



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		KOKRAJHAR GOVT. COLLEGE
Name of the head of the Institution		DR.BANABINA BRAHMA
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+913661270245
Mobile no.		8638471995
Registered Email		principalkokgc@gmail.com
Alternate Email		banabrahma@gmail.com
Address		W/NO-6, KOKRAJHAR TOWN
City/Town		Kokra jhar
State/UT		Assam
Pincode		783370
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	MRS. ANJALEE BASUMATARY
Phone no/Alternate Phone no.	+913661270245
Mobile no.	9435020624
Registered Email	coordinatorkokgc@gmail.com
Alternate Email	anjalee.b15@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.kgc.edu.in/Documents/AQAR_2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.kgc.edu.in/Documents/Academic%20calender%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71.05	2004	03-May-2004	02-May-2009
2	B	2.23	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	19-Aug-2002
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Personality	09-Apr-2019	89

Development & Mind Power	1	
Workshop on Teaching Methodology	10-Apr-2019 1	45
A workshop on CBCS-GU	15-May-2019 1	99
How to face NAAC inspection	16-May-2019 1	65
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

9

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• Participation in NIRF 2019 • Workshops and Seminars for Staff and Students • Pursuing funding through RUSA support • Compilations Submission of Annual Quality Assurance Report to NAAC 2017:2018 • Quality Sustenance Initiatives like Swachh Bharat Abhiyan, Online admission system, etc.

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

Plan of Action	Achivements/Outcomes
1. To increase the number of classrooms.	1. 15 Nos. of new class rooms (including 3 labs). 11 class rooms constructed from RUSA fund and 04 from Bodoland Territorial Council fund.
2. To provide a Seminar Hall	2. A Seminar Hall Room- AB1 is made functional.
3. To upgrade Library Facility	3. Library has been upgraded with the installation of SOUL 2.0 and some computer equipments and online UPS.
4. To upgrade Hostel Facility	4. Bathroom & toilets of all the three hostels were renovated.
5. To collaborate with reputed foreign universities for academic improvement of the students.(Already initiated with Mahachulalongkornrajavidyalaya University of Thailand)	5. Could not be materialized as MoU could not be finalized
6. To start B.Voc. Courses in the subjects of 'Tourism and Travel Management' and 'Textile & Fashion Technology'	6. The process has been initiated with the government
7. To provide IT training to office staff of the College	7. No such activities could be conducted
8. To start a Principal's Trophy: Award for best department of the College	8. The matter is under process
9. To organise a National Seminar in the College	9. National Seminar organized by the Dept. of Bodo in collaboration of Sahitya Academy and Bodo Dept. Teachers' Association
10. To enhance seat capacity of Women's Hostel	10. Total 06 seats have been increased.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Board of Governors</td> <td>27-Dec-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Board of Governors	27-Dec-2019
Name of Statutory Body	Meeting Date				
Board of Governors	27-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				

Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

- The college has an Academic Council to look after the academic curriculum of the institution. It conducts regular meeting to chalk out and monitor the academic atmosphere of the college as per the action plan prepared at the beginning of every year
- Faculty members of each department meet at regular intervals to monitor implementation of curriculum delivery.
- The Sessional Examinations are conducted as per academic calendar of college.
- There is provision for remedial teaching for the weak students
- Teachers maintain record of course execution in departmental log book

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese, Bengali, Bodo, Education, Geography, Hindi, History, Philosophy	215
BSc	Chemistry, Com. Sc., Mathematics, Physics, Statistics, Zoology	84
MA	Bodo	30
MSc	Chemistry	14
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

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

Feedback Obtained
<ul style="list-style-type: none"> • Feedback form is being distributed to the final semester students seeking their opinion on the institution, department, individual faculty members and overall experience during their time in the college. • By the end of the academic year, the outgoing batch of students submits the feedback in a confidential manner. • The feedback is analyzed by an expert team and accordingly teachers/departments make self evaluation and take necessary correctional measures in their teaching method and way of communication with students. • Academic council during its meeting chalk out further course of action on feedback by preparing Plan of Action based on it. • Guardians' meet is annually held to seek suggestions and feedback which are analyzed methodically and executed, if found beneficial and necessary. • Kokrajhar Govt. College Alumni Association actively participates in the overall improvement of student friendly academic environment by suggesting innovative mechanism in Learning, Office Administration, Student welfare, etc. • As part of its development strategy, IQAC conducted 'Students Satisfaction Survey' and 'Students Feedback on curriculum' in the academic year 2018:19.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English	20	20	16
MSc	Chemistry	30	18	14
MSc	Maths	20	7	3

