# SELF STUDY REPORT

## FOR

## 3rd CYCLE OF ACCREDITATION

## KOKRAJHAR GOVT. COLLEGE

W/ NO.6, KOKRAJHAR TOWN

783370

www.kgc.edu.in

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

The mission of the institution is to impart higher education by nurturing intellectual and scientific temperament in keeping with Indian ethos and values for the development. Established in 1959, by the people of Kokrajhar town, realizing the dire necessity of establishing a college for the educationally backward region to impart higher education to young learners who are unable to go distant places for want of adequate means, the Kokrajhar Govt. College (erstwhile Kokrajhar College) has served the people of the region at its best capacity to fulfill the dream of thousands of its founders.

At the time of establishment, the number of persons having higher educational qualifications could be enumerated at one's fingertips. Recognising the role played by the college, the Govt. of Assam gave it recognition by upgrading it to a full-fledged Government College on 22nd August 2006 and has since been rechristened as Kokrajhar Govt. College.

Therefore, it makes sincere efforts to transform students, faculty members, staff and people who come into our contact, towards socially responsible citizens. The institution makes genuine efforts to fulfil its Social Responsibility and therefore provides the people an opportunity for higher education so that they could shoulder the responsibility of educating their people on large scale.

The college engages students and teachers as well as the management to learn how to give back to the society that gave them the opportunity to be at this College.

It has taken the economic, social, and environmental concerns of mankind sincerely in order to create a sustainable future for all. It focuses on areas of education, upliftment of marginalized communities, and environmental sustainability-related activities. The education policy of the college emphasizes imparting quality higher education to all with special emphasis on tribal students by nurturing intellectual and scientific temperament.

**Vision**

To impart quality higher education to all people in general and the tribal people in particular by nurturing intellectual and scientific temperament in keeping with Indian ethos and values for the development of the country. The vision of the college can be pointed out as:

·       Providing quality education.

·       Extending help towards the promotion and development of a progressive society.

·       Transforming the College into a Centre of Excellence.

·       Creating an empowered and competent society.

**Mission**

1. To provide the people an opportunity of higher education so that they could shoulder the responsibility of educating their people on large scale
2. To bring about sustainable development in society through quality higher education
3. To develop knowledge citizens with multidisciplinary global competencies
4. To integrate in the students the ennobling virtues of Indian ethos and values, tolerance and co-operation and a sense of appreciation of traditional and cultural inheritance of the nation and create unity and integrity among the people.

# 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

**Institutional Strength**

1. Government financial support is available.
2. Established premier institution.
3. Stake holders' involvements. Alumni support
4. Commendable performance in sports
5. Rich local culture and multicultural presence.
6. Remarkable social contribution
7. Maximum students get scholarship.
8. Institution is a hub of skill based certificate courses.
9. Excellent demand ratio
10. Strong socially sensitive extension and outreach initiatives resulting in inculcation of ethical andsocietal values
11. Remarkable Student Achievements in Sports
12. Well-placed alumni, in Government, Industry, NGOs, Academic institutions including Universities and Research Institutes.
13. State of the art infrastructure with a modern library, well-maintained laboratories, researchequipments
14. Competent and well-qualified Faculty Members with good number of publications in indexedjournals
15. The college is strategically located in the heart of Kokrajhar, the Capital of Bodoland Territorial Council
16. An institution with rich legacy and heritage of more than 62 years

**Institutional Weakness**

1. Inadequate hostel seats.
2. Computer-Student ratio needs improvement.
3. Inadequate industrial linkage.
4. Funded Research Projects
5. Academia-Industry Collaboration

**Institutional Opportunity**

1. Potential for sports

2. Attraction of foreign students in accordance with Look East Policy.
3. Inception of Ph.D Programme
4. Research opportunities
5. Incubation center with multidisciplinary approach
6. Promotion of local IKS to the world.
7. Declared to be upgraded to university.
8. Enhancing resource mobilisation through networking of Alumni.

**Institutional Challenge**

1. Creation of better facilities/infrastructure.
2. Creation of more sanctioned post of teachers to fulfill the requirement of university.
3. Completion of remaining 50% of college master plan.
4. Engagement of teachers in various government activities.
5. Getting laboratory equipment/materials in due time due to geographically backward area.
6. Addressing the linkage between Industry and Academia
7. Mobilisation of funds for infrastructure augmentation and research activities beyond Government and RUSA

# 1.3 CRITERIA WISE SUMMARY

**Curricular Aspects**

Kokrajhar Govt. College, established in the year 1959, is presently affiliated to Bodoland University (BU) situated at Kokrajhar. Now, the college is offering 29 programmes out of which 22 are UG programmes and 7 are PG programmes. It follows all courses as per the curriculum designed by the University.

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 Calendar** published at the beginning of every academic session. It contains schedule of all academic and non-academic activities such as **Sessional Examinations**, departmental class tests, practical works, assignments, college week, workdays, holidays etc. This information can be availed more conveniently from the college website as well as **KGC App**. A **central class routine** is prepared by **Routine Committee** for smooth running of classes. **Log book** for recording the activities of faculty members, **students attendance registers**, **assignment submission register**, **marks of internal evaluation** are properly maintained in all the 19 departments of the institution.

In order to ensure a more **student-centric** learning approach, different teaching methods like **experiential learning, research works, field trips, hands on training, use of ICT tools** have been used considerably. For skill enhancement **12 add on courses** and **35 certificate courses** have been offered by various departments of the college in 2021-22 session. Total **1681** no. of students have enrolled themselves for certificate courses.

 **Cross-cutting issues** regarding gender, professional ethics, human values, environment and sustainability are ensured to be integrated in the prescribed courses. Seminar, events, programmes, discussions are periodically organised based on these crosscutting issues by institutional cell/club like **Eco Club**, **Women Cell** etc. **Gender Audit and Green Audit reports** are prepared yearly to check and work on the needed aspects.

**Students' feedback** on curriculum and **Students' Satisfaction Survey** on teaching-learning process is annually collected, analysed and discussed for necessary actions.

## Teaching-learning and Evaluation

Kokrajhar Govt. College abides by the guidelines prescribed by Govt. of India for enrolment of Students against the various reserved categories like **ST/SC/OBS/Divyangs** and they are admitted purely on the basis of merit. Students are monitored through continuous and comprehensive patterns of Experiential Learning platforms like **Career Exposure Visits, Field Study, Educational Excursion, Outreach Programmes and Workshops**. Participative Learning is also encouraged by the Departments for holistic growth of students. They are engaged in various Participatory activities like **Community Surveys, Project Reports, Group Discussion, Progress Report, Departmental Seminar, Quiz Competitions, and Interactive Sessions with Experts** in various fields.

The students are also made to undergo several **Problem-Solving Methodologies namely Practical Works, Intelligent Test, Brainstorming Sessions, Self-Assessment and Group Learning** in order to augment the learning experience. The teachers use ICT enabled Teaching-Learning Aids to increase the attention span of students and also to make them familiar with modern day smart classroom tools **like Power Point (PPT), E-books, Ejournal, WhatsApp, PPT Slides, Multimedia classes, Audio Visual Teaching Aids, Matlab, Youtube Channel.**

The Central Library of the college is enabled with Networked Internet Connections which is used by U.G. and P.G. students. The Faculty Members are motivated are motivated to **use Digital tools and online portals like SWAYAM, N-LIST and National Digital Library** for imparting effective knowledge. A good number of Faculty Members in the Departments have **Ph. D Degree, in addition to NET/SLET.**

The process of evaluation is very stringent with internal assessment being done centrally and also by the Departmental levels by conducting **Sessional Tests and Home Assignments**. The grievances of the students, is addressed through a very strong mechanism of Feedback collection, which is done by the college authorities. The Departments also play an active role in addressing the emotional needs of the students by giving **Special Classes** to the students experiencing turmoil.

Kokrajhar Govt. College has a strong mechanism for adhering to the best practices in the domain of **Teaching, Learning and Evaluation.**

## Research, Innovations and Extension

During the last five years, the college has been putting continuous effort to create a congenial atmosphere for **Research and Development**. The college has an active research and publication cell to promote and monitor the quality of research. The college has been encouraging faculty members to do dynamic research work in their fields by granting on-duty leave and a travelling allowance. Over the last five years, more than **80 research papers** have been published in various highly reputed **SCOPUS and SCI-indexed journals along with UGC CARES listed journals.**

The **Department of Botany** has been assigned as the nodal department to establish a **Botanical Garden and a Fern House** to preserve various indigenous medicinal plants and fern species. The department has also been

working to discover wild mushrooms' medicinal and nutritional values. The department has conducted a training programme on mushroom cultivation in this connection. The college has sanctioned an amount of Rs. 70,000/- to the department to do an in-house research project on aromatic medicinal plants of Chakrashila Wildlife Sanctuary.

Five faculty members from the departments of **Mathematics and Chemistry** have been assigned as **PhD guides by Bodoland University** to promote research activities under.

**The Department of Chemistry** has been taking an active role in groundwater quality management. During the Covid 19 pandemic period, the department prepared **hand sanitisers** and made them commercially available in the market. Training sessions were also conducted to train NGOs.

The **Department of Physics** has taken a very active role to ignite the minds of young and talented school students in creating a scientific temperament.

The **Language Departments, viz., Bodo and Assamese,** have been publishing **Annual Magazines** to publish their research articles.

The **Departments of Mathematics and Chemistry** jointly organized an online workshop on research methodology covering MS word. 18 **MoUs** were signed to exchange knowledge among the students and teachers.

The college has been conducting **workshops and certificate courses** to promote entrepreneurship. Awareness programmes have been conducted to spread awareness about social evils such as witch haunting, alcoholism etc.

The college is going to establish an **incubation centre** for research and its development.

**Infrastructure and Learning Resources**

Kokrajhar Govt. College gives top priority to fulfil 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 **classrooms, laboratories, stock books, record-keeping books, attendance registers**, and all other relevant materials required for teaching-learning. Most of the departments are provided with ICT facilities like **digital board laptops, projector**, etc. The Science departments are well established and **equipped with laboratories** which cater to the requirements of undergraduate as well as the postgraduate curriculum of the affiliating universities. Apart from the central library, all the departments have their own seminar library for their students and teachers. The college campus is fully equipped with **Wi-Fi facilities for faculties, students, and office bearers**. The campus has facilities like **Computer Centre, Students' Day Home**, **a purified drinking water facility**, **a Canteen** etc. which are used optimally by stakeholders. The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), yoga centre etc. The college upgrades its IT facilities frequently as per the needs and requirements. These include an increase in the number **of computers, internet connectivity, a new institutional portal, the appointment of a System Administrator, portal updating, setting up of ICT-enabled classrooms and seminar halls, online admission, library digitization** etc. The number of computers has been gradually increasing in the last five years, with the setting up of additional computer labs for the Physics Department, Wi-fi and LAN arrangements have been done, Internet connection bandwidth has been upgraded to 300 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. The new institutional web portal has been designed within the college through **its in-house technical expertise by the System Administrator**. The central library of the college has been fully digitized through the use of **RFID technology. Solar lamps** are also installed at strategic points.

## Student Support and Progression

The students of Kokrajhar Govt. College receive scholarships every year such as **Ishan Uday Scholarship (UGC), ST, SC, OBC, Post-Matric Scholarship for Minorities Cs** etc. The college has instituted **PNB** award from the session 2018-19 for outstanding performance in the academics.

Kokrajhar Govt. College has been undertaking **capacity building and skill enhancement activities**. The college has organized **mock test for engineering/medical entrance examination, workshop on personality development and mind power, self-defence programme for female students, orientation on career options and opportunities, interactive lecture series, various certificate courses, lecture series on women health and hygiene** etc. to enhance the physical and mental well-being of the students. 'Resume Writing Workshop', 'How to face Interview', 'Defence Service as a career' etc. are also organized for the betterment of the students.

The progression rate of students to higher education and their placement in various positions is also noteworthy. Students are employed in reputed **multi-national companies such as Blackstraw, AI Technologies, Adda 24x7, Tebixa etc** and in **Govt. services**. The success rate of students in **GATE, GRE, CAT, GMAT, JAM, TOEFL etc**. are significantly rising.

**Kokrajhar Govt. College Alumni Association is a registered wing bearing registration number RS/KJR/253/U/12 of 2020-21.** It has been contributing to the development of the institution through financial and/or other support services.

## Governance, Leadership and Management

The governance of the college reflects its mission and vision. It corroborates a decentralised participatory nature of governance where respective **stakeholders actively participates** in the process of decision making. The college authority prepares **a perspective plan** to maintain its vision and mission of the college and accordingly several activities have been successfully implemented.

The college has a clear and effective **functional set-up** for its administration and quality management. Different committees of the college are functioning according to the **policies and procedures** of the administrative mechanism of the college.

