



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KARMASHREE HITESWAR SAIKIA COLLEGE

KARMASHREE HITESWAR SAIKIA COLLEGE, PANJABARI ROAD, SIXMILE,
GUWAHATI-781022, KAMRUP (M), ASSAM, INDIA

781022

www.khscollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Karmashree Hiteswar Saikia College is one of the premier colleges located at Panjabari Road, Sixmile, Guwahati, Kamrup Metro district of Assam. The college was established in the year 1988 with its motto “*To strive, to seek, to find and not to yield*”. With the shifting of the capital of Assam from Shillong to Dispur, the city of Guwahati witnessed tremendous growth of population and expansion. But the facilities for higher education still remained virtually limited as the existing colleges in the city failed to cater the need to accommodate a proportionately large number of students and as a result, many students found their doors closed to their aspirations of getting higher education.

The realization of this fact and the deep understanding of the situation convinced some prominent educationists and politicians about the prospects of founding a college in the Eastern Part of Guwahati City in 1988. The college was named as City College initially but later it is renamed as Karmashree Hiteswar Saikia College, in the fond memory of the founder patron of the college and former Chief Minister of Assam Late Karmashree Hiteswar Saikia, in a public meeting held on 4th Jan., 2004.

Since its inception, the college has been dedicatedly rendering service in imparting higher education at UG level. Due to the active involvement in disseminating knowledge Gauhati University extended permanent affiliation in the year 2010 for the ongoing Arts course. The college obtained recognition under Section 2(f) & 12(B) of the UGC Act, 1956 in 22nd February, 2013. The Arts Stream of the college was provincialized in 3rd June, 2014 under the Provincialization Act by Govt. of Assam (w.e.f. 14th August, 2013). The Commerce Stream of the college is run by the management in a self-financed mode, which was started from August, 2013, after a huge demand from the public to open Commerce Stream. The college is thus a fast growing Co-educational institution with Arts and Commerce Streams, located at an ideal place near Sixmile on the Panjabari Road, Guwahati-22. The atmosphere here is quiet, presenting a serene educational environment.

Vision

Karmashree Hiteswar Saikia College has so far been moving ahead with the primary vision of spreading knowledge and wisdom among the masses since its inception way back in the year 1988. The college strives to promote quality education for the students by providing adequate infrastructure and facilities so as to enable them to cope up with the challenges of the society.

We cherish the vision of making this college a leading premier institution which can leave a mark in the society at large.

We strive

- To encourage all the people of the society to work for the maximum development of their potential.
- To provide quality education to enhance human values amongst the students.
- To develop self-determination amongst students to secure self-employment.

Mission

Our Mission is **“To Empower society with Knowledge, Skill and Expertise”**

We highlight the following mission:

Academic:

1. Promotion of healthy teaching –learning experience for the students.
2. Cater to the requirement of academic enrichment of the students by promoting conduct of :
 - Career counselling and motivational talks as well as lessons.
 - Events to promote scholarly exchanges like interactive seminar and lecture demonstration workshop etc.
 - Co-curricular and outdoor activities.
 - Publishing in house Journal and wall magazine.
 - Regular interaction of students with eminent personalities.
 - Educational tour and excursions.
3. To equip the library with books, journal, newsletters etc.
4. The college strives to make library as well equipped one with latest e-journals, e- books and e-Newsletters etc.
5. To start Post graduate courses in every department of the college.

Co-Curricular activities :

1. To start short term courses for the development of the professional and entrepreneurial skills among the students.
2. To start a centre for performing Art, so that the students’ latent talent in this field can be nourished.

Infrastructure

1. To Construct a Indoor Stadium.
2. Due to increase number of girls students coming from different parts of the North Eastern States, a girls’ hostel is urgently required.

Others

1. To facilitate the students belonging to the economically backward classes to cope up with the studies by providing them with books, arranging tutorial classes and also providing financial assistance
2. The college also intends to set up a museum in the campus to preserve its rare and antique collections.