BA	Assamese	35	57	51
BA	Bengali	25	29	19
BA	Bodo	70	150	72
BA	Economics	35	62	49
BA	Education	35	36	36
BA	English	45	104	66
BA	Geography	20	75	26
BA	Hindi	15	15	13
BA	History	40	55	39
BA	Philosophy	30	17	12
BA	Political Science	40	72	44
BA	Statistics	3	0	0
BA	Sociology	25	69	59
BSc	Economics	5	0	0
BSc	Botany	15	56	21
BSc	Chemistry	20	79	20
BSc	Computer Sc.	15	27	19
BSc	Physics	20	53	12
BSc	Statistics	12	8	3
BSc	Zoology	20	141	26
BA	Mathematics	10	2	1
BSc	Mathematics	20	58	24

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1695	52	69	0	29

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
98	37	19	12	3	12

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

Students mentoring system could not be introduced in the current academic year.

Number of students enrolled in the institution

Number of fulltime teachers

Mentor : Mentee Ratio

No Data Entered/Not Applicable !!!

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
75	59	16	0	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Arts	6th	10/06/2019	10/07/2019
BSc	Science	6th	10/06/2019	10/07/2019
MA	Bodo	4th	19/06/2019	30/09/2019
MA	English	4th	18/06/2019	01/10/2019
MSc	Chemistry	4th	01/07/2019	26/09/2019
MSc	Mathematics	4th	26/06/2019	11/09/2019

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

As part of sound educational strategy, the institution adopts centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. This is executed by examination cell in collaboration with Academic Council.

- Orientation on Evaluation Process: Students are made aware of the evaluation process by notification. Academic Calendar has Internal Exam (Sessional Exam) dates. Internal Marks are displayed in the Department Notice Board
- Result Analysis Review Meeting: Result Analysis is done by the Result Analysis Committee after every academic year. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the IQAC, Principal and Academic council and necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise, to give

necessary feedback for the improvement of students' performance. •External examinations are conducted at the end of every semester for all the theory papers and practical papers: Students should satisfy the eligibility criteria of 75 percent attendance in each semester to appear for University Examination. The students who have arrears are permitted to write their arrear papers along with regular semester examinations. •Reappearing/Recounting/Revaluation: The students are informed of the Reappearing/Recounting/Revaluation scheme available to them, regarding their examinations. Those students who fail in Sessional examinations are given a chance to appear for the same examination again conducted by the concerned department

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

The Academic Calendar committee prepared its Academic Calendar for the academic year 2018:19, immediately after publication of undergraduate academic calendar by Gauhati University. The calendar contained important information like a) schedule of admission into the College b) filling up of registration forms c) commencement of daily classes d) examination schedules for both sessional/unit tests as well as final examinations conducted by the college, university and Assam Higher Secondary Education Council e) other important college events f) holidays of the session. Most of the events of the academic session 2018:19 went as per the academic calendar with the following exceptions: • Sessional examination of the odd semester 2018 was rescheduled due to Gunotsav Assam. • Annual Bonjar Festival was rescheduled due to Higher Secondary (H.S.) final practical examination • Departmental seminars were conducted in the month of June 2019, due to compact semester examination schedule and H. S. Final Examination 2019.

2.6 – Student Performance and Learning Outcomes

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

<http://www.kgc.edu.in/Syllabus.aspx?CALLFROM=1>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	MA	Bodo, English	53	35	66.04
	MSc	Chemistry, Mathematics	17	12	70.59
	BA	Assamese, Bengali, Bodo, Economics, Education, English, Geography, Hindi, History, Philosophy, Political Science	268	225	83.96
	BSc	Botany, Chemi	80	48	60.00

		stry, Com. Sc., Mathematics, Physics, Sta tistics, Zool ogy			
	BA	General Course	38	9	23.68
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2.7 – Student Satisfaction Survey