The college stimulates **e-governance in admission, finance, students support services, library services feedback collection.**

The college provides all welfare measures to the teaching and non-teaching staff as per the provision of the government of Assam namely **pension, GPF, Gratuity, GIS, leave facility, medical facility** etc. A **thrift society** is also functioning under the society registration act for the teaching and non-teaching staff to fulfil the

immediate cash demand of the staff.

**Annual performance index of teaching staff** is considered at the time of promotion of teachers to their higher stages.

The college conducts **internal and external financial audits** regularly.

Internal Quality Assurance Cell organises regular meeting for **quality teaching and learning environment.**

The college has regularly participated in **NIRF, AISHE surveys**. The college authority initiated **International Organisation for Standardisation (ISO) certification and Food Safety and Standards Authority of India (FSSAI)** certification from this year.

## Institutional Values and Best Practices

When it comes to pressing problems like gender equality, environmental awareness and sustainability, inclusiveness, and professional ethics, the college has been proactive and responsive. The institution's mission and vision have been the guiding principles in the pursuit of realizing it.

## Gender Equity

Gender audit has been carried out and college administration has taken measures for alleviating the margin of Gender Sensitivity of the institute. Women Cell works actively to ensure and promote Women Empowerment and Gender Equity.

Programmes have been organized to sensitize and promote Gender Equity and facilitate Women Empowerment.

Deployment of 24x7 CCTV Cameras, Women Security Personnel in Hostels of the college campus for Safety of Women.

Certificate course in Yoga, Self-defense programe for female students, International Seminar on Women related issues have been conducted.

## Environmental Consciousness & Sustainability:

8 numbers of 30-Watt Solar Street light are installed.

Electric lights are energy saving: LED lights and power-efficient equipment installed.

All solid wastes are managed by SLRM of Kokrajhar Municipal Board. e-Waste is manged through SLRM as well as external vendors.

Rain-water harvesting with a storage capacity of 1000 Litres is effectively maintained for Water conservation. A pond is created near the college botanical garden to store natural water and create an artificial ecosystem

Ban of single-use plastic, restricted entry of automobiles and promotion of landscaping harness green campus initiatives

Green audit and Energy Audits have been conducted

Ramps, Wheel chair assistance, and Washrooms for Divyangan

**Inclusive environment and constitutional obligations:**

Inclusive environment is promoted through admission, Annual Bonjar Festival, Pre- Bwisagu celebration, College Magazine, International Mother language day, Independence Day, Republic Day etc.

Activities were organized to sensitize students and employees towards constitutional obligations and duties, child rights, cleanliness etc,

**The two best practices** of last five years are (i) PROJECT UDAAN (The Institutional Social Responsibility Project) and  (ii) ICT Enhanced Learning and Management

**Distinctiveness:** Our institute has seriously taken the economic, social, and environmental concerns of mankind in order to create a sustainable future for all. Thus, Institutional Social Responsibility (ISR) is a distinct feature of our institution.

# 2. PROFILE

## 2.1 BASIC INFORMATION

| Name and Address of the College | |
|---|---|
| Name | KOKRAJHAR GOVT. COLLEGE |
| Address | W/ No.6, Kokrajhar Town |
| City | Kokrajhar |
| State | Assam |
| Pin | 783370 |
| Website | www.kgc.edu.in |

| Contacts for Communication | | | | | |
|---|---|---|---|---|---|
| **Designation** | **Name** | **Telephone with STD Code** | **Mobile** | **Fax** | **Email** |
| Principal(in-charge) | Banabina Brahma | 03661-270245 | 8638471995 | - | principalkokgc@gmail.com |
| IQAC / CIQA coordinator | Purushattam Vaskar Narzary | 03661-277126 | 8638037157 | - | coordinatorkokgc@gmail.com |

| Status of the Institution | |
|---|---|
| Institution Status | Government |

| Type of Institution | |
|---|---|
| By Gender | Co-education |
| By Shift | Regular Day |

| Recognized Minority institution | |
|---|---|
| If it is a recognized minroity institution | No |

| Establishment Details |
|---|
|  |

| State | University name | Document |
|---|---|---|
| Assam | Bodoland University | View Document |

| Details of UGC recognition | | |
|---|---|---|
| **Under Section** | **Date** | **View Document** |
| 2f of UGC | 26-02-1992 | View Document |
| 12B of UGC | 26-02-1992 | View Document |

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|---|---|---|---|---|
| No contents | | | | |

| Recognitions | |
|---|---|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|---|---|---|---|---|
| **Campus Type** | **Address** | **Location*** | **Campus Area in Acres** | **Built up Area in sq.mts.** |
| Main campus area | W/ No.6, Kokrajhar Town | Urban | 5.3 | 6811.93 |

# 2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---|---|---|---|---|---|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Assamese | 36 | HS | Assamese | 75 | 75 |
| UG | BA,Bodo | 36 | HS | Bodo | 105 | 101 |
| UG | BA,Hindi | 36 | HS | Hindi | 15 | 11 |
| UG | BA,Sociology | 36 | HS | English | 75 | 72 |
| UG | BA,Philosophy | 36 | HS | English | 50 | 49 |
| UG | BA,Political Science | 36 | HS | English | 95 | 92 |
| UG | BA,Education | 36 | HS | English | 45 | 45 |
| UG | BA,English | 36 | HS | English | 90 | 89 |
| UG | BA,Economics | 36 | HS | English | 85 | 85 |
| UG | BA,Geography | 36 | HS | English | 65 | 61 |
| UG | BSc,Statistics | 36 | HS | English | 15 | 15 |
| UG | BA,Statistics | 36 | HS | English | 5 | 1 |
| UG | BSc,Mathematics | 0 | HS | English | 35 | 34 |
| UG | BA,History | 36 | HS | English | 75 | 73 |
| UG | BA,Bengali | 36 | HS | Bengali | 20 | 20 |
| UG | BA,Arts | 36 | HS | English | 10 | 0 |
| UG | BSc,Science | 36 | HS | English | 10 | 0 |
| UG | BSc,Computer Science | 36 | HS | English | 35 | 35 |
| UG | BSc,Zoology | 36 | HS | English | 55 | 55 |
| UG | BSc,Chemist | 36 | HS | English | 40 | 36 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | ry | | | | | |
| UG | BSc,Botany | 36 | HS | English | 50 | 49 |
| UG | BSc,Physics | 36 | HS | English | 25 | 23 |
| PG | MA,Assamese | 24 | BA Assamese | Assamese | 20 | 5 |
| PG | MA,Bodo | 24 | BA Bodo | Bodo | 40 | 39 |
| PG | MA,English | 24 | BA English | English | 40 | 36 |
| PG | MA,Economics | 24 | BA Economics | English | 20 | 19 |
| PG | MSc,Mathematics | 24 | BSc Mathematics | English | 20 | 14 |
| PG | MA,History | 24 | BA History | English | 20 | 7 |
| PG | MSc,Chemistry | 24 | BSc Chemistry | English | 30 | 27 |

## Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 | | | | 0 | | | | 75 |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 39 | 29 | 0 | 68 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 7 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 | | | | 0 | | | | 58 |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 28 | 0 | 58 |
| Yet to Recruit | | | | 0 | | | | 0 | | | | 0 |

| Non-Teaching Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 38 |
| Recruited | 22 | 10 | 0 | 32 |
| Yet to Recruit | | | | 6 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 15 |
| Recruited | 13 | 2 | 0 | 15 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|---|---|---|---|
| | **Male** | **Female** | **Others** | **Total** |
| Sanctioned by the UGC /University State Government | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

**Qualification Details of the Teaching Staff**

| Permanent Teachers | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/ LLD/DM/M CH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 15 | 6 | 0 | 8 | 7 | 0 | 36 |
| M.Phil. | 0 | 0 | 0 | 2 | 2 | 0 | 2 | 2 | 0 | 8 |
| PG | 0 | 0 | 0 | 2 | 3 | 0 | 10 | 9 | 0 | 24 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/ LLD/DM/M CH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 0 | 5 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 3 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 26 | 0 | 50 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

| Details of Visting/Guest Faculties | | | | |
|---|---|---|---|---|
| **Number of Visiting/Guest Faculty engaged with the college?** | **Male** | **Female** | **Others** | **Total** |
| | 10 | 2 | 0 | 12 |

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

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|---|---|---|---|---|---|---|
| UG | Male | 1515 | 4 | 0 | 1 | 1520 |
| | Female | 1422 | 1 | 0 | 0 | 1423 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 128 | 0 | 0 | 0 | 128 |
| | Female | 163 | 0 | 0 | 0 | 163 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 694 | 0 | 0 | 0 | 694 |
| | Female | 799 | 0 | 0 | 0 | 799 |
| | Others | 0 | 0 | 0 | 0 | 0 |

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
|---|---|---|---|---|---|
| SC | Male | 13 | 10 | 9 | 17 |
| | Female | 21 | 14 | 6 | 23 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 261 | 179 | 242 | 294 |
| | Female | 226 | 221 | 263 | 352 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 63 | 60 | 87 | 99 |
| | Female | 80 | 81 | 70 | 96 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 51 | 44 | 43 | 85 |
| | Female | 62 | 36 | 50 | 70 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 777 | 645 | 770 | 1036 |

**Institutional preparedness for NEP**

| 1. 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. KGC being an affiliated 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. 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. 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 In accordance with its history of establishment and mission & vision, the teaching learning method adopted in the institution emphasizes blending of academic and social responsibility among its students. The Environmental Studies subject is compulsory for students of all subjects of both streams to make them aware of environment and issues faced by the world we live in. Students are offered a total of 35 multidisciplinary certificate courses along with add-on courses of regular syllabus. Social service activities conducted by NSS, NCC, Clubs and Cells of the sensitized students on educational, social, physical and mental health issues. |
|---|---|
| 2. 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. |
| 3. Skill development: | The college offers its students elective skill Enhancement courses as per their curriculum designed by the affiliating university. Additionally, the college offers certificate courses Assamese, Manuscript Preparation, Bodo, Material Culture of Bodos, Bodo Creative Writing, Traditional Bodo Medicine, Horticulture, Candle Making, Soap Making, Computer Application, Stress Management, Teacher Eligibility Test, Business Communication, |

| | |
|---|---|
| | Creative Writing in English, Translation Studies, Photography, French, Tourism, Basic in HTML, Basic of MS Office, Programming in C, Use of MS-Excel in Data Analysis, Yoga, Electrical Wiring, Course in Sericulture, Nutrition and Health, Bioinformatics, Panchayati Raj and Rural development, Human Rights, Basics of Big Data, Awareness on Cyber Crime & Security, Human Values & Professional Ethics, Personality Development, Art & Film Appreciation, Research Methodology & Data Analysis. These courses focus on equipping students with entrepreneurial skill and employability as well as provide value based education and inculcate professional ethics and civil rights. The Environmental Studies course is a part of the ability Enhancements courses. The institution provides opportunities for experiential learning and skill development through fieldworks, industrial visits, projects works and hands-on learning methods. In addition extension services and community development programmes are carried out to fulfill its mission to integrate in the students the ennobling virtues of Indian ethos and values, tolerance and co-operation and a sense of appreciation of traditional and cultural inheritance of the nation and create unity and integrity among the people. |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | Indian Knowledge System Since the mission of Kokrajhar Govt. College is to integrate in the students the ennobling virtues of Indian ethos and values, tolerance and co-operation and a sense of appreciation of traditional and cultural inheritance of the nation and create unity and integrity among the people, it has incorporated Indian traditional knowledge in all the fields of education. The Academic Syllabus of the affiliating university encompasses IKS in every subject. Besides this, the college conducts Certificate Courses based on IKS as following: 1. Certificate Course in Traditional Bodo Medicine preserves and promotes rich medical practice of ethnic Bodo community. 2. Certificate Course Yoga teaches healthy lifestyle and exposes students to our rich tradition of this art. 3. Certificate Course in Assamese Language Learning enables people learn Assamese language 4. Certificate Course in Bodo Language Learning enables people learn Bodo language 5. Certificate Course in Manuscript Preparation teaches India's rich tradition of |

manuscript preparation 6. Material Culture of Bodos trains learners to make indigenous equipments/tools of Bodos. 7. Bodo Creative Writing promotes Bodo literature. 8. Horticulture educates students about local flora and fauna and its preservation and commercialization 9. Translation Studies trains students to transfer and promote Indian knowledge in other languages and bring knowledge from other languages to disseminate to native speakers 10. Sericulture trains silk production which is a rich tradition of Assam 11. Panchayati Raj and Rural development familiarizes students about Indian indigenous governance system 12. Human Values & Professional Ethics instill Indian values and ethics among students to transform them to ideal citizens The following are some of the cases where the college exclusively works on IKS: • In regard of promotion of Indian languages, the institution hosts maximum number of Indian languages, viz. Assamese, Bengali, Bodo, Hindi subjects in degree courses. Students can also opt for Nepali language if he/she desires it as Modern Indian Language. • "Bonjar", the Annual Festival of the college organizes literary, debates, quiz, and etc. competitions on Indian tradition, history, and so forth. The sports events encompass Indian traditional sports and the cultural events promotes India's rich cultural heritage among all students through music, dance, and cultural showcase. • Ishan Muchahary Memorial Day Celebration exclusively promotes Bodo literature and culture. • The Annual college Magazine "Bwhwijiri" ensures scopes for young budding writers to write in their mother tongue and is published incorporating articles in Assamese, Bengali, Bodo, Hindi, and thus it encourages students to write in Indian languages. • "Onzima", the annual magazine of Kokrajhar Govt. College Bodo Students' Literary Society publishes writings in Bodo to preserve and promote Bodo Language and literature. • College organizes Hindi Divas annually • The Botanical Garden of the college has traditional medicinal plants to familiarize students about our rich tradition of Ayurveda. • Philosophy department organized a Seminar on "Ethics, values and Human Society" in collaboration with Philosophical Forum, Kokrajhar Govt. College. • Departmental seminar cum invited lecture on "The Purusarthas: Four supreme Values in the Context of Indian ethics" in