Out campus activities

1. As part of the extension activities, the college would like to improve the toilet facility of the L.P. School in the adopted village Nam-Tapesia, Sonapur, Assam. College will also try to improve the living

standard of the ethnic people of the said village by organising health camp, awareness camp etc..

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Govt. Funded College.
- Supportive Governing Body.
- Active NSS Unit
- Fully Equipped Centrally A/C Auditorium
- Work Culture.
- Support from the local Community.
- Participative Parents.
- Accessibility to National Highway.
- Congenial Students-Teachers' relationship.
- Institute operates with a holistic perspectives
- Well formulated blended inter-disciplinary learning approach
- Obedient students
- Highly qualified, experienced and dedicated faculty members.
- Better coordination among the stakeholders of the college.
- Centrally located, safe and secure environment.
- Increasing good performance of students.
- Multi-layered monitoring system.

Institutional Weakness

- Lack of 21st century skills among the students.
- Still waiting for NAAC accreditation
- Low progression rate of students to higher education.
- Shortage of acquired land.
- No residential quarters for Teachers and Staff.
- No hostels for students.
- No big playground for the students.
- No indoor stadium.

Institutional Opportunity

- The Governing Body has an excellent vision towards up-gradation and Continuous improvement of the college.
- The institution has wider scope for expansion of its infrastructural facilities
- More scope of collaboration with the institutions, organizations providing skills and add-on courses.
- To enhance the quality of education further
- To increase the introduction of number of subjects like Physical Education and Computer courses

- To introduce skill based courses for students
- To introduce new streams like Science.
- To enrich the quality of teaching by extending the facility of smart class rooms
- To strengthen the research Eco-system
- To upgrade technical and digital infrastructure.
- To increase the number of books in the library.

Institutional Challenge

- Socio-economic backward condition of student.
- Reducing the number of dropouts.
- Acquiring more land to improve facilities.
- Offering multi-disciplinary courses.
- Absence of skilled courses for students.
- Shortage of regular faculties
- Shortage of non-teaching staffs.
- Improving employability of graduates.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Gauhati University and hence the college follows the curriculum designed and developed by the affiliating University. The college imparts teaching to students as per the curriculum designed by the affiliating university, which is based on UGC guidelines. The Academic Calendar of the college is prepared in conformity to the general Academic Calendar provided by the affiliating university with some modifications to suit our courses and condition for effective transaction of curriculum. The departments prepare departmental class routine and department course plan. The college adopts many strategies for effective implementation of the curriculum through which the objectives of the college are achieved. The academic calendar and class routine are prepared at the beginning of each academic year. The college takes regular feedback from its stakeholders for the better implementation of the curriculum. The HODs monitor the implementation of the curriculum and the academic plan, and then it is reported from time to time to the Principal. The curriculum is delivered by using effective teaching strategies. Seminars, Workshops, and programs are organized by respective departments to fulfill the mission, vision, and objectives of the college. The college offers 10 subjects in the BA Programme. The college also accommodates Distance Education Centre under IDOL, Gauhati University and Krishna Kanta Handiqui State Open University to provide UG and PG courses. In the regular curriculum, skill-based courses like computer skills and communication skills as well as the interdisciplinary courses of Environmental Studies and separate multidisciplinary courses have been incorporated as compulsory core courses. Further, the college offers remedial classes to weak students and the educational field trip is organized by each department to develop the skills and understanding different aspects of respective subjects. The college is also looking forward in introducing more courses in the years to come.

Teaching-learning and Evaluation

The college pays serious attention to improve the quality of the teaching-learning process. Advertisement for

Admission is made in the local newspapers and college website declaring the date of issue of Admission Form, last date of submission and date of admission. It is a co-education institution and equity is fairly maintained in admission irrespective of caste, creed, sex and religion. Provisions are also made for differently able student to have easy access to class rooms.

The faculty member of the college regularly takes their classes as per the schedule of the class routine prepared by the Routine committee of the institution . Along with the regular classes, they too take remedial classes as per the need of students. Various teaching methods, like class interaction, discussion, department seminar and home assignment as a process of self learning etc. are adopted to substantiate lecture method. In terms of evaluation of the performance of students, the college has adopted many evaluation methods like internal exams, assignments, and viva, etc. as per the guidelines of the affiliating university. Teaching-learning is made more effective by the use of ICT like Interactive Board and LCD Projector etc. These apart, a few departments conduct field study to fulfil the requirement of courses.

