



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

KOKRAJHAR GOVT. COLLEGE

- Name of the Head of the institution **DR. BANABINA BRAHMA**
- Designation **Principal (in-charge)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03661270245**
- Mobile no **8638471995**
- Registered e-mail **principalkokgc@gmail.com**
- Alternate e-mail **coordinatorkokgc@gmail.com**
- Address **W/NO-6, KOKRAJHAR TOWN**
- City/Town **Kokrajhar**
- State/UT **Assam**
- Pin Code **783370**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **BODOLAND UNIVERSITY**
- Name of the IQAC Coordinator **Purushattam Vaskar Narzary**
- Phone No. **8638037157**
- Alternate phone No. **03661270245**
- Mobile **8638471995**
- IQAC e-mail address **coordinatorkokgc@gmail.com**
- Alternate Email address **principalkokgc@gmail.com**

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

https://www.kgc.edu.in/IOAC_Doc/AQAR_2020-21_19388.pdf

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://www.kgc.edu.in/Syllabus.aspx?CALLFROM=2>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.05	2004	03/05/2004	02/05/2004
Cycle 2	B	2.23	2015	15/11/2015	14/11/2020

6. Date of Establishment of IQAC

19/08/2002

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

- Online feedback on curriculum from students, student satisfaction survey on teaching learning process • Participation in NIRF 2022
- Participation in AISHE 2021 • Workshops/Seminars/Webinars for faculties and Students; and Quality Sustenance Initiatives like Swachh Bharat Abhiyan, online admission system, Community extension services etc. • Continued series of certificate courses for skill development of students

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

Plan of Action	Achievements/Outcomes
1. The college shall obtain ISO Certification 9001:2015	Under process
2. The IQAC will adopt five villages under Unnat Bharat Scheme.	The college has adopted the villages surrounding its new proposed campus. Special education drive has been carried out by admitting socially marginalized ST and OBC students from the adopted villages
3. FSSAI Certification shall be obtained for Hostels.	Under process
4.The college shall take up steps to make campus differently abled student friendly.	Ramps for differently abled students have been built
5. The college shall create MoUs with NGOs and industries.	An MoU with the ANT (the Action Northeast Trust) has been signed.
6. The college shall convert minimum 12 classroom into smart classrooms with interactive panel and other modern amenities.	The college has converted 12 classroom into smart classrooms having interactive display panel with wifi facility. Two of the rooms has been upgraded with sound absorbing quality.

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

- Name of the statutory body

Name	Date of meeting(s)
Board of Governors	19/12/2022

14. Whether institutional data submitted to AISHE

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
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Name	Date of meeting(s)
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14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	14/03/2022

15.Multidisciplinary / interdisciplinary

Kokrajhar Govt. College (KGC) has 19 departments spanning across Sciences, and Arts stream and hence is fully prepared and geared up for offering a complete multidisciplinary and Interdisciplinary experience to its learners. The various departments of the college already offer elective papers to students from other departments as part of their curriculum.

2. KGC being a constituent College of Bodoland University of Kokrajhar completely adheres to and follows the course structure and curriculum as approved by the University. Thus the college will implement in letter and spirit the curriculum and course structure as formulated by the University as per NEP. The college has necessary expertise to implement the curricula linkages and integration between Arts and Science.

3. The College will implement and provide courses involving flexible and innovative curricula as per the list approved by the University. The college boasts of a very active and vibrant NSS and NCC, ECO club. The college has adopted villages of rural Kokrajhar. Through these initiatives the college is already involved in community engagement and service, environmental education and value based education.

4. The college will adhere to the 4 year curriculum framework with multiple entries and exits as provided by the University. The college already has a well established framework for offering elective courses in which student strength varies every year, hence is completely prepared for this concept of multiple entries and exits

16.Academic bank of credits (ABC):

As KGC is a constituent college to Bodoland University and completely adheres to the curriculum framework and syllabi as approved by the University from time to time. The College is going to set up its own MIS system of student data management in next academic year. And hence it is completely prepared to implement Academic Bank of Credits framework as approved by the University.

17.Skill development:

1. The college offers its students elective skill Enhancement courses as per their curriculum. In addition to these course, the college also offers certificate courses which also aim to develop discipline related skills and hands-on approach. The

college also offers language skills course and Environment Studies course as a part of the ability Enhancements courses.

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

The college has one of the maximum numbers of Language departments in the University, namely (i) Hindi (ii) Bodo (iii) Bengali (iv) Assamese (v) English and all these departments offer full programs or courses in different programs which deal with India Languages, Culture, Knowledge System amongst other topics. In addition to these departments the college faculty also have interest and research work in these areas to help students in develop understanding about our traditional ethos. The college constantly encourages its faculty to hone their skills in these areas by attending FDP, Refresher courses, seminars and conferences and also by organizing these for the benefit of all faculty from different institution across India.