| | collaboration with IQAC. |
|---|---|
| 5. Focus on Outcome based education (OBE): | 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 these 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. Kokrajhar Govt. College ensures student-centric model in both academic and co-curricular activities. IQAC of the college has always ensured to make teachers aware of Outcome based Education (OBE). All the faculties of the college are well-informed about OBE. Teachers of the college get ample opportunity to design the syllabus of its affiliating university. All courses of the affiliating university are under OBE standard with Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) specified and these are displayed on the institutional website. The Student Induction Programme, an orientation on the concept of outcome-based education and programme outcomes are done for the students. The teachers in every department informs the course outcomes of each course on the commencement of the first class to the students. The College has devised different methodologies for assessing the attainment of Programme outcomes and course outcomes. Attainment of the desired outcome of the courses and programmes has been prioritized by the institution. The IQAC discusses the results of assessment of the outcomes and adopts proper measures to improve the teaching-learning process. • Direct Method of assessment is applied where the performance of students is analyzed in the Internal Assessment and End Semester Examination. • In the Formative and Summative evaluation where the summative assessment is made through the semester examination of the affiliating university, and counts 80% of the assessment in a course and the other 20% of weightage for internal assessment is used for the formative assessment of the student, if a student gets 60% in a question from one unit, then as per Bloom's Taxonomy, she/he has understood the unit at a specific level and the respective CO has been attained. • Feedback on the courses collected from students in order to assess the attainment of Programme Outcomes. • The course teacher |

| | identifies the Performance Indicators in a specified manner. • Performance Indicators are the expectations of student's attainment of the outcomes that are done by assessing the written, oral and practical mode of evaluation. • A strong time bound framework is also devised to complete the task in time. • IQAC carries out academic audit of the results of the final year students with an aim to improve the COs. |
| --- | --- |
| 6. Distance education/online education: | 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. During the Covid-19 lockdown period teachers used these platforms to conduct of online classes, management of attendance, submission of assignments, webinars, training programs, etc. Teachers also launched their own YouTube channels along with official channels of the college to deliver e-content, videos and to publish webinar and videos of college programmes. Presently, Environmental Studies, a foundation course for undergraduate students is taught online using Cisco Webex. Department of Computer Science offered certificate course in computer application in blended mode where theoretical classes were held online whereas practical were conducted in offline mode. The college has registered in SWAYAM portal and students are enrolled in appropriate courses present there. The institution also host a study centre of IGNOU, which is a university of distance learning. |

**Institutional Initiatives for Electoral Literacy**

| 1. Whether Electoral Literacy Club (ELC) has been set up in the College? | Yes. Established in the year 2022 |
| --- | --- |
| 2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character? | Yes. Faculty Coordinator: 1. Ms. Ionee Basumatary, Assistant Professor, Political Science 2. Ms. Jayashree Sarma, Assistant Professor, Political Science Student Coordinator: 1.Ms. Anamika Basumatary, Vice President, KGCSU 2. Mr. Derhasat Basumatary, General Secretary, KGCSU |

| 3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. | Voter Registration camp for the eligible students in the campus was conducted. The College has a healthy democratic process through its annual KGCSU election held regularly, where all the students as per Lyndoh Commission report can cast their franchise in a free and fair manner. The district election officer engages our selected students for SVEEP activities as well as electoral awareness under the aegis of ' No Voter should be left out'. Students actively participated in enrolling and searching the BPL beneficiaries under ' Arunodoi' scheme sponsored by State Government. Students were also sensitized of the use of EVM and VVPAT machine before the General as well as Assembly elections. Programmes such as open debate, mock parliament, open campaign are periodically arranged to motivate students for their active participation in political process and to inculcate democratic values in their decision making. Our college has over the years earned the reputation of producing influential political leaders who in turn becomes the catalyst for social changes. |
|---|---|
| 4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc. | Voter awareness & registration drive conducted in Adopted Village. |
| 5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters. | 1. Voter registration drive conducted at Institute for above 18 years of age students by district administration. 2. College has created dedicated link https://www.kgc.edu.in/VoterReg.aspx for online new voters' registration for above 18 years of age. |

# Extended Profile

## 1 Students

**1.1**

**Number of students year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 3142    | 2218    | 1848    | 1801    | 1740    |

| File Description | Document |
|------------------|----------|
| Upload Supporting Document | [View Document](#) |
| Institutional data in prescribed format | [View Document](#) |

## 2 Teachers

**2.1**

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

Response: 122

| File Description | Document |
|------------------|----------|
| Upload Supporting Document | [View Document](#) |
| Institutional data in prescribed format | [View Document](#) |

**2.2**

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 76      | 76      | 76      | 76      | 76      |

## 3 Institution

**3.1**

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 109.43834 | 61.02364 | 224.04142 | 135.977425 | 127.99622 |

| File Description | Document |
|---|---|
| Upload Supporting Document | [View Document](#) |

# 4. Quality Indicator Framework(QIF)

## Criterion 1 - Curricular Aspects

### 1.1 Curricular Planning and Implementation

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

**Response:**

The Academic Council of the college regulates, monitors and ensures literal implementation of the academic schedules published at the beginning of every academic session under the supervision of Principal, Kokrajhar Govt. College. The Council directs its departments to conduct departmental seminars, sessional examinations, field studies and excursions along with the routine programme. The verification of syllabi of subjects is done by the affiliating university.

- At the beginning of a year a College Academic Calendar is prepared with adherence to the University academic calendar by the Calendar Committee assigned by IQAC, KGC. The Academic Calendar contains time period of all academic and non-academic activities. The institution has also its own KGC App providing details about routine, syllabus, calendar, holiday list, work days.
- The Academic Council, through daily time table ensures spaces for the remedial classes/tutorials in the weekly routine to facilitate slow learners along with regular class management.
- In order to provide study materials, lectures in a more convenient way, e-resources, software, e-learning tools like Cisco WebX, G-suit, Google classroom, YouTube channels are used by the teachers. Besides, twelve smart boards are also used in the college.
- The Council adheres to strict implementation of the academic schedules like sessional examinations, departmental class tests, practicals, assignments, field visits on regular basis as a part of formative evaluation of curriculum programme. The College adheres to the educational framework that emphasises on student-centric strategies for boosting learning.
- Syllabus completion review is taken year-wise. It is incorporated in students feedback analysis.
- The college places a huge emphasis on experiential learning. Some of the programmes require students to study through field trips, industrial visits, working on research projects for their dissertations, collaborating closely with the community, and working in their departmental labs for onsite experience.  Along with this, hands on training, skill enhancement programmes like mushroom cultivation, fern house, vermi compost etc. are also included in the curriculum. All of these learning opportunities at Kokrajhar Govt. College aid students in becoming well-rounded graduates and make learning activities more student-centered.
- Importance is given on knowledge sharing through students exchange and faculty exchange programmes arranged by various departments.
- The institution has a well maintained and well equipped central library named Nilkamal Brahma Central Library, KGC for dissemination of knowledge.
- Faculty members of the college remain engaged in upgrading themselves through various self-development scholarly activities.

In regards to documentation, the Academic Council through the Principal directs all the Departments and College fraternity-

- To keep record of the faculty members' activities on daily basis in their Departmental Log Book.
- To maintain register for students' attendance, submission of assignments, marks of internal evaluation and laboratory notebooks.
- Complaints/feedbacks, if any, from students on curriculum and teaching-learning process are addressed by the Academic Council in consultation with the IQAC and the Principal of the institution.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 1.2 Academic Flexibility

**1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 5

| File Description | Document |
|---|---|
| List of students and the attendance sheet for the above mentioned programs | [View Document](#) |
| Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Evidence of course completion, like course completion certificate etc. Apart from the above: | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

| Other Upload Files | |
|---|---|
| 1 | [View Document](#) |

**1.2.2** *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

**Response:** 0.18

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses

of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 19 | 0 | 0 | 0 | 0 |

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

## 1.3 Curriculum Enrichment

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

**Response:**

The College imparts value-based education. 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 and environment. Apart from regular syllabi, these issues are regular features of classroom discussions in Social Sciences and Humanities, extension activities and co-curricular events.

- Relevant Issues of Gender, Environment and Sustainability, Human Values and Ethics are integrated in the syllabus. Philosophy encompasses Applied ethics, Professional ethics, Feminism. English Literature has exclusive paper on gender designated as Women's Writing in English. Political Science includes paper of Human Rights, Gender and Politics. Environmental issues are integral parts of science courses. Environmental Studies has a course containing topics on bio-diversity, climate change, environmental degradation, environment and human resource.
- Botany has a botanical garden to enrich students by introducing various medicinal and non-medicinal plants.
- Events and activities are regularly organized by departments/Cells to make students aware on important contemporary issues viz. gender equality, climate change, environmental protection. The College organizes Social Outreach Programme on these issues through a range of activities/ programmes/ lectures showcasing gender and environmental issues to sensitize people.
- Environmental education is a mandatory for the undergraduate students, which introduces to crucial environmental concerns. The field investigation and report writing on environment related issues is mandatory.
- The institution carries out a plantation programme on "World Environment Day" every year.
- The Eco Club works to create and make students aware about an eco-friendly environment. It organizes environmental programmes, quiz and literary competition, popular talks on scientific issues.
- The boys and girls wing of NCC and NSS unit of the College has taken up activities like plantation, awareness programme on gender, health and human rights.

- The institution encourages gender equity within and outside the campus. It motivates all to cultivate gender equality through their speeches and actions. Group discussions and talks on gender issues have been conducted to foster a gender-neutral perspective.
- The Women Cell is committed to foster the strength of female teachers and students and to create a sensitized environment towards gender equality. On the occasion of International Women's Day, eminent personalities are invited to deliver talks on issues relating to gender discrimination, women's right and empowerment, health and hygiene. It conducts awareness camps in the remote villages. It involves both male and female students in information dissemination and sensitization activities to foster a healthy gender relationship based on mutual trust, respect and co-operation.
- An International Seminar on "Changing Status of Women: Myth and Reality with special reference to North-East India" was organized on 8th March, 2018.
- Self-Defense programme are organized for female students.
- Literary, cultural and sports etc. events are organized to foster social values among students.
- Talks are held on Plagiarism, Copyright Act etc. to make students understand the ethics of research and scientific writings.
- Teachers-in-charges of Student Body act as mentors of the student leaders to mould them as future leaders.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

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

**Response:** 7.03

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

Response: 221

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 1.4 Feedback System

**1.4.1** *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** E. Feedback not collected

| File Description | Document |
|---|---|
| Feedback analysis report submitted to appropriate bodies | [View Document](#) |
| At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc. | [View Document](#) |
| Action taken report on the feedback analysis | [View Document](#) |
| Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

# Criterion 2 - Teaching-learning and Evaluation

## 2.1 Student Enrollment and Profile

### 2.1.1 Enrolment percentage

**Response:** 82.74

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1514    | 1022    | 770     | 645     | 765     |

2.1.1.2 **Number of sanctioned seats year wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1675    | 1190    | 960     | 860     | 1015    |

| File Description | Document |
|------------------|----------|
| Institutional data in the prescribed format | [View Document](#) |
| Final admission list as published by the HEI and endorsed by the competent authority | [View Document](#) |
| Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only. | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

### 2.1.2 *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 84.02

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1106    | 783     | 614     | 501     | 597     |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1260 | 895 | 721 | 647 | 763 |

| File Description | Document |
|------------------|----------|
| Institutional data in the prescribed format | [View Document](#) |
| Final admission list indicating the category as published by the HEI and endorsed by the competent authority. | [View Document](#) |
| Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable) | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 2.2 Student Teacher Ratio

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

**Response:** 41.34

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

**Excellence** in higher education is a vibrantand multifarious process as it involves several indicators like **holistic** and **sustainable** growth, keeping pace with the growing demands of the **young population** and adapting itself to the **needs of students** at individual and group levels. The primary goal of any educational institution is to recognize **individual understanding capacity** of the students. Therefore, the college emphasizes upon the **curricular and co-curricular exigencies** of the learners so that they become

complete individuals in future.