The faculty strength of this college is 42 (19 Permanent and 23 Temporary). The college encourages the faculty to participate in various faculty development programmes. All the teachers have participated in national/ International seminars/Conferences and a good number of teachers have participated in different UGC sponsored orientation programmes and Refresher Courses in various HRDCs of the Country.

Semester assessment is made on the basis of sessional examinations, home assignment, department seminar / group discussion and class attendance. The departments also conduct class test from time to time. The End semester examination is conducted in the college as examination centre as the affiliating university.

Research, Innovations and Extension

Karmashree Hiteswar Saikia College always encourages its faculty members to undertake research activities wherever possible in spite of the limited opportunity in the college. The search for truth and rational thinking can be achieved through sincere research. A good research can leave an impact on society. The institution offers under graduate courses. Therefore, the research is limited. However, the college encourages its teachers to undertake research projects, both minor and major, to enhance the quality of education. Some of our teachers have undergone research works for M.Phil, Ph.D and UGC sponsored minor research projects , while many are aspiring to go for higher educational degrees. In order to encourage and familiarize research to both students and teachers, the institution organizes inter-departmental seminars, workshops, symposium etc. Keeping in mind the importance of research, some of our teachers have been publishing research articles in various journals/Books. The college also organizes both state and national seminars to encourage research.

Innovations and extension activities are conducted in the areas where the college is doing very well. As such, the college has an active NSS, Scouts and Guides and various Cells and Committees. The students and teachers of the college understands the importance of community service and participates in activities that helps society. Every year these committees and cells undertake different extension and outreach programmes such as cleanliness, plantation and other public awareness drives.

Infrastructure and Learning Resources

The college has been making full efforts for the development of infrastructure of the college. There are adequate class rooms, separate spacious and a well accommodated Auditorium along with modern amenities well furnished centrally A/c with a seating capacity of 450 seats, separate offices for Distance Education

Centres & IQAC, well furnished Computer Education Centre, separate department rooms for each department, Laboratories for the Department of Education, Geography and Psychology, Canteens, Guest Houses with necessary accommodations, Pure drinking running water facility, High power generator and a 250 KVA Electricity transformer for the college. Besides, the college has a fully equipped centrally A/C auditorium and a resourceful library. The library has a spacious reading room with a seat capacity of fifty students. The students are facilitated with Boys Common Room, Girls Common Room, College Union Body Room, separate toilets for boys and girls, recreation area (shed), 2 small playgrounds, one Open Stage, both Bike and Car parkings. Separate arrangement is also made for teacher to carry out research activity in the library. The college has provided ICT facility in the form of digital classroom and wifi facility in the computer centre. There is a Campus Development Committee to look after the whole affairs of the campus including beautification, sanitation and cleanliness. Though we have the Wi-Fi facility only at our library and departmental common rooms but the college is planning to introduce campus WI-FI and necessary arrangement is already made to do so..

Student Support and Progression

The college is committed towards students' progression and extends all support for their development. The college has varied units for students like NSS, Scouts and Guides etc. The college provides remedial classes for the weaker students in order to bring improvement in their academic performance. The multiple cells, add on skills and career guidance are some of the initiatives taken up by the institution to benefit its students to become contributive members of society. Guardian meetings are held regularly to promote understanding and cordial relation between the college and the parents to ensure support to the students, both at home and in college. The academic calendar that has been carefully designed is an indicative of maintaining equilibrium between academia and extra-curricular activities. Besides the college also assist students in availing scholarship schemes from the governments. Provisions have been made to solve problems and prospects of all section of student through Grievance Redressal Cell, Anti Ragging Committee and Women Cell etc. The active participation of Alumni Association in the college is also an indication of a strong bond between the alumni and the college.