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

The college has completely adopted the learning outcome based curriculum framework and will implement in letter and spirit the program structure and curriculum approved by Bodoland University. The College has established a robust and credible continuous evaluation and internal assessment system to constantly monitor the progress of all its students including their regularity. Based on this assessments the faculty plan their intervention to help the weak students and slow learners so that they can also cope with the rigor of the curriculum.

20.Distance education/online education:

For this purpose the college has subscribed to Cisco Webex meeting and Google Suite free version which includes all Google tools like Google Meet, Jamboard, Google Classroom, Google Calendar to develop and deliver the entire teaching learning process in an online environment in addition to offline teaching and interaction.

Extended Profile

1.Programme

1.1

32

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

File Description	Documents
Data Template	View File

2.Student

2.1 3142

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 1419

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 519

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 106

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 75

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	32
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

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2.1	3142
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

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File Description	Documents
Data Template	View File

2.3	519
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	106
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	75
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	52
Total number of Classrooms and Seminar halls	
4.2	63.41
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	114
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The Academic Council of the college regulates monitors and ensures literal implementation of the academic schedules published at the beginning of the academic session. The council, through the principal of the college, directs the various departments to conduct departmental seminars and field studies. The council adheres to strict implementation of the academic schedules like sessional examinations as published by it in the academic calendar.
- The Academic Council, through the Routine Committee, also ensures spaces for the remedial classes/tutorials in the weekly routine to facilitate slow learners.
- The faculty members record the activities daily in the departmental log book. Complaints/feedbacks, if any, from the departments with regard to the problems faced in the process of smooth implementation of the chalked out plans are addressed by

the academic council in consultation with the IQAC and the Principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kgc.edu.in/Syllabus.aspx?CALLFROM=2#

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

Yes, the institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE). The academic calendar is created using the declared calendar of the affiliating university as a guide. This enables the institution to efficiently adhere to the calendar's timetable. Sessional examination are scheduled for all semesters. The end of the examination is explicitly stated in the Calendar for the conduct of Continuous Internal Examination. Arrangements for the conduct of co-curricular activities are also prepared during the planning of the academic calendar. Activities such as subject association formation, guest lectures, and field trips, as well as for Extension activities, sports, exhibitions, and annual events are examples of extracurricular activities. gathering. The teachers record classes in log book through daily notes. They keep an eye on things and make sure the curriculum delivery timetable is being followed.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.kgc.edu.in/Syllabus.aspx?CALLFROM=2

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

A. All of the above

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

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

32

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

47

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

2110

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

Kokrajhar Govt. College has a tradition of imparting value-based education from its inception. Affiliated under Bodoland University, the college gets adequate representation in compiling syllabi for undergraduate courses, and advocates for inclusion of components such as gender, ethics and human values. Apart from regular syllabi, these issues are a regular feature of classroom discussions in all social science and humanities courses, extension activities, co-curricular events. The syllabus of Philosophy encompasses ethics. English Literature has exclusive paper on gender in the form of Women's Writing in English. Environmental issues and ethical issues are an integral part of science courses. The Environmental studies department offers a course on biodiversity, Ethics and Policy. Besides, separate events and activities are regularly organized by different departments to make students reflect critically on important contemporary issues. Apart from this the College organizes Social Outreach Programme on these issues along with organising activities/ programmes/ lectures showcasing gender issues in college for students to sensitize them.

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

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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

172

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

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.kgc.edu.in/SSS.aspx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.kgc.edu.in/SSS.aspx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3142

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

2012

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

2.2 - Catering to Student Diversity

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

In every academic session, students are assessed by the teachers on the basis of classroom performance, individual interactions, sessional examinations and participation in diverse activities in the college. The slow learners and advanced learners are identified from their performance and in the above activities. To achieve the goal of enhancing the learning experiences of the advanced learners and the slow learners, the college adopts various strategies.

Strategies for slow learners:

1. Tutorial classes are conducted for slow learners to clarify doubts;
2. Practice Home work, Assignments etc which are assessed by their teachers;
3. Engagement in group discussions/departmental seminars/social activities/ class activities/institutional activities to build confidence level of the students.

Strategies for advanced learners:

1. Advanced reading materials to stimulate their thoughts;
2. Encourage to attend/participate in various programmes like seminars/ lectures/ MTTs (Mathematics Training and Talent Search)/ quizzes etc;
3. To motivate them to excel by providing Best Graduate awards on College Freshmen Social Day;
4. Interactive programmes with eminent persons from various fields are organized to motivate and encourage the advanced learners.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/Current_Events_View_All.aspx
Upload any additional information	View File

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

Number of Students	Number of Teachers
3142	106

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Various student centric methods are adopted by the college to ensure active participation of students in the teaching learning process.