**Experiential Learning:**

- **Industrial Visits:** Students are taken to industrial sites periodically.
- **Field Study:** Field study is planned once in every academic session.
- **Educational Excursion**: Educational Excursions are also organised.
- **Outreach Programmes**: Students are taken to nearby villages.
- **Workshops**: Workshops are arranged in the college campus.
- **Webinars**: Online Interactive Learning with Experts are arranged.
- **College Sports and Cultural Activities**
- **Inter-College competitions**
- **Youth festivals**

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

- **Community Surveys**
- **Group Discussion**
- **Project work**
- **Departmental Seminars**
- **Quiz Competitions**
- **Home assignments**
- **Cleanliness drive**

**MoUs** have been signed **with the following institutes of repute:**

- **International Institutions like Rangamati Science and Technology University, Bangladesh and Mahachulalongkornrajavidyalaya University of Thailand are signatories.**

- **National institutes** like **IIT, Bombay and CIT, Kokrajhar are cosigners.**
- **Regional institutions like Science College, Sapatgram College, Assam Down Town University etc. are partners.**

**Problem Solving Methodologies:**

The following means are adopted by the concerned departments to enhance the learning experience through problem solving:

- **Practical works**
- **Assignments and Projects**
- **Self-assessment**
- **Group learning**
- **Online Tests**

**Teachers use ICT enabled tools for effective teaching-learning process:**

The college has prioritized use of **ICT in teaching –learning** across all subjects. Following E -resources and techniques are used

- **Google classroom**
- **Power Point (PPT)**
- **E-books, E-Journal**
- **WhatsApp**
- **Multimedia classes**
- **Audio Visual Teaching aids, YouTube Channel**
- **Virtual Learning Software**
- **Networked internet connections** in Central library
- Campus is **wi-fi** enabled.
- **National Digital Library** and **N-LIST** consortia subscription of the institute are used.

**Mentor-Mentee** set-up is designed with a ratio of 1:30 by the College to give personal attention to the students. The **Departments** of the College remain involved in a process of identification of **Slow and Advanced learners** through marks obtained in the **Sessional Tests and Home Assignments**.

Following initiatives are undertaken for helping the **Slow Learners.**

- Slow learners are given **Tutorial Classes** as perappropriated Routine.
- **Personal Guidance**is provided for bringing them topick up pace.
- **Guardians** are also briefed about the performance level of their wards.
- **Local languages** are also used in addition to English

Opportunities for **Advanced Learners:**

- Advanced Learners are motivated to participate in **MTTS** (Mathematics Training and Talent Search) programmes.
- Advanced students are guided to use progressive **library resources**. The **N-List** membershipenhances their cognitive skills.
- They are guided outside the contact hours in platforms like **Google Meet and WhatsApp.**
- In addition to these, various **hands-on training** programmes are organised.

| File Description | Document |
| --- | --- |
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 2.4 Teacher Profile and Quality

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

**Response:** 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 76      | 76      | 76      | 76      | 76      |

| File Description | Document |
|------------------|----------|
| Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts) | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:** 59.21

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 45      | 45      | 45      | 45      | 45      |

| File Description | Document |
|------------------|----------|
| List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year. | [View Document](#) |
| Institution data in the prescribed format | [View Document](#) |
| Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 2.5 Evaluation Process and Reforms

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

**Response:**

- **Evaluation and Assessment**
- **Grievance Redressal layout**

**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.**
- Moreover, the students are allowed to see their **corrected 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 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.

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 addressing examination related grievances so that they are redressed on a **time-bound basis.**
- Students having **grievances regarding marks** obtained under different category of questions or issues relating to **wrong calculation, omission of marks** in internal examinations conducted by the college are reported to the respective head of the departments who take immediate recourse to the problem.
- Students have the freedom to approach the **Principal** directly with regard to any of their grievances.
- On the other hand, grievances related to Examinations conducted by **University** are mainly addressed by the **administrative staff.** 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.
- These grievances are forwarded to the **University or Council** for rectification.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 2.6 Student Performance and Learning Outcomes

**2.6.1** *Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the*

*institution are stated and displayed on website*

**Response:**

The institution has a specific **Programme Outcomes and Course Outcomes for MA/M.Sc.** and **B.A./B.Sc.** These are displayed on the institutional website in accordance with the ethos of the affiliating universities. The College sets out teaching plans to achieve Programme Outcomes and Course Outcomes which commence with departmental meetings.

- At the beginning of each course, **teachers notify students** about the course outcomes in the classroom.

- Learning outcomes of the students are **regularly monitored** by the departments and appropriate remedial measures are taken for desired course outcomes.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**2.6.2** *Attainment of POs and COs are evaluated.*  **Explain with evidence in a maximum of 500 words**

**Response:**

The College has devised different methodologies for assessing the attainment of Programme outcomes and course outcomes.  Attainment of the desired outcome of the courses and programmes has been prioritized by the institution. The **IQAC** discusses the results of assessment of the outcomes and adopts proper measures to improve the teaching-learning process.

- Programme Specific Learning Outcomes are framed by **all the Departments.**
- **Direct Method** of assessment is applied where the performance of students is analyzed in the Internal Assessment and End Semester Examination.
- In the **Formative and Summative** evaluation where the summative assessment is made through the semester examination of the affiliating university, and counts **80% of** the assessment in a course and the other **20% of weightage** for internal assessment is used for the formative assessment of the student, if a student gets 60% in a question from one unit, then as per **Bloom's Taxonomy**, she/he has understood the unit at a specific level and the respective CO has been attained.
- **Feedback on** the courses collected from students in order to assess the attainment of Programme Outcomes.
- The course teacher identifies the **Performance Indicators** in a specified manner.
- Performance Indicators are the expectations of student's attainment of the outcomes that are done by assessing the **written, oral and practical mode** of evaluation.
- A **strong time** bound framework is also devised to complete the task in time.
- A student named **Subunkar Mazumder** secured **highest CGPA among the Major students in Mathematics** in the final Examination conducted by Gauhati University. **He is also the best**

graduate among the **B.A/B.Sc./B.Com./B.Voc.students for the year 2022**.

- Another student named **Roshidul Islam** from the **Department of Mathematics secured 1st Position in the order of merit** in **M.Sc. Examination** conducted by the Bodoland University in 2022.
- A student named **Krishna Mani Nath** passed B.Sc. 6th Semester examination of Gauhati University securing **Second Highest Marks** amongst the **Major students in Mathematics** in the year 2021.
- Two P.G. students from the Department of Chemistry named **Pooja Barua** and **Trikendrajit Barman** passed **M.Sc. Final Examination** of Bodoland University securing **1st and 2nd Rank respectively** in the year 2022.
- Two students from the Department of Sociology named **Viva Rani Narzary** and **Krishna Brahma** passed **B.A. Examination** by **securing 3rd and 1st Rank** in 2021 and 2022 respectively in the Examination conducted by Gauhati University.
- A student named **Mon Debnath** passed the B.A. Sixth Semester **securing highest CGPA among the Major students in Bengali** in the final Examination conducted by Gauhati University held in 2022.
- A good number of students cracked PG entrance of various universities and **all India examination, like, JAM.**
- IQAC carries out **academic audit** of the results of the final year students with an aim to improve the COs.

| File Description | Document |
|---|---|
| Upload Additional information | **View Document** |
| Provide Link for Additional information | **View Document** |

**2.6.3 Pass percentage of Students during last five years  (excluding backlog students)**

**Response:** 77.02

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 517 | 468 | 366 | 329 | 247 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 694 | 509 | 542 | 457 | 300 |

| File Description | Document |
|---|---|
| Institutional data in the prescribed format | View Document |
| Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise. | View Document |
| Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students | View Document |
| Provide Links for any other relevant document to support the claim (if any) | View Document |

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.41

| File Description | Document |
|---|---|
| Upload database of all students on roll as per data template | View Document |

# Criterion 3 - Research, Innovations and Extension

## 3.1 Resource Mobilization for Research

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

**Response:** 6

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 6 | 0 | 0 | 0 | 0 |

| File Description | Document |
|------------------|----------|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

**Ecosystem for Research & Innovations:**

Kokrajhar Govt. College promotes research by providing resources to researchers to enhance their research capabilities and also by recognizing research output of faculty members and research students. The college constituted a Research and Development Cell (RDC) to develop and strengthen the research ecosystem in the college comprising a Research and Development Advisory Council with the Principal as the Chairman. Under this council, some subcommittees were formed, viz, Finance and Infrastructure Committee to look into the financial side, Research Programmes and Policy Development Committee to make policy for research-oriented programmes, the Collaboration and Community Committee for collaborative works and a Product Development and Monitoring Committee.

The objectives of the college Research Promotion Policy may be specified as follows:

- To Generate and Provide Resources for research
- To Enhance Research Capabilities, Collaborations and Output
- To ensure Ethical research practices in college

The following activities have been done by college:

- Both faculty and scholars are provided the services of the research laboratories available in the college.
- Partial cost of attending FDPs/seminars/conferences by the faculty members for quality enhancement of faculty is provided on case-by-case basis.
- Introduced In-House Research Scheme by providing research fund to faculties interested in research in line with MRP scheme of UGC.
- Enhanced Research capabilities through Collaborations

**Indian Knowledge System:**

The college has constituted an IKS (Indian Knowledge System) cell to facilitate and coordinate interdisciplinary works, create mechanisms for research and to promote popularization schemes. The college has incorporated IKS by conducting Certificate Courses in this connection as following:

Certificate Course in:

- Traditional Bodo Medicine preserves and promotes rich medical practice of ethnic Bodo community.
- Yoga teaches healthy lifestyle and exposes students to our rich tradition of this art.
- Material Culture of Bodos trains learners to make indigenous equipment/tools of Bodos.
- Horticulture educates students about local flora and fauna and its preservation and commercialization
- Sericulture trains silk production which is a rich tradition of Assam

**Awareness about IPR & establishment of an IPR cell:**

An IPR cell has been constituted for IPR-related works. A seminar on IPR was conducted on 23rd April 2022 to create public awareness about the benefits of Intellectual property, and enhance and strengthen IP administration. Mr. P.K. Bagchi, IP Attorney, Bureau of Patent & Trademark was invited as the resource person for the programme.

**Incubation Centre:**

The college has constituted an incubation centre in the department of Botany. This centre has already set up a mushroom cultivation centre and made it open for commercialization. The incubation centre aims to undertake research work on varieties of edible and nonedible mushrooms found in the local area and to train students on Mushroom cultivation. Recently Horticulture unit has been added to the centre and people engaged there have started developing their product and commercialisation.

Department of Chemistry based on its experience have introduced a centre for candle and soap making. The certificate course offered in the department trains people to experiment on the production of these products.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) | |

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

**Response:** 17

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 6 | 5 | 4 | 0 | 2 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 3.3 Research Publications and Awards

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

**Response:** 0.32

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 12 | 11 | 3 | 4 | 9 |

| File Description | Document |
|---|---|
| Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website | [View Document](#) |
| Link to re-directing to journal source-cite website in case of digital journals | [View Document](#) |
| Links to the papers published in journals listed in UGC CARE list or | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:** 0.42

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

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

| File Description | Document |
|---|---|
| List of chapter/book along with the links redirecting to the source website | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 3.4 Extension Activities

**3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

EDUCATION

- Awareness programme on EVM/VVPAT demonstrated to the students to cast their votes through EVM without any doubt which sent a positive message to the people on its reliability.
- Hands-on practical demonstrations done in the science congress helped the students to learn basic concepts of science and motivated them to pursue higher studies in science subjects.
- Ishan Mushahary programme celebrated every year gives a platform to the Bodo students to promote Bodo literature and showcase their talents in fields of literature and culture.
- Swadesh Adhayan Quiz Competition raised awareness among the students to revisit studying history and geography.

GENDER EQUITY

- Observation of Women's Day enhances insight into the potential of women to flourish in this challenging world.
- Narichetana and Literary Forum gave women platform to publish their writings.
- Girl students learned how to protect themselves through self-defence training.
- Programmes on women trafficking enlightened people how it was happening in backward areas and how to avoid it.

ENVIRONMENTAL PROTECTION

- Observation of Earth Day sensitized students to preserve local flora and fauna and enlightened them the importance of plantation and its impact. It also sensitized sustainable development.
- The observation of Forest Day, organized at Mahendrapur and Bhadrapur Forest village, awareness was created among the villagers about the impact of deforestation on living beings and need of afforestation.

HEALTH AND SAFETY

- Observation of Yoga Day sensitized students on the importance of yoga for a healthy life.
- Awareness programme on snake biting gave students the knowledge to identify the venomous snakes found in the local area and measures to be taken in case of snake biting.
- Through the road safety awareness programme, the students learned measures to avoid road accidents and thereby they could disseminate it to others.
- Blood Donation Camp enlightened students how individuals can save lives and improve the health of others by donating blood. It encouraged people to donate blood voluntarily.