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

<http://www.kgc.edu.in/Documents/Students%20satisfaction%20Survey%20pdf.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	3	0
International	Bodo	2	0
International	Mathematics	1	0.2
National	Education	1	5.5
International	Education	1	4.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Bodo	2
Hindi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Effect of Acculturation on the Traditional Health Practices of the Bodos	Ms. Alaka Basumatary	International Journal of Research and Analytical Reviews	2019	0	Research Scholar, Dept. of Bodo, Bodoland University	0
Festivals of the Bodos: A Discourse in the Light of Acculturation	Ms. Alaka Basumatary	International Journal of Emerging Technologies and Innovative Research	2019	0	Research Scholar, Dept. of Bodo, Bodoland University	0
Deewar main ek khidki rehti thi Upanyas main prakriti chitran	Ms. Kasturi Chakraborty	Streekaal	2018	0	Research Scholar, Department of Hindi, Assam University, Silchar	0
Naukar ki kameez upanyas	Ms. Kasturi Chakraborty	Avadh Archana	2018	0	Research Scholar, Department	0

main avhivvyakt nimnavargi a jeevan					of Hindi, Assam University, Silchar	
Bodo Lokgeet Main Prakriti	Ms. Kasturi Chakraborty	Avadh Archana	2019	0	Department of Hindi, Kokrajhar Govt. College, Kokrajhar	0
A Note on Intuitionistic Fuzzy Set of the basis of Reference Function	Dr. D.D. Mwachary	International Journal of Applied Engineering research	2019	0	Department of Mathematics, Kokrajhar Govt. College, Kokrajhar	0
Role of Bodo Women in Family and Awareness on Social Empowerment (With special reference to Sudempuri village)	Laimwn Brahma	AJANTA	2019	0	Department of Education, Kokrajhar Govt. College, Kokrajhar	0
Importance of ICT in Teaching and Learning Process	Laimwn Brahma	JONER	2019	0	Department of Education, Kokrajhar Govt. College, Kokrajhar	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	75	7
Presented papers	3	8	2	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Two Days District level conclave programme (1819th March'19)	7th Assam Bn. NCC, Dhubri	10	125
SWACHHA KOKRAJHAR	NSS, KGC with Kokrajhar Municipality Board	5	165
INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFIKING	NSS, KGC with District Authority, Kokrajhar	6	193
Activity Corner: District Level National Children Science Congress	Assam Science Technology and Environment Council(ASTEC)	2	6

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Road Safety Awareness Program	District Transport Office, Kokrajhar	Road Safety	3	89
World Environment Day	IQAC, Alumni Association, Kokrajhar Govt. College	Plantation	8	66

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange programme	02 Professors one each from GU and	Kokrajhar Govt. College Post	7

	Janata College, Serfanguri	Graduate Fund	
Student Exchange Programme with department of chemistry, GU	05 Professors	Kokrajhar Govt. College Post Graduate Fund	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100	99.08

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16534	1647850	197	33720	16731	1681570
Reference Books	16340	2304780	0	0	16340	2304780
e-Books	3135809	5900	0	0	3135809	5900
Journals	17	38765	0	0	17	38765
e-Journals	6237	5900	0	0	6237	5900
CD & Video	26	5400	0	0	26	5400
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	120	16	23	2	35	12	43	100	6
Added	2	0	0	0	0	2	0	0	0
Total	122	16	23	2	35	14	43	100	6

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical
----------------------------------------	-------------------------------------------------	----------------------------------------	-------------------------------------------------

	facilities		facilities
10	897164	40	2756165

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

The college authority gives top priority to the holistic development of the students, as per the Vision of the college. There is optimum utilization of the physical, academic and support facilities available. Stock verification is maintained annually and suitable additions carried out, in accordance with the need in classrooms, laboratories and office. The Library Advisory Committee supervises the developments in the library, and meets annually to suggest new initiatives and purchases. Visitors can provide their recommendations and suggestions for the availability of books and journals, based on which action is taken. Library also has internet and subsidised Xerox facility. There is a badminton court in the campus which is maintained properly by Teachers sports club and is open to the staff and students. College has a shared playground to host its different sports activities. The College has different facilities like Computer centre, departmental library, Students Day home, purified drinking water facility, College Canteen etc which are used by students, faculties and staff.

<http://www.kgc.edu.in/Documents/Prospectus%202019-20.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Phanindra Nath Brahma Memorial Award	1	15000
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship for North Eastern Region	20	1296000
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Self defence programme for female students	25/06/2019	35	I.S. office Kokrajhar District
Yoga Camp for Students	26/06/2019	106	I.S. office Kokrajhar District
Equity Initiative RUSA	29/08/2018	260	RUSA Assam
Equity Initiative RUSA	27/10/2018	242	RUSA Assam