Experiential Learning:

- **Visits outside the institution:** The teachers encourage as well as provide students with opportunities to pursue experiential learning in their respective domains. Visit to higher educational institutes and other activities outside the college are organized.
- **Field Study:** Field study is organised once in every academic session which helps the students to realize their responsibility towards the environment.
- **Educational Excursion:** Educational Excursions are also organised to develop various personality qualities and curiosity among the students.

Participative Learning: Departments adopt the following methods for effective participative learning

- Group Discussion
- Project work
- Departmental Seminars

- Quiz Competitions
- Home assignments
- Interactive sessions with experts in various fields

Besides these, participation of the students in various activities organized by the College like cleanliness programmes to inculcate values and social responsibilities among students, college sports and cultural activities are ensured. Students are also encouraged to participate in Inter-College competitions, Youth festivals, various events organized by the nation and state.

Problem Solving Methodologies:

- Practical works
- Intelligent test
- Assignments and Projects

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.kgc.edu.in/Current_Events_View_All.aspx

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

The college has prioritized use of ICT in teaching -learning in the subjects Botany, Chemistry, Computer Science, English, Education, Geography, Mathematics, Statistics, Zoology, etc. E-resources and techniques like Google classroom, Power Point (PPT), E-books, EJournal, WhatsApp, PPT Slides, Multimedia classes, Audio Visual Teaching aids, Matlab, You tube Channel are used for teaching learning process. Central library have networked internet connections. Campus is wi-fi enabled. Faculty members are encouraged to use digital tools, online portals such as National Digital Library, SWAYAM, etc. and N-LIST consortia subscription of the institute, which facilitates teaching-learning. During the Covid 19 pandemic institution subscribed to G-suite and Cisco webex meeting which was effectively used for conducting regular classes. Google classroom was used in posting and receiving assignments, post educational resources and materials. Google forms were used to evaluate students, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

106

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

2.4 - Teacher Profile and Quality

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

68

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

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

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

39

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

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

2.4.3.1 - Total experience of full-time teachers

1170

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

2.5 - Evaluation Process and Reforms

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

Internal Assessment is done by each department at both UG and PG levels of the institution as part of the rules set by the affiliating University. Students' progress and performance evaluation is done by teachers frequently in the respective departments. Internal assessment marks of students are recorded on the basis of their performance in sessional examinations, their participation in departmental seminars/Group discussions/departmental quiz etc, class attendance, assignment. The results of the sessional exams are displayed in the departmental notice boards for the students. Moreover, the students are allowed to see their checked examination scripts. This is done to make the students aware of their mistakes and to highlight the areas where scope lies to score better marks. The teacher also appreciates top best performances of students for boosting their morale. Such evaluation process makes the students more refined and confident for the end semester

(final) examinations conducted by the university.

File Description	Documents
Any additional information	View File
Link for additional information	http://buniv.edu.in/7-Document/UGDegreeRegulations.pdf

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

The institution has a regular and continuous culture of conducting examinations in departmental level and centrally. It is mandatory for all the students to appear in the examinations and the whole process of evaluation is very transparent and organized. Utmost care is taken by each department of the institution in terms of examination grievances so that they are redressed on time-bound basis. Students having grievances regarding marks obtained under different category of questions or the issues of wrong calculation, omission of marks in the internal examinations conducted by the college are reported to the respective head of the department who take immediate recourse to the problem. Students have the freedom to approach the Principal directly with regard to any grievances. On the other hand grievances related to Examinations conducted by University are mainly dealt with the administrative office. If any student comes with any grievance, he or she is generally guided by the college office to apply in a proper online or offline system. Later these grievances are forwarded to the Universities or Council for rectification.

File Description	Documents
Any additional information	View File
Link for additional information	http://buniv.edu.in/7-Document/UGDegreeRegulations.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution has created Programme Outcomes, Program Specific Outcomes, and course outcomes for MA/M.Sc. and B.A. /B.Sc. They have been finalised and submitted on the institutional

website in accordance with the ethos of the affiliating university.

The College sets out teaching plans to achieve Programme Outcomes, Program Specific Outcomes, and Course Outcomes which commence with departmental meetings. The IQAC informs staff of the learning outcomes and distributes the UGC model curriculum's Programme Outcomes, Program Specific Outcomes and Course Outcomes for implementation into the institution's curricular transaction.