SOCIAL SUPPORT

- Community service in cleanliness encouraged students to keep the environment clean and beautiful, and sensitized them of their responsibility towards the society.
- Through Gramalok Programme talented writers living in village areas got a platform to showcase their writing talents and an encouragement to write.

- Regular community services by the NSS unit sensitized students of their responsibility towards society.
- A cultivation training programme in adopted village made awareness about the edible and nonedible mushrooms found in forest areas, the commercial value of mushroom cultivation with less investment and implanted livelihood skill to the trainees.
- Awareness programmes on Covid-19 sensitized the community on how to contain Covid-19 disease.
- Free distribution of aid to Divyangjan gave them a new lease on their lives.
- Observation of International Day against Drug abuse and Illicit Trafficking every year sensitizes the students about the horrible consequences faced by an abuser of taking it and how to avoid it.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

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

**Response:**

**Kokrajhar Govt. College Kokrajhar Govt. College has implemented various initiatives to reduce environmental impact viz.**

**Entry restriction of fossil fuel vehicles, Installation of energy-efficient equipment, Ban on the use of plastic on the campus, Developed green space on campus and cleanliness activities along with awareness camp. Recognising the service and commitment of the college,**

- **Discovery Club, the most reputed NGO of BTR has awarded *"Award of Excellency"* to the College.**
- **Green Leaf NGO recognized Kokrajhar Govt. College as "Champion of the Green Initiative, 2022".**
- **The ANT, renown national level NGO, recognising the volunteering service of students of Kokrajhar Govt. College in the Mental Health camps conducted by them, awarded *"Award of Appreciation"* to the college.**

**The NCC unit of the college won Awards in:**

- **Awarded second best position in the March Past on 76th I-Day parade, 2022.**
- **Awarded second best position in the March Past on 71st R-Day parade, 2020.**
- **Awarded second best position in the March Past on 69th R-Day parade, 2018.**

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**3.4.3** *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 26

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 7 | 6 | 6 | 3 | 4 |

| File Description | Document |
|---|---|
| Photographs and any other supporting document of relevance should have proper captions and dates. | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 3.5 Collaboration

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

**Response:** 3

| File Description | Document |
|---|---|
| Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc. | [View Document](#) |
| List of year wise activities and exchange should be provided | [View Document](#) |
| List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) | |

# Criterion 4 - Infrastructure and Learning Resources

## 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and other facilities for,**

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

**Response:**

Kokrajhar Govt. College gives top priority to the fields that lead to fulfilling the requisite norms provided by the affiliating university in terms of infrastructure, teaching–learning facilities, ICT tools, etc. Every department is equipped has been provided with sufficient classrooms, laboratories, stock books, record-keeping books, attendance registers, and all other relevant materials required for teaching-learning. Most of the departments are provided with ICT facilities like laptops, projectors, digital boards, etc. The science departments are well established and fabricated with well-equipped laboratories which cater to the need of undergraduate as well as the postgraduate curriculum of the affiliating universities. Apart from the central library, all the departments have their own departmental library for their students and teachers. The college campus is fully equipped with Wi-Fi facilities for faculties, students, and office bearers. The campus has facilities like computer centre, students' day home, a purified drinking water facility, a canteen, etc. which are used optimally by stakeholders. The existing facilities of the college are -

- Well-furnished 70 Classrooms out of which 32 are ICT-enabled.

- A well-furnished cabin of the principal.

- A well-furnished cabin for the Vice-principal along with an attached examination control room.

- A well-furnished office comprising 4 big rooms and one SA chamber

- 27 Well-equipped laboratories of 7 science departments and 2 Arts department.

- 3 nos. of ICT-enabled seminar/conference halls.

- One ICT-enabled well-furnished auditorium

- Sanitary system with requisite facilities.

- One Girls' Hostel and two Boys' Hostels along with the superintendent's quarters.

- Library with modern facilities like RFID and SOUL 2.0.

- The library has access to E-Resources through N-LIST, DELNET, and NDL.

- Well-equipped college canteen.

- Installation of 42 nos. of CCTV cameras on the campus to ensure safety and security.

- Ramps in all blocks, Divyangjan-friendly washroom, and reading room.

- 03 Generators of 25, 15, and 5 KVA power respectively to ensure uninterrupted power supply.

- Solar lamps with photovoltaic cells are installed in the campus which saves the electrical energy of the college.

For all-round development of the students in the field of sports and culture, the college provides facilities.

- There is an open-air space for open-air programmes.

- There are outdoor facilities for Football, Athletics, and other track and field events, separate volleyball courts, as well as a facility for badminton which is shared by Kokrajhar District Sports Association as per a Deed of Agreement.

- Students' Day Home accommodates facilities for table tennis, carom and chess.

- Training on Yoga is provided by experts of Patanjali Yoga Samiti, Kokrajhar as per MoU.

Kokrajhar is a place of indigenous communities rich in the field of literature, music, dance and fine arts.

Gobinda Boro (Bodo department) and Anjalee Basumatary (Physics department), the recipients of the prestigious Sahitya Akademy Award authenticate the richness of the college in literature. The college provides platforms to grow in literature and culture. Musical instruments, both modern and traditional viz., Siphung, Serja, Kham etc. are provided to the students. Students show their talent at Bonjar Festival and Ishan Mushahary Memorial Day Celebration, a cultural and literary program organized by KGCBSLS.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**4.1.2** *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 44.96

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 18.78390 | 9.67584 | 104.45561 | 99.389955 | 63.74504 |

| File Description | Document |
|------------------|----------|
| Institutional data in the prescribed format | [View Document](#) |
| Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted) | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 4.2 Library as a Learning Resource

**4.2.1** *Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

The Kokrajhar Govt. College Library(Nilkamal Brahma Central Library) was established in 1959. It is the knowledge resource centre of the college.The College library has a collection of about 34741 copies of text and reference books covering a wide range of subjects. Besides these, some useful Journals, Magazines and Newspapers are subscribed regularly to serve the multifarious needs of the student community. Apart from it, every department of the college is also provided with books on varied topics including textbooks and reference books for departmental use which can be loaned out to the students as well as issued to the faculty members for their use.

**Library Management System:**

The library is equipped with the following facilities,

- ILMS software: SOUL (Software of University Libraries)

- Version: 2.0 (Latest)

- Updated: 2023

- Nature of automation: Complete

- Year of automation:2008

- DSpace (Digital Library Software)

The LMS has components namely, shelf management, library stock verification, library membership, membership login, issue books, return books, etc. This software also provides the facility to create, view and print records of accession registers, subscription lists, transaction reports, membership reports, etc. The OPAC (Online Public Access Catalogue) facility is available in the ILMS for the status of a book such as available/issue, shelf number, accession number, And the bibliographic information of the book. This facility helps the reader to track the books easily. Records of books are generated Subject-wise, accession number-wise, author-wise, publisher-wise as well as ISBN-wise. Bar codes are generated by using RFID (Radio Frequency Identification).

- The library has an e-Resources repository of CDs and DVDs available for library users. Accesses to online resources such as N-LIST, DELNET, etc. are also available in the library.

- Books, theses and journals by keyword of title, author, ISBN/ISSN No., publisher, subject and accession number, etc. can be searched anywhere in the world through an internet connection and get the information about required collection like the status of books, number of copies and location of the document in the library and other bibliographical details.

- Information like the rules, facilities, instructions, and services of the central library can be obtained from the library webpage (https//www.kgclibrary.in). The webpage also provides the latest updates and displays the remote access facilities of some databases subscribed by the library.

- There are 11 computers with internet and online UPS facilities in the library. The computers are used for various purposes as mentioned below

- 3 for Library administrative work

- 4 for students

- 1 for faculty and Research Scholars:

- 2 for server

- 1 for OPEC

- Turnitin Plagiarism Software

- For the benefit of students, there is a collection of end-semester examination question papers in print and digital modes.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection** *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

The college upgrades its IT facilities frequently as per the needs and requirements. These include an increase in the number of computers, internet connectivity, a new institutional portal, the appointment of a System Administrator, portal updating, setting up of ICT-enabled classrooms and seminar halls, online admission, library digitization, etc. The number of computers has been gradually increased in the last five years, with the setting up of additional computer labs for the Physics Department, Wi-fi and LAN arrangements have been made. Internet connection bandwidth has been upgraded to 300 MBPS. A new dynamic institutional portal (www.kgc.edu.in) has been designed to meet the rising demands in the educational and administrative domains, whereby a large database needs to be stored and displayed on the website in the interest of different stakeholders. This new dynamic portal, developed within the college through its in-house technical expertise with unlimited cyberspace, has a good number of features. A System Administrator is being attached to IQAC to monitor the regular updating works in the new portal. The central library of the college has been fully digitized through the use of RFID technology. E-Resource facilities of the library are enhanced through N-LIST, DELNET, NDL (National Digital Library of India), and Open Access.

Kokrajhar Govt. College uses Information and Communication Technology (ICT) tools for effective teaching-learning in the classroom. Departments like Botany, Chemistry, Computer Science, English, Education, Geography, Mathematics, Physics, Statistics, Zoology etc, use the ICT tools for better improvement and understanding in the classroom. The departments of Physics, Economics, and Sociology, etc. have their own web page. ICT tools include E-resources and techniques like Google classroom, Cisco Webex meeting, G Suite for Education, Google meet, PowerPoint presentations, E-books, E-Journal, WhatsApp, Multimedia classes, Practical Oriented Audio-Visual Teaching aids, Scilab, Python, MySQL, Linux, Youtube Channel etc.

The college also has the access of the softwares like -

- Mathematica-12.0

- MATLAB-R-2016 b

- SPSS-24

- Chem Office-2004

- ARC-GIS

- ORIGIN-2.O

- JCPDS data file for X-Ray diffraction

- Multisim

- VESTA

Upgrading the Teaching-Learning Materials (TLM) from traditional techniques to the modern use of ICT tools will help and prepare students to cope with the challenges of the 21st century learning.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

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

**Response:** 27.56

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

Response: 114

| File Description | Document |
|---|---|
| Purchased Bills/Copies highlighting the number of computers purchased | [View Document](#) |
| Extracts stock register/ highlighting the computers issued to respective departments for student's usage. | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 4.4 Maintenance of Campus Infrastructure

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

**Response:** 55.04

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|-----------|----------|----------|
| 90.65444 | 51.34780 | 119.59532 | 36.58747 | 64.25118 |

| File Description | Document |
|------------------|----------|
| Institutional data in the prescribed format | [View Document](#) |
| Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted) | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

# Criterion 5 - Student Support and Progression

## 5.1 Student Support

**5.1.1** *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 38.79

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1213 | 943 | 1133 | 863 | 17 |

| File Description | Document |
|------------------|----------|
| Year-wise list of beneficiary students in each scheme duly signed by the competent authority. | [View Document](#) |
| Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language). | [View Document](#) |
| Upload policy document of the HEI for award of scholarship and freeships. | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

**5.1.2** *Following capacity development and skills enhancement activities are organised for improving students' capability*

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

**Response:** A. All of the above

| File Description | Document |
|---|---|
| Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills) | [View Document](#) |
| Report with photographs on ICT/computing skills enhancement programs | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:** 17.25

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 149 | 86 | 736 | 816 | 67 |

| File Description | Document |
|---|---|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

**5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

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

**Response:** A. All of the above

| File Description | Document |
|---|---|
| Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance | [View Document](#) |
| Proof related to Mechanisms for submission of online/offline students' grievances | [View Document](#) |
| Proof for Implementation of guidelines of statutory/regulatory bodies | [View Document](#) |
| Details of statutory/regulatory Committees (to be notified in institutional website also) | [View Document](#) |
| Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 5.2 Student Progression

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

**Response:** 38.14

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 175 | 241 | 111 | 115 | 93 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 517 | 468 | 366 | 329 | 247 |

| File Description | Document |
|---|---|
| Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website) | [View Document](#) |
| List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website) | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

**5.2.2** *Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 4.45

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations  year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 17 | 8 | 6 | 13 | 9 |

| File Description | Document |
|---|---|
| List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

## 5.3 Student Participation and Activities

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

**during the last five years**

**Response:** 27

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 9       | 2       | 11      | 4       | 1       |

| File Description | Document |
|------------------|----------|
| Upload supporting document | [View Document](#) |
| list and links to e-copies of award letters and certificates | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:** 3.6

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 04      | 04      | 02      | 04      | 04      |

| File Description | Document |
|------------------|----------|
| Upload supporting document | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |

## 5.4 Alumni Engagement

**5.4.1 There is a registered Alumni Association that contributes significantly to the development of**

**the institution through financial and/or other support services**

**Response:**

**Yes, there is a registered Alumni Association bearing registration number RS/KJR/253/U/12 of 2020-21.** The Kokrajhar Govt. College Alumni Association has been contributing significantly to the development of the institution through financial and/or other support services. The college has a rich legacy of brilliant alumni. Former state cabinet minister **Smt. Pramila Rani Brahma,** former MP **Sansuma Khungur Bwismuthiary,** former BTC Chief **Sjt. Hagrama Mahilary,** present cabinet minister of Assam **Sjt. U. G. Brahma,** present speaker of Assam Assembly **Sjt. Biswajit Daimary** are some of the notable alumni who came out as successful politicians. Padmashree and Sahitya Akademi Awardee **Sjt. Kameswar Brahma**, distinguished artist **Janak Jhankar Narzary** etc. are few names to be mentioned here. Most importantly **Bodofa Upendra Nath Brahma** who is considered as the father and architect of of Bodo Nation also happened to be the alumni of this prestigious institution.