Personality development and Mind power	09/04/2019	70	IQAC
Training program by Reliance Jio for selected students under campus recruitment	23/05/2019	12	Reliance Jio infocom Ltd
Orientation on career options and opportunities	28/06/2019	56	North East youth Foundation and Alumni Association
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reliance Jio Infocomm Limited	26	12		0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	Assamese	BU	MA
2019	5	BA	Bengali	GU	MA
2019	22	BA	Bodo	GU, BU, DU, CCSU, Janata College (GU), UN	MA

				academy(BU)	
2019	8	BSc	Botany	BU	MSc
2019	5	BSc	Chemistry	BU,NIT Warangal, Hindu College(Delhi University), Kokrajhar Govt College(GU)	MSc
2019	11	BA	Economics	BU	MA
2019	12	BA	Education	BU, Pandu College (GU), Kokrajhar BEd College (BU) Gossaigaon BEd College (BU)	MA, BEd
2019	24	BA	English	BU, GU, USTM Meghalaya, NRDS, KGC (GU), Don Bosco College (TN), Mahatma Gandhi University, Assam University	MA, MSW, PGDCA
2019	1	BA	Hindi	Kokrajhar BEd College (BU)	BEd
2019	31	BA	History	BU, GU, NEHU, Sikkim Manipal University, Nagpur University, BHU, Pune University	MA, MA(Tourism), MA(Archaeology)
2019	2	BSc	Mathematics	BU, KGC (GU),	MSc
2019	2	BA	Philosophy	Assam University, GU	MA
2019	4	BSc	Physics	BU, USTM	MSc
2019	23	BA	Political Science	BU, Gujrat University, Indira Gandhi	MA, LLB, Master in Hospitality and Tourism

				Tribal University, BHU, NEHU, Kokrajhar Law College (GU)	
2019	1	BSc	Statistics	Symbiosis International (Deemed University)	MSc (Applied Statistics)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Archery	Gold (2), Silver (1) Bronze (1), Inter college Archery Competition, Gauhati University	5
Football	Inter college Football Tournament, Gauhati University	15
Football	Champion, State Level, Reliance Foundation Youth Sports	15
Indoor Games	Institution Level	62
Minor Games	Institution Level	175
Major Games	Institution Level	362
Cultural Activities	Institution Level	140
Cultural Processions	Institution Level	362
Debate Competition	Institution Level	25
Group discussion	Institution Level	30
Quiz Competition	Institution Level	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Inter University Archery Co	National	1	0	KGC/154/10 /201920/TD CII(A) 361	Akhapwr Basumatary

	mpetition					
2019	Inter University Archery Competition	National	1	0	KGC/154/10 /2018-19/T DC-I(A) 362	Sonali Basumatary
View File						

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

The college has an elected Students union by the name "Kokrajhar Govt. College Students Union (KGCSU)". The union comprises of 12 executive members headed by Principal of the college as Chairperson . The executive body has the portfolio of (1) Vice president (2)General Secretary(3) Assistant General Secretary(4)Major Games Secretary(5) Minor Games Secretary(6) Debate and Symposium Secretary(7) Cultural Secretary.(8) Social Service Secretary.(9) Literary Secretary.(10) Music and Song Secretary.(11) Boys' Common Room Secretary and (12) Girls' Common Room Secretary. Profincharges are attached to each portfolio,appointed by the Principal. The executive members of the union take an active role in organizing different literary, awareness programmes, sports activities, etc. for the students in the college campus. The union also works in facilitating deserving students in participating different events organized in district level, state level, national level and international level. They play an active role in the welfare of students of the college. KGCSU also take active part, along with IQAC in different programs like interaction program, road safety awareness, Swachh Bharat Abhiyan, Unity run, different seminars and workshops. They also perform activities in collaboration with some other cells of college like NSS, NCC, Women cell, KGCBSLS(Kokrajhar Govt Collge Bodo Students Literary Society), etc. Members of Kokrajhar Govt. College Students Union have representation in the following academic administrative bodies/committees of the college: • General Secretary of KGCSU is Ex officio member of Anti Ragging Cell • Female office bearers of KGCSU act as Ex officio member of Women Cell • General Secretary and Asstt. General Secretary, KGCSU are Exofficio members of Students' Affairs Sub Committee • General Secretary, KGCSU is a member of Phanindra Nath Brahma Memorial Trust • General Secretary, KGCSU is a member of Extension Service Cell • All female students of the college are members of Women Cell

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

700

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

200000

5.4.4 – Meetings/activities organized by Alumni Association :

3

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

words)