At the beginning of each course, teachers notify students about the course outcomes in the classroom. The Student Satisfaction Survey (SSS) is another tool used by the college to get feedback on how well students are meeting their learning objectives. Thus, the institution uses the above mentioned methods to inform students and faculty about course and programme learning objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kgc.edu.in/Programme_Outcomes.aspx
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The evaluation of attainment of Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) is primarily made on the basis of the performances of the students in summative and formative assessments in the courses. The summative assessment is made through the semester examination of the affiliating university, and counts 80% of the assessment in a course. The other 20% of weightage for internal assessment is used for the formative assessment of the student. The knowledge and skills aimed for the course outcomes are assessed through the semester examination, sessional examinations, along with a process of continuous internal evaluation that includes home assignments, group discussions, seminar presentations, quizzes, etc., throughout the semester. Learning outcomes of the students

are regularly monitored by the departments and appropriate remedial measures are taken for desired course outcomes. Moreover, departments assess the program specific outcomes after semester results and chalk out desirable interventions to achieve better outcomes. In addition IQAC carries out academic audit of the results of the final year students with an aim to improve the COs. The POs have been uploaded on the College website. The attainment of PO is assessed through the student progression record of alumni of the institution. However, placement of students has been affected due to Covid-19 pandemic in this academic year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.kgc.edu.in/Programme_Outcomes.aspx

2.6.3 - Pass percentage of Students during the year

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

519

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://guportal.in/Results/ExamResultDeclare.aspx

2.7 - Student Satisfaction Survey

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

<https://www.kgc.edu.in/SSS.aspx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
7	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	

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

3.2 - Innovation Ecosystem

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

Teachers and students develop an environment by utilising academic material resources in libraries, workspaces with contemporary laboratory equipment, computers, high-speed internet, and Wi-Fi. The college has a structure in place for creating and promoting innovation through the operations of cells and departments. IQAC, Career counselling cells etc. promote entrepreneurship through workshops, certificate courses, and competitions. Students take the lead in terms of creative design, editing, and contribution in the form of articles and poems in College Magazines, Competitions in Annual Bonjar Festival, Ishan Mushahary Memorial Day celebration, and other events. Field trips of students boost creativity and innovation. Students in the postgraduate programme work on projects in reputable research institutions. Faculty innovations include a Yoga Course offered by the philosophy department in cooperation with the Patanjali Yogapith Committee in Kokrajhar. Under the banner of the College's department of Botany, a "Mushroom Production and Training Centre" (MPTC) has been established. Faculty have generated ICT material for students in the form of PPTs, e-resources, films, and other formats.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kgc.edu.in/Current_Events_View_All.aspx

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year****2**

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

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****1**

File Description	Documents
URL to the research page on HEI website	https://www.kgc.edu.in/Research_and_Development.aspx
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****11**

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

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

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

20

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

3.4 - Extension Activities

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

Kokrajhar Govt. College organized number of extension activities involving the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last academic year.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/Current_Events_View_All.aspx
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
5	
File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
9	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Kokrajhar Govt. College gives top priority to fulfill the requisite norms provided by the affiliating university in terms of infrastructure, teaching-learning facilities, ICT tools etc.	

Every department has been provided with sufficient numbers of classrooms, laboratories, stock books, record keeping books, attendance registers and all other relevant materials required for teaching learning process. Most of the departments are provided with ICT facilities like Laptop, Projector etc. The science departments are well established and fabricated with well equipped laboratories which cater the need for under graduate as well as post graduate curriculum of the affiliating universities. Apart from central library, all the departments have their own seminarlibrary for their students as well as teachers. The college campus is fully equiped with WiFi facilities for faculties, students and office bearers. The campus has facilities like Computer Centre, Students Day Home, purified drinking water facility, Canteen etc which are used optimally by stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kgc.edu.in/Facilities_KGC.asp x

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

- There is an open-air space for open air programs.
- There are outdoor facilities for Football, athletics and other track and field events, separate volleyball courts, as well as facility for badminton which is shared by Kokrajhar District Sports Association as per MoU.
- Students' Day Home accommodates facilities for table tennis, carom, chess etc.
- Yoga Day is celebrated regularly with Yoga demonstrated by experts.
- Kokrajhar Govt. College Students Unionis dedicated to sports & cultural activities round the year and the annual festival titled Bonjar Festival.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.kgc.edu.in/Sports.aspx

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**32**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.kgc.edu.in/ICT Enabled Facilities.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****21.53**

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

4.2 - Library as a Learning Resource

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

Library is fully automated using SOUL 2.0 software. The year of automation is 2019.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.kgclibrary.in