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. Some of the services rendered by the alumni association are listed below:

- The association encourages the meritorious students of the college by rewarding cash with certificates. The meritorious students namely **Sri Neutrella Basumatary, Sri Bidinta Basumatary** of 2019-20 UG batch are few names among them.
- From time to time the association also organizes orientation programme on career options and opportunities for the students.
- Programmes like **World Environment Day, World Earth Day** etc. are observed by the college in collaboration with the association and plants saplings of some important trees namely **Neem Tree, Peepal Tree, Banyan Tree, Eucalyptus Tree** etc. 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. During the year 2021-22 they provided **15 nos. of ceiling fans and a smart TV** to the Girls' Hostel.
- Whenever situations like flood, community clashes occur, the association generously **donates the amenities to the victims** or needy ones.

During the covid-19 pandemic situations, the alumni association generously donated some edible items, food items, first-aid appliances etc. to the worse effected people.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

# Criterion 6 - Governance, Leadership and Management

## 6.1 Institutional Vision and Leadership

**6.1.1** *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

**Response:**

**Vision:** To impart quality higher education to all people in general and the tribal people in particular by nurturing intellectual and scientific temperament in keeping with Indian ethos and values for the development of the country.

**Motto:** Discipline & Excellence

**Mission:**

1. To provide the people an opportunity of higher education so that they could shoulder the responsibility of educating their people on large scale
2. To bring about sustainable development in society through quality higher education
3. To develop knowledge citizens with multidisciplinary global competencies
4. To integrate in the students the ennobling virtues of Indian ethos and values, tolerance and co-operation and a sense of appreciation of traditional and cultural inheritance of the nation and create unity and integrity among the people.

*Institutional Practices*

Vision and mission of the College focuses on innovative and quality teaching in order to reduce the gap between society and academia. To fulfill the mission of the college, the college authority strives to maintain an open and interactive environment among all stakeholders of the college. The authority of the college encourages all stake holders to participate and share the ideas for effective policy makings.

The Principal of the college, with the College Advisory Committee, IQAC, teaching and non-teaching staff and guardians shares their views in quality reforms of the college. The IQAC proposes quality initiatives with the discussions of different committees of the college for quality enhancement.

The college has a practice of participative management. The college provides opportunity to all stakeholders for participating in the decision making process. Administrative and academic structure is designed in a manner to make decisions by participative arrangement. Principal is the administrative and academic head, followed by Vice principal and head of the departments. All academic and non-academic activities of the college are managed by different committees constituted for the purpose. There are some major committees comprise of teachers, and many include non-teaching staff and students as well.

The Principal with the academic council and IQAC chalk out the perspective plans. In each academic session all committees and sub-committees are formed under the guidance of the coordinator, IQAC and led by the principal.

For managing different functions of the college, various committees are constituted by the principal in consultation with the Coordinator, IQAC. Accordingly, College Academic Council headed by the Principal is responsible for academic activities with different sub-committees.

The Central Library of the college is named after the renowned Bodo author namely Neel Kamal Brahma Central Library  is maintained by the Librarian under the advice and directions of the Library committee.

There are teacher–in-charges in students' union named as Kokrajhar Govt. College Students' Union to help the students in students' related activities.

| File Description | Document |
| --- | --- |
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 6.2 Strategy Development and Deployment

**6.2.1** *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

**Response:**

Kokrajhar Govt. College prepared a perspective plan  in consultation with all stake holders for a period of five years from 2017-18 to 2021-22 keeping in mind the vision and mission of the college.

1. In the perspective plan, the authority planned to organize an International Seminar in the year 2017-18. On 7th and 8th March 2018, UGC sponsored International Seminar was organized by the college on the topic "The Changing Status of Women: Myth and Reality with Special Reference to North East".
2. Now 12 (twelve) class rooms of the college have smart board facility provided by Bodoland Territorial Council.A Faculty Development Program was organised on "Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachersand Advanced Concepts of ICT Tools" from 27th July, 2019 to 5th August, 2019.
3. A National Seminar on "Frontier in Chemical Sciences" was organized by Department of Chemistry in collaboration with Indian Chemical Society, Kolkata on 25th & 26th August, 2019.
4. A regional seminar cum webinar upon the topic "Repeal of Farm Laws: A Setback or a step in the Right Direction for the Indian Economy" was organized by the department of Economics on 21/12/2021.
5. Indian Council of Historical Research (ICHR) Sponsored National Seminar was organised on the topic "The Unsung Heroes of Freedom Struggle of India with Special reference to Northern Bank of Brahmaputra" on 6th & 7th June, 2022.

**Functioning of the institutional bodies**

Kokrajhar Govt. College is a fully administered by the Govt. of Assam and Bodoland Territorial Council (Local Governance) since 2006. The Principal of the college is the Drawing and Disbursing Authority and chief administrator of the college who look after all academic and non-academic matters.

The college has a well defined policies for it's overall functioning.

**Administrative Set Up:**

The college functions under the supervision of the Department of Education, Govt. of Assam and the Director of Education, Bodoland Territorial Council (local governance). Principal is chairperson of all committees of the college, who coordinates all academic and non academic activities of the college. Vice-Principal of the college assists the Principal and in-charge of all academic activities of the college. All Head of the departments are in-charge of their individual departments. College central Library is controlled by the librarian under the supervision of the Principal.

**APPOINTMENT:**

Appointments of the teachers are done by the Commissioner/Secretary of Department of Education, Govt. of Assam after the selection and recommendations of Assam Public Service Commission. However, appointment of the non teaching staff (Grade –III and Grade IV staff) are done by the Director of Education, Bodoland Territorial Council as per the guidelines of the Govt. of Assam.

**Service rules**

The Service Rule of the Government of Assam is strictly followed for all the employees of the college.

**Code of Conduct:**

The College follows a strict code of conduct for its stakeholders designed as per the guideline of the Govt. of Assam. Model code of conduct is accessible from the website of the college.

| File Description | Document |
| --- | --- |
| Upload Additional information | [View Document](#) |
| Institutional perspective Plan and deployment documents on the website | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**6.2.2** *Institution implements e-governance in its operations*

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

**Response:** A. All of the above

| File Description | Document |
|---|---|
| Screen shots of user interfaces of each module reflecting the name of the HEI | [View Document](#) |
| Institutional expenditure statements for the budget heads of e-governance implementation ERP Document | [View Document](#) |
| Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) | |

## 6.3 Faculty Empowerment Strategies

**6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

**Performance appraisal system**

The teacher, as a person and teacher as performer, is one of the mandatory assessment for promotion to higher level. The performance of teaching as well as non-teaching members is evaluated at the time of promotion. For teaching faculty members, Performance Based Appraisal System (PBAS) as per UGC norms is followed. A set of performance appraisal report is filled up by teacher in a given prescribed proforma of Govt. of Assam which is revised by Head of the Department to assess professional aspects of the faculty concerned which is again verified by the coordinator of IQAC and finally recommend by the Principal to the Departmental Promotion Committee (DPC) for assessment. Once DPC assessed and approved, performance appraisal report then send to Government of Assam for promotion of the teachers. Further, the Principal prepare an annual confidential report based on the attitudinal and behavioral aspects of the teacher along with PBAS for promotion.

*Effective welfare measures for teaching and non-teaching staff*

As per the Govt. of Assam norms the following facilities are available to all permanent teaching and non-teaching staff.

- Leave to teaching and non-teaching staff are given as per the guidelines of the Govt. of Assam.
- Medical Reimbursement is available as per the guidelines of the Govt. of Assam.
- Pension benefits on retirement to the faculty appointed prior to 2004 are eligible. Faculties joined after 2004 are covered under New Pension Scheme.
- General Provident Fund: All teaching and non-teaching staffs joined before 2004 working against permanent posts are eligible for GPF.

- Gratuity: All teaching and non-teaching staffs working against permanent posts are eligible for gratuity as per Assam govt. norms.
- Leave encashment are availed by retiring faculty as per Assam govt. norms.
- House building loans facility at a subsidized interest rate is available as per govt. norms under 'Apon Ghor Scheme'.
- Loan including house building is also available to the members of the college under Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd. (a thrift society of the college employees to meet immediate financial requirements)
- Loan including house building is also available to the women members of the college under Pragati Mahlia Sanchay Nidhi (a thrift society of the college women employees to meet immediate financial requirements).
- The college has provision for admissions of eligible wards of employees.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

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

**Response:** 5.79

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 4 | 10 | 6 | 0 | 2 |

| File Description | Document |
|---|---|
| Policy document on providing financial support to teachers | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head. | [View Document](#) |
| Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:** 18.58

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 8 | 35 | 25 | 7 | 6 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 15 | 15 | 10 | 8 | 8 |

| File Description | Document |
|---|---|
| Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise. | [View Document](#) |
| Institutional data in the prescribed format | [View Document](#) |
| Copy of the certificates of the program attended by teachers. | [View Document](#) |
| Annual reports highlighting the programmes undertaken by the teachers | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) | |

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

College maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for fund usage and resource utilization.

- A fee collected from the students is the major source of income for the institute.
- Local govt./state govt. also provides funds for some specific purposes like the construction of a building, smart classrooms, etc.
- Special grants/funds received from funding agencies like UGC and RUSA for specific projects.
- Various government agencies sponsor events like seminars and workshops.
- Alumni contribute to the institute by raising funds to purchase items.

**Utilization of Funds**

The Principal, senior faculty members, IQAC along with the accounts department monitor the fund utilization of the college. It is worthmentioning that the Government of Bodoland Territorial Council sanctioned amounts time to time for some special requirement of the college and executed through their nodal agencies. The college authority does not have related papers for such sanctions.

**Internal and external financial audits**

The college adopts a mechanism for conducting the financial audit.

1. Internal Audit: The Principal has appointed a Chartered Accountant as the internal auditor of the accounts. The statutory financial audit of all accounts of the College is conducted after the end of

the financial year.

2. External Audit: The Government Audit to check the admissibility of expenditure as per the pattern of assistance is carried out periodically by the Department of Local Audit, Govt. of Assam.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

Kokrajhar Govt. College established IQAC on 19/08/2002.  Since its inception, IQAC has dedicated itself to quality assurance and innovations. Prioritizing the need for a student-centric teaching-learning environment and the constant need to evolve according to time, the following two major initiatives have been taken by IQAC:

### 1. Academic Audit:

IQAC carries out academic audits of each department and various committees including administrative branches every year to enhance and ensure the quality of education. Academic Audit Committee is set up for this purpose. IQAC collects academic plans including publication, extension activity, collaboration, innovative and best practices, assignment, ICT-based activity, students competition, seminars and workshops, etc. IQAC constitutes Academic Audit Committee with members from reputed institutions to evaluate the reports submitted by the departments and committees. The Academic Audit Committee submits its report to the IQAC and the same is put in the General Meeting of the college for discussion and to chalk out remedial measures to enhance the quality of the institution. This exercise has helped all the departments and committees to constantly improve their curricular, co-curricular and extracurricular performances.

### 2.  ICT Enhanced Learning and Management:

In line with the peer team recommendations, there has been a steady increase in the use of ICT for Teaching Learning over the past five years.

IQAC has trained teachers on how to use ICT tools for effective teaching-learning in the classroom. Now, the faculty members extensively use Interactive Boards, LCD projectors including e-resources viz. e-books, e-Journal, ppt., multimedia classes, Matlab, YouTube Channel, Google classroom, etc.

During the Covid19 Pandemic, in order to complete the syllabus, the faculty members were trained to use virtual meeting platforms viz. Cisco Webex, Google Classroom, Google Meet, Zoom App, etc. Faculty members used these platforms for online classes and kept students engaged and updated. IQAC also uses these platforms for meetings, webinars and other administrative purposes.

In addition to these, IQAC takes the following quality initiatives:

- Preparation of Vision Document 2030 (Perspective Plan post 2nd Cycle NAAC accreditation).
- The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.
- Purchased a licensed version of CISCO-WEBEX meeting to enable virtual classes/webinars/meetings with large participants.
- Acquired G-suite for education.
- Maintenance of College Website, admission, certificate portals, etc.