The institution has a practice of participative management. The college provides opportunity to all stakeholders for participating in the decision making process. The college 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 department heads. The principal holds meetings of the departments very often regarding academic and financial matters. In the meetings the final decision is taken in consultation with all department heads. • The examinations are carried out periodically throughout the year for which there is separate examination cell comprising of faculties as Assistant Officer in Charges and office staffs for carrying out different examination related works. The Vice- Principal of the college is in charge of examination cell. They conduct regular meetings and approved by principal thus the participative arrangements is being followed in decision making. • The Environmental Studies/Education cell conducts all the Classes/ Field works/ Examination works with regard to the compulsory subject of Environmental Studies/Education. The cell involves departments of Botany, Chemistry, Physics, Zoology, Education, Political Science, Economics and Computer Science for conduction of classes and field studies in the subject.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	The final/semester examinations, internal and practical examinations are conducted as per the guidelines set by the affiliating university. The College is known for conducting free and fair examinations. More often than not, the College is selected as an evaluation zone and hence, most of the teachers are engaged as Zonal Officers, Head Examiners, Examiners and Scrutinisers. Further, teachers of the institution participate in such activities in other evaluation zones. The process followed during evaluation is the same as directed by the University. There is 24/7 CCTV surveillance system in several examination rooms and at the Spot Evaluation cum Scrutiny Zone of the College. Moreover, the students who fail to clear Sessional examinations are given another chance to appear again in the examination
Research and Development	The faculty members carry out research on their MRPs utilising departmental laboratories as and when required. A computer centre under RUSA has been set up for meeting research/project requirements of students as well as faculties. Three faculties, namely Dr. Rajib Kumar Saha (Dept. of Bengali),

	<p>Dr. Gautam Mushahary (Dept. of History), and Dr. Deepak Basumatary (Dept. of English), were awarded PhD degree in this Academic Session.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • Library has been enriched by procuring new books of an amount of Rs. 33,720.00. The books were purchased for all departments of the College. • Library has been upgraded with the installation of SOUL 2.0 and some computer equipments and online UPS. • The College campus has been made WiFi enabled (Reliance Jio Free Wifi). All the students, faculties and staff can avail the facility for educational purpose, exclusively. The data for each individual is 34MB per day and 1GB per month. • 15 Nos. of new class rooms (including 3 labs) have been constructed. 11 class rooms were constructed with the RUSA fund and 04 with the Bodoland Territorial Council fund. • A Seminar Hall Room AB1 is made functional. • Bathroom toilets of all the three hostels were renovated.
<p>Human Resource Management</p>	<p>The College is run by the joint efforts of the office of the Principal and the IQAC. The human resource is managed amicably through substitute or extra duty in case some of the teaching or non teaching staff have to be on leave from work for official, administrative or academic purposes. The College has a performance evaluation system through feedback from the students and the parents. For the development of the human resource, the College encourages its faculty members to pursue academic, intellectual and research related works apart from providing computer training to teaching and nonteaching staff from time to time.</p>
<p>Industry Interaction / Collaboration</p>	<p>No such interaction/collaboration was possible during the current Academic Session.</p>
<p>Admission of Students</p>	<p>The admission to the First Semester of BA/BSc and Higher Secondary Section is entrusted to the Admission Committee constituted by the Principal for the purpose. Though merit is the sole basis for admission, reservation of seats as per State/local BTC Government rules for different categories, including sports, NCC, NSS, Cultural, Scouts and Guides and Differently Abled candidates is also followed.</p>

Curriculum Development	The College is affiliated to Gauhati University and follows the curriculum prepared/developed by the University. However, faculty members of several departments of the College contribute to syllabus development of Gauhati University and Bodoland University.
Teaching and Learning	The College prepares an Academic Calendar at the beginning of each Academic Session along with Teaching Plans prepared by the departments, individually. The Teaching Plan is executed in accordance with the Academic Calendar and is recorded in the Teaching Execution Register departmentally and individually. Utmost efforts are made to make the teaching process more learner centric. The progress of students is continuously assessed and evaluated through monthly class Tests, Sessional Examinations, Viva, Projects, Study Tours, Field Studies, Seminars, Group Discussions, and Class Assignments, etc. to fulfill requirements as mandated by the University. Students are always encouraged to join remedial classes/tutorials for improvement in their studies. In this academic session a Student Satisfaction Survey was conducted to assess the teaching learning performance of different departments of the college. The IQAC analysed the feedbacks received from students and encouraged the departments to improve their overall performance.