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

A. Any 4 or more of the above

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

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

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

1.1387

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

44640

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

4.3 - IT Infrastructure

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

The college upgrades its IT facilities frequently as per the needs and requirements. These include increase in the number of computers, internet connectivity, new institutional portal, appointment of a System Administrator, portal updating, setting up of ICT-enabled classrooms and seminar hall, online admission, library digitization, etc. Number of computers has been gradually increasing in the last five years, with the setting up of additional computer labs for Physics Department, Wi-fi and LAN arrangements have been done, Internet connection bandwidth has been upgraded 100 MBPS/ GBPS, A new dynamic institutional portal (www.kgc.edu.in) has been designed to meet the rising demands in the educational and administrative domains, whereby large database needs to be stored and displayed in the website in the interest of different stakeholders. This new dynamic portal, with unlimited cyberspace, has a good number of features. A System Administrator is appointed and attached to IQAC to monitor the regular updating works in the new portal. The new institutional web portal has been designed within the college through its inhouse technical expertise, by the System Administrator. The System Administrator attached with IQAC has been necessitated in view of data upload in the institutional portal on regular basis. Central library of the college has been fully digitized through the use of RFID technology.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.kgc.edu.in/ICT Enabled Facilities.aspx

4.3.2 - Number of Computers

137

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

6.531

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

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

PLANNING BOARD: Procedures and policies for utilizing and maintaining various facilities, proposal for new construction, alterations in any part of the building are planned properly by this board.

Construction Committee: The Committee of the College looks after additions and alterations in any part of the building. Apart

from those members, 18 members of non-teaching staff have been permanently engaged to keep the campus clean.

Sports Facility: The institution has MoU with Kokrajhar District Sports Association(KDSA) which maintains all sports facilities and training facilitating sports potential of the college.

College Canteen: College has a well ventilated, spacious canteen for the students as well as the teachers. The authority makes sure that the students can enjoy fresh, healthy and delicious foods at the best affordable price.

Hostel Management: The College provides minimum facilities in the matters of utensils, furniture, newspapers but not electricity bulb to individual students for study/ reading purpose. Details of hostel rules and regulations, management system and mess system are elaborated in the Hostel Bulletin, which is provided to the selected candidates during admission to the College.

Library Facility: A student can borrow books from the library on production of Library Cards, which are issued to the students after admission. For smooth functioning of the library, there is a Library Advisory Committee. The Library Card issued to the students remains valid for one academic year. A student can borrow books for a maximum period of 14 days from the date of issue.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.kgc.edu.in/Procedures_and_Policies.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1085

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.kgc.edu.in/Capacity_building_Skills.aspx
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

106

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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

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

The college has an elected students' union body by the name "Kokrajhar Govt. College Students Union (KGCSU)". The union

comprises of 12 executive members headed by the Principal of the college as Chairperson. The executive body has the portfolios of (1) Vice president (2)General Secretary(3) Assistant General Secretary(4)Major Games Secretary(5) Minor Games Secretary(6) Debate and Symposium Secretary(7) Cultural Secretary.(8) Social Service Secretary.(9) Literary Secretary.(10) Music and Song Secretary.(11) Boys' Common Room Secretary and (12) Girls' Common Room Secretary. Prof-in-charges are attached to each portfolio, appointed by the Principal. The executive members of the union take an active role in organizing different activitiesfor the students in the college campus. The union also works in facilitating deserving students in participating different events organized at the district/state/national level and international level. KGCSU also takes active part in different programs and workshops. They also perform activities in collaboration with some other cells of the college like the NSS, NCC, Women cell,KGCBSLS, etc. The members of KGCSU have representation in (i) Anti Ragging Cell, (ii) The General Secretary and Asstt. General Secretary, Students' Affairs Sub-Committee, (iii) Phanindra Nath Brahma MemorialTrust, (iv)Extension Service Cell, (v) Women Cell.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/StudentPage.aspx?CALLFROM=2
Upload any additional information	No File Uploaded