- Preparation of Academic Calendar and college prospectus.
- Timely submission of AQAR to NAAC.
- Conducts audits of Academic and Administrative, Green, Gender, etc.
- Publication of College Bulletin.
- Establishment of linkage/MOU.
- Online feedback on curriculum from students and analysis of feedback and timely action.
- Student satisfaction survey on the teaching-learning process.
- Participation in NIRF.
- Participation in AISHE.
- Workshops/Seminars/Webinars for faculties and Students.
- Conducted certificate courses for the skill development of students.
- Quality Sustenance Initiatives like Swachh Bharat Abhiyan.
- Green campus initiatives.
- Community extension services etc as per project UDAAN.
- Ensured life & livelihood skill amongst students through certificate courses.
- The Principal and IQAC coordinator periodically visits departments to ensure the smooth functioning of departments.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**6.5.2 Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**

**5.** **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** B. Any 3 of the above

| File Description | Document |
|---|---|
| Quality audit reports/certificate as applicable and valid for the assessment period. | [View Document](#) |
| NIRF report, AAA report and details on follow up actions | [View Document](#) |
| List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date. | [View Document](#) |
| Link to Minute of IQAC meetings, hosted on HEI website | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

# Criterion 7 - Institutional Values and Best Practices

## 7.1 Institutional Values and Social Responsibilities

**7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.** *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

**Response:**

Gender audit has been carried out for last five years by the Gender Audit Committee of the college. The college administration has taken measures for alleviating the margin of gender sensitivity of Kokrajhar Govt. College as recommended in the Gender audit report.

Kokrajhar Govt. College has focused on promoting gender equity in various aspects like Admission, curricular and co-curricular activities, facilities for women on campus and different committees and decision making.

**Admission:** The enrolment percentage of females is 49% and 48.5% during current and previous two academic years. As per Government of Assam rules, female students of Scheduled Tribe (ST) and Scheduled Caste (SC) categories are exempted from paying tuition fees during admission. This facilitates entry of female students from these categories to enroll in our institute.

**Curricular:** Faculties give special emphasis to sensitize students on gender issues while teaching those parts of syllabus with Gender issues. In addition, a certificate course in Yoga has been conducted under department of Philosophy to promote physical and mental health of female students.

**Co-curricular:**

The following co-curricular activities were conducted in last five years to promote gender equity:

1. Celebration of International Women's Day every year on 8th March, along with career counseling/ gender sensitization programs

2. International Seminar on the theme "Changing Status of Women: Myth and Reality with Special Reference to Northeast India"

3. Seminar/awareness on women trafficking

4. Self-defense programe for female students

5. Yoga Training programme

6. NSS, NCC, Student bodies have proportionate participation of women.

**Committees:** The institution has constituted certain committees as ICC, Anti Ragging Cell, Grievance redressal Cell, Women Cell to prevent any untoward incidence to any girl student and women employee. Mobile numbers of chairperson of these committees are made available on the Notice Board as well as the

College Website. The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards/website. Such awareness posters are also displayed in cultural procession of Annual College Week and departmental magazines. Strict confidentiality is maintained by the all committees to encourage the complainant to lodge complaint without fear.

**Security:** CCTV cameras are deployed at strategic locations of campus. The surveillance cameras are working 24 x 7 in the campus. During different college events lady teachers/ police constables are specially engaged in these occasions to ensure safety and security of the girl students. The KGCSU is also involved in maintenance of discipline inside the college campus. Female security guards are deployed at Girls' Hostel.

**Facilities:** The College provides counseling to needy female students through the cells like the Women Cell and Career Counseling Cell under the guidance of experts and teachers. Women Cell takes lead role in conducting programs related to gender issues and overall benefit of female students and employees. The common room facilities for female students are managed in a participative management system by the KGCSU through a significant portfolio "Girls Common Room Secretary". There exists a thrift society named 'Pragati Mahila Sanchay Nidhi' for welfare of female employees in the institute.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

**7.1.2 The Institution has facilities and initiatives for**

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

**Response:** A. 4 or All of the above

| File Description | Document |
|---|---|
| Policy document on the green campus/plastic free campus. | [View Document](#) |
| Geo-tagged photographs/videos of the facilities. | [View Document](#) |
| Circulars and report of activities for the implementation of the initiatives document | [View Document](#) |
| Bills for the purchase of equipment's for the facilities created under this metric | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

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

**Response:** C. Any 2 of the above

| File Description | Document |
|---|---|
| Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date | [View Document](#) |
| Policy document on environment and energy usage Certificate from the auditing agency | [View Document](#) |
| Green audit/environmental audit report from recognized bodies | [View Document](#) |
| Certificates of the awards received from recognized agency (if any). | [View Document](#) |
| Provide Links for any other relevant document to support the claim (if any) | [View Document](#) |

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

**Response:**

**Inclusiveness:**

**Admission:** The College since its inception has ruled out exclusive policy. The college caters to admission of General, ST, SC, OBC, EWS categories as per Government rules. Reservation for extra-curricular & special category like Sports, Culture, NCC, NSS, Scouts & Guides, and 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 includes a cultural procession to uphold cultural diversity of the region. Students participate in food Festival in this event which provides an opportunity for the students to project foods of different ethnic communities of the region. Annual Bonjar also provide students a platform 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, to celebrate the season of vibrancy which boosts cultural harmony among the students.

**College Magazine:** The Annual college magazine, "Bwhwijiri" has been provided with sections on five different languages which reflects linguistic harmony amongst the students.

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

**Constitutional obligations and duties:**

**Republic Day (26th January) and Independence Day (15th August):** Every year the flag hoisting ceremony on these two days is followed by motivational speech to instill the concept of constitutional obligations and duties of responsible citizens among the students and staffs of the college.

'Parakram Diwas' is observed on 23rd January to honour the great warrior of Indian Freedom movement Netaji.

**Seminars:** A seminar on "*Ethics Values and the Human Society"* was conducted by Dept. of Philosophy on **28.06.2019.**

**Fit India** related programs have been conducted yearly.

**EVM/VVPAT awareness program**: It was conducted by district administration of Kokrajhar on 13.03.2019, in the college campus where students were made aware about the working of an EVM -VVPAT and their constitutional right to vote.

A *"Swadesh Adhyayan Quiz Competition"* was conducted on 7th November, 2017.

**Equity Initiative RUSA:** During the academic year 2018-19, under equity initiative scheme of Rashtriya

Uchchatar Shiksha Abhiyan, Assam, undergraduate final year students of the institute were imparted training on personality development, work culture and ethics.

**Vigilance Awareness Program** in 2017 was conducted to create awareness on corruption with a series of programs.

A "**Mock Parliament Competition**" was conducted on 2nd January, 2018.

Celebration of **Constitution Day** on 26-11-2019 to generate awareness on the functions and importance of the Constitution of India and how to safeguard our Constitutional Rights.

Sky watch program on Super Blue Blood Moon lunar eclipse on **31.01.2018** to develop scientific temper.

| File Description | Document |
|---|---|
| Upload Additional information | [View Document](#) |
| Provide Link for Additional information | [View Document](#) |

## 7.2 Best Practices

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

**Response:**

**1 . Title of the Practice PROJECT UDAAN (The Institutional Social Responsibility Project)**

**Objectives of the practice:**

1. To address social, economic, and environmental concerns in order to create a sustainable future

2. To impart quality higher education by nurturing intellectual and scientific temperament in keeping with Indian ethos and values

3. To ensure Leadership Skills in students

4. To shape students with the skills and knowledge required to become socially responsible citizens.

**CONTEXT:** The Project UDAAN of Kokrajhar Govt. College is an effort to transform students, faculty members, staff and people into socially responsible citizens. This is an initiative to offer platforms to connect students from different streams in academic as well as extra-curricular activities arranged through different societies and clubs.

This Project engages students and teachers as well as the management to learn how to give back to the

society that gave them the opportunity to be at this College.

The objective of Institutional Social Responsibility is achieved through two vital parts of the college: the management and the students. Therefore, college engages students to learn beyond the curriculum, interconnecting students, society and nature.

**The Practice:**

1. Community Services

2. Awareness camps in the villages on health & Hygiene, livelihood programmes and social issues

3. Partnered with schools to collaborate on activities that promote academic, environmental and social responsibility

4. Promotion of Indian languages

5. Certificate Courses to encourage entrepreneurship amongst the students

6. Field trips for students to sensitize on economic, social, and environmental concerns of mankind

7. Organize  Mental Health Awareness programme

8. Observes World Environment Day, Earth Day and organises plantation programme

9. Awareness programme on environment and sustainable practices and biodiversity conservation

10. Reduce carbon footprint

11. Student Support to obtain scholarships provided by government agencies and Trusts

12. Support students in distress

13. Social Support to the community

14. Opening library for the inmates in Kokrajhar District Jail.

**Impact of the Practice:**

The following impacts have been noticed among the stakeholders -

1. Students actively volunteer for community outreach programmes.

2. The entrepreneurial skills of students achieved through Certificate Courses.

3. Significant rise in women's involvement in decision-making since the last NAAC Accreditation

4. The green cover of college increased and students have become ecologically conscious.

5. Sanitiser  manufacture and distribution helped frontline workers efficiently perform during Covid 19 pandemic situation

6. Mushroom cultivation training equipped farmers skill on scientific cultivation of the crop.

**Problems Encountered and Resources Required:**

- The college had limited funds for such activities.

- Villages were reluctant to embrace new ideas.

- Regular academic tasks sometimes hinder scheduling programmes.

**Notes:** Institutional Social Responsibility (ISR) is embedded in the vision of this college and it will continue to work in this field for the fulfilment of the objectives.

**2. Title of the Practice: ICT Enhanced Learning and Management**

**Objectives:**

- To digitize the teaching-learning system for better efficiency and performance.

- To impart training of ICT to faculty, non-teaching staffs and students.

- To enhance effective data collection and surveys.

- Promotion of paper free campus.

- To reduce cost in administration

**The Context:**

The importance of ICT has become more pronounced in the recent times. This comes as a bolstering

opportunity to transform India to a digitally empowered society. The impact of ICT is accentuated by institutions, academicians, teachers and other professionals levitating towards digitally inclined platforms and avenues. Hence, Kokrajhar Govt. College is committed towards an ICT ecosystem that encompasses the policies, strategies, processes, information, technologies, applications and stakeholders that work together to build a technology-enabled environment that supports the existence and growth of a knowledge-based society.

**The Practice:**

- Extensive use of college website for transmission of all information related to the college

- Use of google form for collection of information by IQAC, Office, teachers and Student Union Body

- Use of virtual meeting platform like Cisco Webex, Google Classroom, Google workspace etc. for classes and meetings

- Use of SWAYAM, N-List etc. as online learning resource

- Certificate Course in Computer application by Department of Computer Science.

- E-payment (Eazy Pay, RazorPay) for transparency and hassle-free process.

- Use of QR code for easy access to information, wall magazines etc.

- College app for routine, syllabus and academic calendar.

- Online portal for admission, college certificates and e-resources.

- Library website for easy access of online resources.

- Departments such as Physics, Economics, Sociology etc. have their own google sites.

- The entier college campus is Wi-Fi enabled.

- LAN is connected with each building blocks.

**Evidence of success:**

- The college website has crossed over 4 Lakh visitors in five years.

- Digitalization of departmental wall magazines has been done.

- Virtual meeting platforms helped to conduct online classes during Covid-19 period and they continue to supplement the offline class system till date.

- Google forms helped in quick data collection by college administration from students, alumni and faculties. It helped to streamline the participants in various college activities.

- The QR code was helpful in promt dissemination of information.

- The college also took initiative in conducting training programs for the non-teaching staffs to make them familiar with the use of QR codes and ICT.

- College app has been effectively used by 1000+ students.

- Online portal for admission and college certificates significantly reduced volume of data and saved time and manpower

**Problems Encountered and Resources Required:**

- Lack of acceptance of change having traditional mindset did bring in challenges in its implementation of ICT in the college.

- Limited budget for procurement of software and hardware hindered the rapid use of ICT tools.

**Notes:**

From the academic year 2021-22, 12 numbers of digital classrooms have been introduced.

| File Description | Document |
|---|---|
| Any other relevant information | [View Document](#) |
| Best practices as hosted on the Institutional website | [View Document](#) |

## 7.3 Institutional Distinctiveness

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

**Response:**

**Institutional Social Responsibility**

The mission of the institution is to impart higher education by nurturing intellectual and scientific temperament in keeping with Indian ethos and values for the development. Established in 1959, by the people of Kokrajhar town, realizing the dire necessity of establishing a college for the educationally backward region to impart higher education to young learners who are unable to go distant places for want of adequate means, the Kokrajhar Govt. College (erstwhile Kokrajhar College) has served the people of the region at its best capacity to fulfill the dream of thousands of its founders.

At the time of establishment, the number of persons having higher educational qualifications could be enumerated at one's fingertips. Recognising the role played by the college, the Govt. of Assam gave it recognition by upgrading it to a full-fledged Government College on 22nd August 2006 and has since been rechristened as Kokrajhar Govt. College.