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

E-governance area	Details
Administration	<ul style="list-style-type: none"> • Notices are circulated in College website, students corner of Facebook, College, HoD, IQAC, Pragati Mahila Sanchay Nidhi Whatsapp groups.
Finance and Accounts	<ul style="list-style-type: none"> • Account section is upgraded with software which helps in digitisation of records.
Student Admission and Support	<ul style="list-style-type: none"> • The college has implemented online admission system of students in under graduate programs.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Teaching Methodology		10/04/2019	10/04/2019	45	0
2019	A workshop on 'Undergraduate Choice Based Credit System under Gauhati University (UGBCS)'		15/05/2019	15/05/2019	40	5
2019	How to face NAAC inspection		16/05/2019	16/05/2019	34	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course organised by the UGCHRDC, North Bengal University	1	04/01/2019	24/01/2019	21
Refresher Course organised by the UGCHRDC, NEHU	1	04/07/2018	24/07/2018	21
Short Term Course on Use	4	21/02/2019	27/02/2019	7

of ICT Tools for Classroom Teaching, organized by Science College, Kokrajhar

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
a) Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd. b) Pragati Mahlia Sanchay Nidhi	a) Kokrajhar College Sanchay Aru Rindan Samabay Samity Ltd. b) Pragati Mahlia Sanchay Nidhi	a) Students Distress Fund b) Phanindra Nath Brahma Trust

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: Internal audit is carried out regularly by a committee comprising of faculties and accountant of the college, which is appointed by Principal of the college. **External Audit:** In government colleges audit on all kinds of grants received from State government, fees and fine is conducted by a government auditor as per government order from time to time. Audit on grants received from state government is cleared upto the financial year 2017-2018.

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

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

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic audit committee , Kokrajhar Govt. College
Administrative	No		No	

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

There is no such independent association like parent teacher association in the college. However, the parents do attend the annual "Guardians Meet" where they interact with the teachers and are apprised of the college affairs. They put forward their views and opinions on the workings of the college for the overall development of the institution.

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop cum popular talk on prospect on pursuing higher education in USA.	28/12/2018	28/12/2018	28/12/2018	49
2019	Workshop on Personality Development Mind Power	09/04/2019	09/04/2019	09/04/2019	89
2019	Workshop on Teaching Methodology	10/04/2019	10/04/2019	10/04/2019	45
2019	A workshop on 'Under Graduate Choice Based Credit System under Gauhati University (UGCBCS)'	15/05/2019	15/05/2019	15/05/2019	99
2019	How to face NAAC inspection	16/05/2019	16/05/2019	16/05/2019	65

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness programme on women trafficking	02/05/2019	02/05/2019	185	115
Self defence programme	25/06/2019	01/07/2019	35	0
Yoga Training	26/06/2019	02/07/2019	42	64

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

Percentage of power requirement of the University met by the renewable energy sources
Kokrajhar Govt, College has completely banned the use of polythene bags in college campus. Efforts are on to reduce paper use by circulating notices in digital form like email, mobile messenger apps, social media platforms, etc. Wastes generated in the college and hostel campuses are managed by SLRM (Solid Liquid Resource Management) system of Kokrajhar Municipal Board. Conventional fluorescent tube lights in the college are replaced progressively by LED lamps. A rain water harvesting structure is installed in the Library building.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Master plan for conduct of college election	05/09/2018	The book is an essential tool for conduction of election to students union in colleges. All the laws and bylaws are clearly mentioned in the book. The book will provide an overview and idea regarding the general elections of our country. It will definitely help both administration and

		student fraternity of colleges and universities.
Brochure Kokrajhar Govt. College Hostels	06/06/2018	The book deals with the guidelines, policies, rules and regulations of Kokrajhar Govt. College Hostels
Rules regulations and Guidelines, Kokrajhar Govt. College	30/05/2018	The book deals with the guidelines, policies, rules and regulations of different committees/cells of Kokrajhar Govt. College Hostels

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rabha Diwas	20/06/2019	20/06/2019	121
International Mother Language day	21/02/2019	21/02/2019	62
Bodo Medium Day	18/05/2019	18/05/2019	58
36th Ishan Mushhary Memorial Programme	06/02/2019	08/02/2019	309
EVM/VPAT awareness program by district administration	13/03/2019	13/03/2019	75
National Science Day	28/02/2019	28/02/2019	80
Seminar on Ethics Values and the Human Society : Dept of Philosophy	28/06/2019	28/06/2019	35
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree plantation 2. Gardening 3. Plastic free campus campaign 4. Discouraging the use of disposable glasses and plates 5. Installation of dust bin