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

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

4

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has a rich legacy of brilliant alumni. The Alumni association of Kokrajhar Govt. College is a vibrant wing of the age old institution with chapters like departmental alumni, Boy's hostel alumni etc. The alumni association meets with current batches and mentors them through the networking forums to the best of their abilities. Through these alumni meets, a strong bond is created between the passed out students and the current batch. The association encourages the meritorious students of the college by rewarding cash with certificates. From time to time the association also organizes orientation programme on career options and opportunities for the students. Programmes like World Environment Day etc. are observed by the college in collaboration with the association and plants saplings as a small contribution towards making this earth a better place to live in. The association also contributes towards the infrastructural development of the college campus. Whenever situations like flood, community clashes occur, the association generously donates the amenities to the victims or needy ones. College Alumni Association registration number is RS/KJR/253/U/12 of 2020-21.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/Alumnipage.aspx
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Mission of the College The College was established in 1959 with a noble mission of providing higher education to the underprivileged people of this part of the Country when higher education was a distant dream for most of the people. College was to provide the people an opportunity of higher education so that they could shoulder the responsibility of educating their people on large scale.</p> <p>Like any other backward places of India, the society of this area had suffered from a variety of social evils, such as superstitions, crude social practices, prejudices, etc. The mission of this College was to promote scientific, rational and secular outlook among the people and to help people overcome superstition and evil social practices and to inculcate a rational behaviour.</p> <p>Gradual progression to higher studies was another mission of thisCollege, so that after completion of College education, successful students would have the opportunity to attain higher education in Universities and technical institutions, etc. Another mission of Kokrajhar Govt. In this regard, the College gives special emphasis on the following points in relation to quality improvement:</p> <ul style="list-style-type: none"> • Quality Education with Social Responsibility. • Effective Social Organization and Social Harmony • Institution with Environmental Responsibility: • The need of the hour is to inculcate the spirit of responsibility and care for the environment. 	

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/AboutKGC.aspx?CALLFROM=02
Upload any additional information	No File Uploaded

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

The institution has a practice of participative management. The college provides opportunity to all stakeholders for participating in the decision making process. The administrative and academic structure of the college is designed in a manner to make decisions by participative arrangement. The Principal is the administrative and academic Head, followed by the Vice principal and the HoDs. The Principal holds meetings of the departments frequently regarding academic and financial matters. The final decision in the meeting is taken in consultation with the HoDs. The examinations are carried out periodically throughout the year for which there is a separate examination cell comprising of faculties as Assistant Officer in Charges and office staffs for carrying out different examination related works. The Vice- Principal of the college is in charge of Examination Cell. The Cell conducts regular meetings, also attended by the Principal. The existence of the Academic Council in the College is another instance of decentralization and participative management. The Academic Council, within the academic spheres of the college, is the supreme academic body that looks after the academic health of the institution. Consisting of the Principal as the ex-officio chairperson, the Vice-Principal as the ex-officio convenor the HoDs as the ex-officio members in different portfolios, the Council sits for meeting regularly to discuss, regulate and resolve matters dealing with teaching and learning in the college.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/IQAC_Doc/New_Organogram_KGC_2022.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching and Learning:

The College prepares an Academic Calendar at the beginning of each Academic Session along with Teaching Plans prepared by the departments, individually. The Teaching Plan is executed in accordance with the Academic Calendar and is recorded in the Teaching-Execution Register departmentally and individually. Utmost efforts are made to make the teaching process more learnercentric. The progress of students is continuously assessed and evaluated through monthly Class Tests, Sessional Examinations, Viva, Projects, Study Tours, Field Studies, Seminars, Group Discussions, and Class Assignments, etc. to fulfil the requirements specified by the University. Students are always encouraged to join remedial classes/tutorials for improvement in their studies. In this academic session a student's satisfaction survey was conducted to assess the teachinglearning performance of different departments of the college. The IQAC analysed the feedbacks received from the students, for the improvement of the overall performance of the departments.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.kgc.edu.in/IQAC_Doc/New_Organogram_KGC_2022.pdf
Upload any additional information	No File Uploaded

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

Board of Governors:

The Board of Governors has 09 members in all: 7 are from the government and 2 from the college including Principal as the Member Secretary. Principal has a team of Vice-Principal, Heads of Departments, the IQAC Coordinator, Academic Council and the Supervising Assistant to assist in the discharge of collegework.

The Functions of Various Bodies:

The Planning Board, the Construction Committee, Budget and Audit Committee and the Hostel Subcommittee take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college and hostels. There is also the Teachers' Association (KGCTA) and the Association of the Non-teaching staff.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Assam Govt. Service Rules and the ethics of the college. The recruitment rules for the teaching staff are as per Assam Public Service Commission (APSC) along with the eligibility criteria prescribed by the UGC; Service Rules.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms for protection of teachers, employees, students and women for prevention and corrective action. Internal Complaints Committee deals with sexual harassment cases as well as violation of service rules.