Therefore, it makes sincere efforts to transform students, faculty members, staff and people who come into our contact, towards socially responsible citizens. The institution makes genuine efforts to fulfil its Social Responsibility and therefore provides the people an opportunity for higher education so that they could shoulder the responsibility of educating their people on large scale.

The college engages students and teachers as well as the management to learn how to give back to the society that gave them the opportunity to be at this College.

It has taken the economic, social, and environmental concerns of mankind sincerely in order to create a sustainable future for all. It focuses on areas of education, upliftment of marginalized communities, and environmental sustainability-related activities. The education policy of the college emphasizes imparting quality higher education to all with special emphasis on tribal students by nurturing intellectual and scientific temperament.

**EDUCATION**

The institution is committed to shaping students with the skills and knowledge required to become socially responsible citizens. This commitment is manifested through the focused teaching activities on sustainability, social justice, and human rights. It also executes activities promoting social responsibility among students, faculty, and staff such as Volunteering for social service

Additionally, The College has forged alliances with national and international groups devoted to advancing social responsibility. It is able to give students the chance to get firsthand experience with social responsibility activities because of these relationships.

KGC has always endeavoured to bring socially marginalized students to the mainstream. The following are

examples of activities done in this perspective:

- Exposure/educational/ field trips/tours for students to sensitize on economic, social, and environmental concerns of mankind
- Ensures the proactive role of the students and faculty in various community services and cultural activities to bring in positive social change.
- Focus on inculcating the students in ennobling the Indian ethos and values, tolerance and cooperation and a sense of appreciation of cultural and traditional inheritance which helps to create unity and integrity amongst the people coexisting harmoniously in nature
- The celebration of the Annual Bonjar Festival gives students to explore their talents in the field of sports, music, dance, art and sculpture whereas the celebration of Ishwan Mwshahary Memorial Day, the renowned Bodo Romantic Poet promotes Bodo literature
- The college offers 35 Certificate and Add On Courses to encourage entrepreneurship amongst the students
- Sponsors Merit Scholarship under the banner of PNB Trust to ensure a competitive environment and academic excellence
- Assists students to obtain scholarships provided by various government agencies
- Designs program to provide opportunities to the students interested in working in the areas of environmental or social responsibility
- Developed mentorship program to connect students and faculty members
- Partnered with schools to collaborate on activities that promote academic, environmental and social responsibility
- Developed a series of educational classes to teach students about environmental and social responsibility topics.
- The student community is encouraged to help the victims by donating cash, clothes, etc.
- 70% of students of the college are from low socio-economic backgrounds and are first-generation learners.
- The alumni are encouraged to share their knowledge

## ENVIRONMENTAL PROTECTION

Kokrajhar Govt. College has implemented various initiatives to reduce environmental impact viz.

- Entry restriction of fossil fuel vehicles inside the college campus
- Installation of energy-efficient equipment
- Ban on the use of plastic on the campus
- Developed green space on campus
- Installed solar-powered lights for night lighting to reduce carbon footprint
- Observation of World Environment Day and Earth Day with lectures on the environment and sustainable practices
- Organises plantation programme
- Organises awareness programme on biodiversity conservation
- Established Eco Club to foster student engagement in green initiatives

## HEALTH AND SAFETY

Health and safety are of paramount importance to the college. Kokrajhar Govt. College has executed various activities to ensure the health and safety of students and staff as well as the public:

- The students volunteer and assisted the Ant (NGO) to conduct Mental Health Camp
- Implemented safety protocols by providing stretchers, fire extinguishers, and first aid boxes, etc.on the college campus
- Conducted disaster management drills
- Conducted Road Safety Programme to sensitize students, staff, and common people to road safety rules

## SOCIAL SUPPORT

The policy of KGC obliges it to extend social support to the local community.

- Offers free training programme to the villagers of the surrounding area,
- Provided free essential commodities to underprivileged people during Covid 19 lockdown period
- Financial assistance to the flood victims
- Students volunteer in social service
- Organizes awareness camps on social issues
- Financially supports students in distress
- Financially supported the state government during Covid 19
- Prepared and distributed hand sanitizers to FLW during Covid 19 period
- In collaboration with NTPC Limited, distributed wheelchairs to Divyangan
- Adopted a village to guide the students on their role as socially conscious individuals
- Provided free mushroom seeds to farmers to encourage them to adapt to the scientific cultivation method

To sum up, ISR is vital for educational institutions. It involves giving evidence of a dedication to ethical behaviour, sustainable development, and the welfare of communities. We believe that the college has been able to fulfil the mission of its establishment.

| File Description | Document |
|---|---|
| Appropriate web in the Institutional website | [View Document](#) |
| Any other relevant information | [View Document](#) |

# 5. CONCLUSION

## Additional Information :

The track record of the College in sports is laudable. The College athletic team were Champions in the Inter-College Sports Festival held in Pandu College in 1999. Students of the College represented Gauhati University and the State in national level football, volley-ball and athletics. NIS football coaches Mr. Pradip Brahma, Mr. Babul Basumatary and Mr. Bidhan Das are alumni of Kokrajhar Govt. College. The College sprinter Mrs. Subhra Chatterjee won two gold medals in the Inter-College Sports Festival held at Nalbari in 1979. She represented the State several times in the national level. The football team of the College was finalists in the Inter-College Football Tournament of Gauhati University held at Gossaigaon College in 2011 as well as in 2016 which was hosted by the College. The numbers of students securing good grades have increased substantially since its initial years.

- A student named **Subhankar Mazumdar**secured highest CGPA among the Major students in Mathematics in the final Examination conducted by Gauhati University. **He is also the best graduateamong the B.A/B.Sc./B.Com./B.Voc.students for the year 2022**.
- Another student named Roshidul Islam from the **Department of Mathematicssecured 1st Position in the order of merit**inM.Sc. Examination conducted by the Bodoland University in 2022.
- A student named Krishna Mani Nath passed B.Sc. 6th Semester examination of Gauhati University securing **Second HighestMarks** amongst the Major students in Mathematics in the year 2021.
- Two P.G. students from the Department of Chemistry named Pooja Barua and Trikendrajit Barman passed M.Sc. Final Examination securing **1st and 2nd Rank respectively** in the year 2022
- Two students from the Department of Sociology named Viva Rani Narzary and Krishna Brahma passed B.A. Examination by**securing3rdand 1stRank**in 2021 and 2022 respectively in the Examination conducted by Bodoand University.
- A student named Mon Debnath passed the B.A. Sixth Semester **securing highest CGPA among the Major students in Bengali** in the final Examination conducted by Gauhati University held in 2022.

It is to be noted that two faculty members of the institution earned Prestigious Sahitya Akademi Awards. They are Mrs. Anjali Basumatary from Physics and Sri Gobinda Boro from Bodo.

## Concluding Remarks :

The Kokrajhar Govt. college has successfully complied with the earlier recommendations suggested by NAAC peer team in its 2nd Cycle of accreditation. The college is striving to achieve excellence in all aspects based on its vision and mission. All the employess and students are committed to make it a centre of excellence by continued and dedicated effort. The head of the institution takes proper initiative in a need based approach and in a holistic manner to provide better facilities to students and teachers as well. An effort is also made to foster the development process of downtrodden and local communities. Because of its excellence and contribution to the society at large, the State Government has recently declared the college to be upgraded to a University and the process has been initiated by incorporating it in the annaual budget of 2023-24 fiscal year.

# 6.ANNEXURE

## 1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification |
|---|---|
| 1.2.1 | **Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**<br><br>Answer before DVV Verification :<br>Answer After DVV Verification :5<br>Remark : As HEI has provided certificates for only 5 courses so based on that DVV input is recommended. |
| 1.2.2 | *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*<br><br>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years<br><br>Answer before DVV Verification:<br><br>| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |<br>|---|---|---|---|---|<br>| 1681 | 211 | 9 | 16 | 14 |<br><br>Answer After DVV Verification :<br><br>| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |<br>|---|---|---|---|---|<br>| 19 | 0 | 0 | 0 | 0 |<br><br>Remark : As per the data considered in the related above metrics 1.2.1 , based on that DVV input is recommended. |
| 1.3.2 | **Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**<br><br>1.3.2.1. **Number of students undertaking project work/field work / internships**<br>Answer before DVV Verification :  265<br>Answer after DVV Verification: 221<br><br>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 1.4.1 | *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* |

Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

Answer After DVV Verification: E. Feedback not collected

Remark : AS HEI has only collected feedback for students so based on that DVV input is recommended.

| 2.1.1 | **Enrolment percentage** |
|---|---|

2.1.1.1. **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1567 | 1036 | 770 | 645 | 777 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1514 | 1022 | 770 | 645 | 765 |

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1675 | 1190 | 960 | 860 | 1015 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 1675 | 1190 | 960 | 860 | 1015 |

Remark : As per the revised data and clarification received from HEI, based on that no. of admitted students should not be more than sanction seats of that particular category so DVV input is recommended accordingly.

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

2.4.1.1. **Number of sanctioned posts year wise during the last five years**

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 118 | 114 | 113 | 115 | 96 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 76 | 76 | 76 | 76 | 76 |

| | |
|---|---|
| | Remark : As per the supporting documents provided based on that DVV input is recommended. |
| 2.4.2 | *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* <br><br> 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** <br> Answer before DVV Verification: <br><br> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>73</td><td>65</td><td>63</td><td>54</td><td>50</td></tr></table> <br> Answer After DVV Verification : <br><br> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>45</td><td>45</td><td>45</td><td>45</td><td>45</td></tr></table> <br><br> Remark : As HEI has provided certificates for only 45 FTT , so based on that DVV input is recommended. |
| 3.2.2 | *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* <br><br> 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** <br> Answer before DVV Verification: <br><br> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>14</td><td>28</td><td>9</td><td>12</td><td>9</td></tr></table> <br> Answer After DVV Verification : <br><br> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>6</td><td>5</td><td>4</td><td>0</td><td>2</td></tr></table> <br><br> Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 3.3.1 | **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** <br><br> 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** <br> Answer before DVV Verification: |

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 24 | 50 | 7 | 15 | 15 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 12 | 11 | 3 | 4 | 9 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 16 | 9 | 18 | 10 | 9 |

Answer After DVV Verification :

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

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 3.4.3 | *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.* |
|-------|---|

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 13 | 9 | 6 | 10 | 9 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 7 | 6 | 6 | 3 | 4 |

| | |
|---|---|
| | Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 3.5.1 | *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*<br><br>    Answer before DVV Verification :<br>    Answer After DVV Verification :3<br>  Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 5.1.2 | *Following capacity development and skills enhancement activities are organised for improving students' capability*<br><br>    *1. Soft skills*<br>    *2. Language and communication skills*<br>    *3. Life skills (Yoga, physical fitness, health and hygiene)*<br>    *4. ICT/computing skills*<br><br>    Answer before DVV Verification : A. All of the above<br>    Answer After DVV Verification: A. All of the above<br>  Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 5.1.3 | **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Instituion during the last five years**<br><br>    5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution  year wise during last five years**<br>    Answer before DVV Verification:<br><br>table below<br><br>    Answer After DVV Verification :<br><br>table below<br><br>    Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
| 5.3.1 | **Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** |

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 386 | 86 | 736 | 816 | 67 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---|---|---|---|
| 149 | 86 | 736 | 816 | 67 |

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 19      | 05      | 24      | 10      | 06      |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 9       | 2       | 11      | 4       | 1       |

Remark : As per the supporting documents and certificates provided by HEI, based on that participation certificates and events beyond Assessment and Accreditation period should not be considered so DVV input is recommended accordingly.

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

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 5       | 13      | 14      | 0       | 2       |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 4       | 10      | 6       | 0       | 2       |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8       | 37      | 25      | 8       | 6       |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8 | 35 | 25 | 7 | 6 |

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|

| 6.5.2 | **Quality assurance initiatives of the institution include:**<br><br>1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**<br>2. **Academic and Administrative Audit (AAA) and follow-up action taken**<br>3. **Collaborative quality initiatives with other institution(s)**<br>4. **Participation in NIRF and other recognized rankings**<br>5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**<br><br>Answer before DVV Verification : A. Any 4 or more of the above<br>Answer After DVV Verification: B. Any 3 of the above<br>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended. |
|-------|-----|
| 7.1.3 | **Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**<br><br>1. **Green audit / Environment audit**<br>2. **Energy audit**<br>3. **Clean and green campus initiatives**<br>4. **Beyond the campus environmental promotion activities**<br><br>Answer before DVV Verification : A. All of the above<br>Answer After DVV Verification: C. Any 2 of the above<br>Remark : As per the supporting documents received from HEI, based on that DVV input is recommended. |

## 2.Extended Profile Deviations

| ID | Extended Questions |
|----|--------------------|
| 1.2 | **Number of teaching staff / full time teachers year wise during the last five years**<br><br>Answer before DVV Verification:<br><br>| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |<br>\|---\|---\|---\|---\|---\|<br>| 106 | 99 | 98 | 91 | 82 | |

Answer After DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 76      | 76      | 76      | 76      | 76      |