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. Online admission System for Undergraduate Students
 1. Title of the practice : Online admission System for Undergraduate Students
 2. Objectives of the Practice:
 a) To give applicants freedom to submit their applications at their convenience.
 b) To contribute towards sustainable development by reducing paper wastage.
 c) To develop a highly reliable and efficient system by reducing paperwork errors (which used to creep in despite precautions in offline system).
 d) To obtain customizable real time reports of applicants for smooth processing of admission
 e) To increase transparency in processes and overall activities of admission.
 f) To create database of any student till he/she completes the entire course of study.
 g) To facilitate Digital India Mission.
 3. The Context: It has been noticed by the college authority that the number of

students applying for admission in the college is increasing every year. Additionally, the student's admission process is getting increasingly complex with interested learners applying from different geographical locations, applying for a myriad combination of subjects, applying using various discounts and scholarships etc. In this scenario it is fast becoming increasingly difficult to handle such a large volume of student's admission in the traditional methods. Thus, there is an increasing need for using technology and adapting to an online admission management system for Kokrajhar Govt College also. During the academic year 201718 software from professional developers was purchased to create a "Data Management System for Students". This software was trialled for Online Admission form submission system but could not be upgraded properly by its developers to handle Online Admission system and hence it was discarded. In this academic year fresh software was subscribed to facilitate "Online admission System for Undergraduate and HS Students" 4. The Practice: In the college website <http://www.kgc.edu.in/anadmission> registration URL <https://kokrajhargovtcollege.online/> was provided for online applicants. The applicants could register by using his/her mobile number and email address on the above mentioned link. On successful registration an applicant could apply for admission by filling the admission form online and uploading desired scanned copies of documents. The software was preloaded with the eligibility criteria and cut off marks so that only eligible students could apply. After successful submission of the online admission form the applicant printed the copy of the filled form and submitted to college office along with the fee for college prospectus. The selection list of eligible candidates was prepared by the admission committee on the basis of list of candidates obtained from the software. During admission the hard copies of original documents of selected candidates were verified on the spot by using the software on real time basis without downloading documents. The desired subjects of the selected candidate on the basis of merit were entered by the admission committee on the spot in the software and a system generated admission receipt was generated along with class roll number completing the admission process. 5. Evidence of Success : a) This year students using internet connectivity could submit their applications at the click of a mouse at their convenience. b) The admission committee was able to filter out candidates and process the applications in a quick time for preparing selection list. c) There are high fatigue and monotony involved in the form verification of the admission process and this can be a catalyst for errors. This time human errors were minimized as the form was filled online by the candidate. d) The admission process was hassle free with less men power being involved. Thus, it was cost effective too. e) The collection of admission fee and processing of students fee records was streamlined by the online system. This in turn helped to prepare fee waiver database of fee waived students smoothly. f) The college got access to student records and databases which was used to prepare errorfree student attendance registers in quick time.

The data of admitted candidates was saved in office records for further requirements. 6. Problems Encountered and Resources Required a) Proper training to use all the features of the software is yet to be imparted to office staff.

b) This year online fee payment was not integrated to the admission software but it is expected to be done in next academic session. c) Upgradation of the software is required to create a Management Information System. d) Students of rural areas with poor net connectivity had to travel to town for online form submission. 7. Notes: In future the College can provide facility of online admission form submission at its own computer centre at a fee much lower than the fee charged by internetcafe shops. In particular, this move will help the

poor rural students. This facility may also generate revenue for the subscription fee of the software. B. Swachh Bharat Abhiyan 1. Title of the Practice : Swachh Bharat Abhiyan 2. Objectives of the Practice: a) To make the students, faculty and staff of College aware about Swachhta Mission. b) To maintain cleanliness in institute campus. c) To provide clean water and