File Description	Documents
Paste link for additional information	https://www.kgc.edu.in/Code_of_Conduct.aspx
Link to Organogram of the institution webpage	https://www.kgc.edu.in/IOAC_Doc/New_Organogram_KGC_2022.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Welfare measures for Teaching Staff:

- Group Insurance as per Assam Govt. rules.
- In-House Society named KCSARSS Ltd.
- Help with facilitation of bank loans.
- Quarter for Hostel Superintendent with incentives

Welfare measures for Non-Teaching Staff:

- Group Insurance as per Assam Govt. rules.
- In-House Society named KCSARSS Ltd.
- Help with facilitation of bank loans.
- Crash Course in Computer Basics for Supporting Staff.
- Renovation of living quarters of hostel support staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

4

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

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

- As per the direction of UGC and Higher Education, Government of Assam, the Institution has a performance appraisal system which is maintained by Department of Personal (Personal- A), Assam Secretariate (Civil), Dispur, Guwahati. Teachers have to submit Personal Profile. Based on Personal Profile and service record of the teachers AAR (Annual Appraisal Report) is prepared by the Principal.
- For Career Advancement under CAS, PBAS formats submitted to the Principal at the end of every academic session are forwarded by Principal to Higher Education, Government of Assam after approval by the Scrutiny Committee.
- Performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions given to staff by Principal.
- The IQAC, reviews Administrative and Academic progress so as to review the performance of all the departments and office administration. After the evaluation of the report, it is communicated to respective department for improving shortcomings

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Yes. Internal Audit is conducted by Principal appointed team whereas external audit is conducted by Assam Govt. approved financial auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

The main sources of funds, apart from the Government is College Management.

At the beginning of every financial year, requirements of the College Office, all the departments, Library and various cells are submitted to the Principal. The Principal then calls a meeting of HoDs, Librarian, Office Superintendent, coordinators of various cells and IQAC to decide and judiciously allocate funds once a budget is prepared.

In case of special grants/funds received from funding agencies like UGC and RUSA, Committees are formed for monitoring the utilization of grants as per guidelines.

Some funds are received from PNB Trust for Best Student Award. Funds received for conduct of examination are handed over to the In-charge of the examinations for proper conduct of exams through judicious management. Accounts of the examinations are submitted as per norms.

The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by In-House Audit Committee internally and by Govt. Approved Chartered Accountant/Auditor externally.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students.

Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal.

Two institutionalized practices are-

- **Induction Programme:** At the beginning of every academic session, Students' Orientation Programme is held for freshers in the form of Induction Programme. Students are given information about examination system, internal marks, Program outcomes, Cells of the college, library, NCC, NSS, sports etc. This is followed by a tour to different departments.
- **Skill-based Certificate courses:** New Skill-based Certificate courses have been introduced in CandleandSoap

Making, Electrical wiring, Traditional Bodo Medicine, Assamese Language Learning, Basics in HTML, Basics of MS Office, Programming in C, Tourism, MS-Excel in Data Analysis, Yoga etc. These subjects are skill-based and entrepreneurial.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College has undergone the 1st and 2nd cycles of accreditation in 2004 and 2015. Review of the various processes has been based mainly on their Peer Team Reports.

IQAC, through discussions and recommendations, identifies need of improvement towards teaching-learning and prepares a plan of action for upcoming session. Specific formats prepared by IQAC are used to collect information from individuals, HoDs, Cells, office, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and gaps, if any, are addressed by IQAC, the College administration and Management.

Example 1: Increase in the number of Computers: In line with the peer team recommendations, there has been a steady increase in number of computers and use of ICT for Teaching Learning over the past five years. Number of computers have increased From 63 in 2015-16 to 137 in 2020-21, through the succeeding years.

Example 2: ICT Enhanced Learning and Management: To raise awareness and enhance teaching-learning experiences, IQAC has made extensive use of college website, google form, virtual meeting platform like Cisco Webex, Google Classroom etc. for classes and meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>A. All of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	https://www.kgc.edu.in/IQAC_NAAC.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

<p>INSTITUTIONAL VALUES AND BEST PRACTICES</p>
<p>7.1 - Institutional Values and Social Responsibilities</p>
<p>7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year</p> <p>The college is a co-education institution which makes it to remain vigilant about different issues related to gender. The following steps and initiatives are taken for sensitization of women as an equal entity of human being in the year 2021-22</p> <ol style="list-style-type: none"> 1. Celebration of International Women's Day this year on 8th March, 2022. 2. Six Months Certificate Course in Yoga.

File Description	Documents
Annual gender sensitization action plan	https://www.kgc.edu.in/Gender_Audits.aspx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.kgc.edu.in/Facilities_KGC.aspx

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid waste management: SLRM (Solid and Liquid Resource Management) unit of Kokrajhar Municipal Board is providing service for waste management in the college. In this SLRM system of waste management, all solid wastes including e-wastes are managed properly. The SLRM system is implemented in Hostel campuses also.

Liquid waste management: Liquid waste from the hostels and washrooms of the college is safely disposed off through internal sewage system connected to the Municipal Board sewage line. Waste water coming out from chemistry laboratory is disposed in soak pit especially constructed for safe disposal of such wastes.

Biomedical waste management: The Girls' Common Room and the Girls' Hostel are being provided incinerator for hygienic disposal of sanitary napkins. Other types of biomedical waste are generated in minimal quantity.

