Day	15/08/2019	15/08/2019	30
Celebration of Republic Day	26/01/2020	26/01/2020	35
Celebration of Saraswati Puja	29/01/2020	29/01/2020	940
Observation of National Science Day	28/02/2020	28/02/2020	120
Celebration of Environment Day	05/06/2020	05/06/2020	10
Celebration of Tithi of Srimanta Sankardeva	01/09/2019	01/09/2019	25
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Organized student workshop on climate change by renowned personality
2. Survey Report on diversity of tree and sapling in both the campuses of the institution
3. Plantation Drive under the banner of Eco-club
4. Bio-degradable waste is utilized to produce compost and used in organic farming practices
5. Computerized paper less election of the Student Union Society and online payment for admission process has been undertaken by the institute.

## 7.2 – Best Practices

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

Best Practice - 1 • Six months self-funded add on certificate courses on Organic Farming and Production of Inputs, Entrepreneurship Development in collaboration with Indian Institute of Entrepreneurship (A Govt. of India undertaking), Internet Based Web Designing, Computer Hardware and Networking, Basic Computer Application (BCA), Leadership Development, Personality Development and Human Values, Fine Art for the students to enhance their

skills. • Online Spoken Tutorial, IT/Software Training Program in association with IIT, Bombay initiated by National Mission on Education, ICT, MHRD, Govt. of India. • The Incubation Centre of the institution organised community based programme in Association with North Eastern Small Scale Industries Association (NESSIA) and JYOTISKA, Jorhat

**Goal:** The goal of this practice is to make student community well equipped in modern trends of digitalized sectors and fostering spirit of entrepreneurship in various aspects including organic farming practices as well as inculcating ethics and morality in their life through leadership development.

**Practices:** The institution offers 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 for the degree students to enhance their skills as each and every sector is influenced by computerized works. These offered courses would be able to develop skills and employability to the students in various sectors. Courses under entrepreneurship and leadership development would help the students to inculcate the various skills of self-employment. The students coming from various locality having enormous resources, through these courses they could develop self-employment opportunities.

**Best Practice - 2**

• Awareness on organic farming methods like use of compost, vermicomposting etc. among the students and local people to create an eco-friendly agricultural practice instead of using inorganic and chemical fertilizers. • The Incubation Centre of the institution tries to motivate the rural people to develop various agro-based skills to empower themselves.

**Goal:** The goal of this practices is to create awareness about the positive impact of using of organic farming practices including production of bio-compost, vermicomposting etc. among the students and common people of the neighbouring areas and to provide guidance to the rural people to develop the agro-based skills through the guidance of Incubation Centre of the institution.

**Practices:**

- The student community and common people has been trained to prepare bio-compost, vermicomposting etc. in their locality from the locally available bio-product. In this regard the institution has taken initiative to organize various awareness and training programme among students and local community. The reason behind this initiative is to motivate the students as well as nearby people to incline towards organic farming practices in their livelihood from easily available bio-product.
- The Incubation Centre of the institution provided guidance in association with North Eastern Small Scale Industries Association (NESSIA), Jorhat and Department of Agriculture, Govt. of Assam to create small group among the farmers of Kotikuchia Gaon, Teok, Jorhat to avail various facilities offered by the Department of Agriculture, Govt. of Assam.

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/2021/08/Best-Practice-2019-2020.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

- The institution is located in a rural area where majority of people belong to agriculture and agro-based profession. In these backdrop the institution has initiated organic drive in the shape of organic model gardening and production input unit. The institution has undertaken various awareness and training programme among students and local community. The institution has motivated rural students as well as nearby people to adopt organic farming practices in their livelihood to popularize the concept of Sustainable Development and tries to motivate the rural people to develop various agro-based skill to empower



themselves. • In connection of organic farming the institution has provided self-funded Short Term Certificate Course on Organic Farming and Production of Inputs for the students. The main objectives of this course is to aware and develop skills on technique of organic fertilizer along with other aspect like indigenous seed conservation, soil management etc. • Besides this course under the banner of Organic Model Garden and Production Input Unit, the institution has organized various extension programmes for community development. These activity help the students along with the community to develop a healthy and economically stable environment up to some extent. To achieve the above mentioned goal the following practices are taken by the institution - (a) Organized awareness programme on Role of Women in Socio-Economic Sphere at Rajoi Purana Hatkhula Village on 14/03/2020, (b) To empower and motivate the rural community, the institution introduced an Incubation Centre in the institution.

Provide the weblink of the institution

[http://kakojancollege.edu.in/wp-content/uploads/2021/08/Institutional-Distinctiveness\\_2019-2020.pdf](http://kakojancollege.edu.in/wp-content/uploads/2021/08/Institutional-Distinctiveness_2019-2020.pdf)

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

1. To organize National Level/State Level Webinar, workshop, awareness programme on Gender, Health, Value and Environment 2. To organize Skill Enhancement workshop on "Financial Literacy" 3. To organize more community based programme under IQAC 4. To install Rain Water Harvesting Plant to store and use of rain water 5. Initiative has been taken to make eco brick to reduce one time used plastic 6. To organize activity on Swachhata Action Plan