hygienic sanitation facilities to College family members. d) To promote better hygienic environment in institute campus. e) To motivate students about cleanliness and importance of Swachhta in their life. 3. The Context: Swachh Bharat Abhiyan is a campaign in India that aims to clean up the roads and infrastructure of India's cities, smaller towns and rural areas including Govt. offices and institute campus as well. It was launched on 2nd October 2014 by Prime Minister of India Sri Narendra Modi. Swachh Vidyalaya is the national campaign under Swachh Bharat Abhiyan. As directed by the Govt. of Assam, cleaning activities under Swachh Bharat Abhiyan has been carried out in our institute. 4. The practice: The Government of Assam directed the College authority to form a committee to look after the cleanliness campaign. Accordingly, a seven member committee was formed which has the Principal as the Chairperson of the committee and there is one Nodal Officer, two Assistant Nodal Officers and three members. Apart from those members, other 18 (eighteen) numbers of nonteaching staff (Grade IV) have been permanently engaged to keep the institute campus clean. To achieve the aim of Swachh Bharat Abhiyan, the committee members, students, faculty and nonteaching staff of College have been jointly practising cleaning activities on the 7th of every month. The activities include cleaning of toilets, cleaning of play grounds, cleaning of classrooms, cleaning of gardens etc. The members also get involved in the cleaning work in every 3 (three) days in a week at 3 PM i.e. Tuesday, Thursday and Saturday. In order to motivate the student community, the College authority has arranged to provide Appreciation Certificate to every student who participates in cleaning programme. Besides College campus, the committee has been exercising the Swachhta programme outside the College which includes cleaning programme in nearby areas of the College and schools. The schools are Kokrajhar Vidyapith High School, Kokrajhar Girls H.S. School and No. 166 J.B. School. 5. Evidence of Success: a) Through cleanliness drive we have been able to maintain clean environment in College campus. b) The students can enjoy the clean water, sanitation and hygienic facilities. c) The students along with faculty are now particular in throwing waste materials in dustbins. d) Kokrajhar Municipality Board (KMB) has been cooperating in maintaining cleanliness and hygiene in College. e) This cleanliness drive is helpful for College faculties in conducting extension activities to other schools. 6. Problems Encountered and Resources Required: a) Human resource management is difficult. b) Problems in management of time after class hours. c) Due to some bandhs and holidays it becomes difficult to exercise the drive on the 7th of every month. d) Active and voluntary cooperation is required from the students and faculty members in order to complete the cleanliness drive. e) More awareness programmes are required for students.

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

<http://www.kgc.edu.in/Documents/best%20practice%202018-19%20pdf.pdf>

7.3 – Institutional Distinctiveness

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

Institution with Social Responsibility: The necessity of socially responsible and inclusive quality education for the allround development of the socially and economically backward people of the region has increasingly become important in the age of globalisation where specialisation and competition have become the major determining factors of success. Development of a society can be realized only through proper understanding of the society and its problems. The College makes sincere endeavour to improve the social and economic conditions of the downtrodden people of the region. In this regard, the College gives special emphasis on the following points in relation to quality

improvement: (i) Quality Education with Social Responsibility (ii) Effective Social Organization and Social Harmony Institution with Environmental Responsibility: The need of the hour is to inculcate the spirit of responsibility and care for the environment. Transforming Kokrajhar Govt. College into a Centre of Excellence with special focus, care and responsibility towards the environment. Educational institutions can play a pivotal role in this regard to bring about a significant consciousness in the society, especially among the young generation through a valuebased education with special focus on the environment. In this regard, the College gives special emphasis on the following points: (i) Preservation of the native flora and fauna of the region (ii) Conservation of forests and natural resources (iii) Promotion of green practices. Institution for the Promotion of Democratic Spirit and Critical Thinking: As India is a diverse country and the largest democracy in the world there is a need to promote and develop the spirit of tolerance and pluralism. The need to create a space for critical thinking to incubate new ideas for the development of the individual, society, and country is of outmost importance. Therefore, the College aims to evolve into a critical space to incubate new ideas, promote scientific spirit, and develop skills. In this regard, the College gives special emphasis on the following points: (i) Inculcate scientific temper and rational outlook. (ii) Promote responsible social activism (iii) Research and Innovation (iv) Peace and National Integration

Provide the weblink of the institution

<http://www.kgc.edu.in/AboutKGC.aspx?CALLFROM=02>

8.Future Plans of Actions for Next Academic Year

Plans 2019-20 CRITERION I-CURRICULAR ASPECTS 1. The college shall introduce vocational/professional courses viz. B. Voc and B. Ed Courses. 2. The college shall introduce PG courses in History and Economics. 3. The college shall introduce Diploma courses in Spanish and Tagalog. CRITERION II -TEACHING-LEARNING AND EVALUATION 1. To introduce Students mentoring system. CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION 1. The college shall collaborate with IIT Guwahati, Bodoland University, Birjhora Mahavidyalaya, and Bholanath College regarding activities like resource sharing, faculty exchange and enhanced academic performance. 2. To organise teachers training for High School Science and English teachers. 3. To organise 10 days workshop and film festival in collaboration with Film division , Ministry of Information and Broadcasting, Govt. of India CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES 1. To construct Auditorium, Conference hall, smart classroom, activity centre for students, two gallery classrooms one for Arts and one for science stream. 2. Acquisition of Land for extended campus of the College. CRITERION V - STUDENT SUPPORT AND PROGRESSION 1. To adopt foreign and meritorious student of poor economic background. 2. The college plans to register its Alumni Association. CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT 1. The college plans to introduce a Management Information System (MIS). CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES 1. To install renewable energy sources for lighting purpose.