E-waste management: All solid wastes including e-wastes are managed properly by SLRM. The college makes efforts to use electronic/electrical goods to their maximum productive period before rejection.

Waste recycling system: Currently waste recycling system is not implemented. **Hazardous chemicals and radioactive waste management:** Hazardous liquids coming out from Chemistry, Botany and Zoology laboratory are disposed in soak pit especially constructed for safe disposal of such wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Admission: The college since its inception has ruled out exclusive policy. Reservation for extra-curricular & special category like Sports, Culture, NCC, NSS, Scouts & Guides, Persons with different ability, and Fringe village is also incorporated in admission.

Annual Bonjar Festival: The Annual College Week of Kokrajhar Govt. College, also known as Annual Bonjar Festival included with a Food Festival provides an opportunity for the students to work, participate, compete and succeed in an inclusive environment.

Pre- Bwisagu celebration: Pre- Bwisagu festival is organized with a daylong colourful programme on 12th/13th April every year, in order to boost cultural harmony among the students.

College Magazine: The Annual college magazine, "Bwhwijiri" has been provided with sections on five different languages.

International Mother language day: This event is organized jointly by the language departments of the college English, Bodo, Assamese, Hindi and Bengali to promote linguistic harmony.

NCC and NSS unit: NCC and NSS cells of the college regularly organize extension activities related to community service. The college has introduced Scouts and Guides Cell to inculcate into the young minds the nobility of service to the society, to the nation, and to people in time of need.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Like every year, this year also Republic Day (26th January, 2022) and Independence Day (15th August, 2021) were celebrated. The flag hoisting ceremony on these two days was followed by motivational speech to instill the concept of constitutional obligations and duties of responsible citizens among the students and staffs of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.kgc.edu.in/gallery.aspx?CALLF ROM=001
Any other relevant information	Nil

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

A. All of the above

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

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

Republic Day (26th January) - Celebrated every year with a flag hoisting ceremony, oath-taking, and motivation talks.

International Mother Language Day(21st February)- This event is organized jointly by the language departments of the college English, Bodo, Assamese, Hindi and Bengali.The event aims to promote the fact the multilingual and multicultural societies exist through their languages

National Science Day (28th February): Celebrated every year along with Quiz competitions for school and undergraduate students and a popular talk on the theme by invited resource persons.

International Women's Day (8th March): Celebration of International Women's Day every year on 8th March.

World Environment Day (5th June): The college organizes World Environment Day every year with a tree plantation programme inside college campus / outside the campus. International Day of Yoga: (21st June): Every year the college organises Yoga Training classes are conducted for the students and staff on International Day of Yoga. Independence Day (15th August) Celebrated every year with a flag hoisting ceremony, oath-taking, and motivational talks.

Teachers Day (5th September): Teachers Day is observed centrally, on 5th September every year. In addition it organizes Hindi Diwas: (14th September),Gandhi Jayanti (2nd October) and National Mathematics day (22nd December):

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

7.2 - Best Practices

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

Two best practices successfully implemented by Kokrajhar Govt. College in the academic session 2021-22 are

1. ICT Enhanced Learning and Management

2. Competence enhancing programme (Compulsory Certificate Courses)

File Description	Documents
Best practices in the Institutional website	https://www.kgc.edu.in/Best_practice/Best%20Practices%20for%20AQAR%202021-22.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institution with Social Responsibility: The necessity of socially responsible and inclusive quality education for the all-round development of the socially and economically backward people of the region has increasingly become important in the age of globalisation where specialisation and competition have become the major determining factors of success. Development of a society can be realized only through proper understanding of the society and its problems. Therefore the College makes sincere endeavour to improve the social and economic conditions of the downtrodden people of the region. The College being in

Sixth Schedule area, a tribal dominated area, has accepted the challenge of educating and empowering the socially marginalised Scheduled Tribe students of the region. Moreover, the college has been able to attract women population of the marginalised communities, so that by educating them, society can be turned to gender neutral society where men and women of this tribes can enjoy equal status. The college is well recognised for its contribution towards empowering Scheduled Tribe students for last sixty years. The achievement of the college is reflected through the list of successful alumni.

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

7.3.2 - Plan of action for the next academic year

1. Additional land acquisition for the college shall be made.
2. A mini auditorium shall be built from college fund.
3. New rooms for office use shall be built.
4. Books for Hindi and Sociology will be purchased with special aim to upgrade the departmental capacity.
5. Minimum 100 computers will be acquired for Computer Centre, Bio-informatics lab, Mathematics lab and Geography lab.
6. Renowned scholar from foreign university shall be invited to motivate students.