Governance, Leadership and Management

The college has its own vision, mission and objectives. A transparent and democratic decision making process is maintained. The Governing Body is the authority for internal management and decision making. The management of Karmashree Hiteswar Saikia College is highly decentralized and democratic in its approach. It has a well-defined quality policy and action plan. The Principal of the college plays an important role in designing and implementation of plan and policies of the college. She sets internal policies and programs of the college with the association of IQAC Coordinator, Heads of various departments, conveners of different committees, librarians, and senior members of non-teaching staff. Different committees have been constituted to conduct different activities with a view to make effective implementation. The IQAC of the college functions as a key commander in monitoring various activities and coordinating the diverse stakeholders. The college has a Master Plan that provides direction for future infrastructures and academic development. Student feedback on teachers is maintained to ensure teacher accountability towards students and Grievance Redressal Cell has been formed to pay heed to the opinions/suggestions and meet up the grievances of its stakeholders. The budget allocation to the college is made by the Government of Assam. The financial management is assisted by DDO (Principal) and the Accountant of the college. The departmental expenditure is disbursed by the Principal in consonance with the departmental heads, decided in the meeting with regard to purchasing books, equipment, and other necessary expenditure. IQAC oversees all the developmental works of the college and is the most

important cell. Under this IQAC all other cells operate. Academic Committee takes care of the academic activities of the college. Examination Committee takes care of all the internal assessments and ends semester examinations. The Library committee ensures the procurement of books and other materials from time to time. Admission Committee oversees the admissions before the start of the academic session. Cultural Committee organizes all cultural programs throughout the year.

Institutional Values and Best Practices

The college firmly believes that community service is a noble service towards humanity. Several activities such as cleanliness, plantation and awareness campaigns are conducted for the benefit of society and at the same time, teaching the importance of doing such things to students. Promoting Library consciousness among the students is also one of the Best Practices. The college imparts **Library Orientation Programmes** to encourage Students to explore library, read more books, enhance their level of knowledge. A book fair related to this programme is organized in our College premises every year. Seminar presentation and group discussion are organized under the orientation programme. The programme helps, encourage students to develop their good reading and study habits. It orients them towards research.

Rendering **Extension service in the adopted village** by our College fraternity is the 2nd Best Practice of our college. In 2016 the College adopted a village named Nam Tapesia of Sonapur Revenue Circle in Kamrup (M) district as a part of its Extension Service Programme. Since then the College has been relentlessly working on the overall development of the village by organizing and arranging various camps, interactive sessions, activities and visits. As part of its community service programme, our College had provided electricity connection for Nam Tapesia L.P School. The School has been without electricity since it was established in 1974. NSS unit and the Red Ribbon Club unit of the College have organized special camps in the village and delivered lectures on various socially relevant themes. The teaching faculty of the college has also taken up classes in the Nam Tepesia L.P School for the benefit of the students.

The college has taken a number of green practices in the college and keeps the campus Waste Free Campus, Pollution Free Campus, and Plastic Free Campus. Plantation programs are also undertaken from time to time. Over the last few years, the staff and students have made a significant contribution and transformed this college to a new height and tried to translate the vision, mission, and objectives of this college into a reality.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KARMASHREE HITESWAR SAIKIA COLLEGE
Address	Karmashree Hiteswar Saikia College, Panjabari Road, Sixmile, Guwahati-781022, Kamrup (M), Assam, India
City	Guwahati
State	Assam
Pin	781022
Website	www.khscollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sikhamoni Konwar	0361-2330646	9854020025	0361-	iqackhscollege@gmail.com
IQAC / CIQA coordinator	Ranjan Kumar Bhatta	-	9435109543	0361-	iqackhscollege@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	19-09-1988

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-02-2013	View Document
12B of UGC	22-02-2013	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				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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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	Karmashree Hiteswar Saikia College, Panjabari Road, Sixmile, Guwahati-781022, Kamrup (M), Assam, India	Urban	1.61	2280.22

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,Arts	36	HS	English + Assamese	450	286
UG	BA,English	36	HS	English	90	76
UG	BA,Assamese	36	HS	Assamese	75	60
UG	BA,Economics	36	HS	English + Assamese	75	50
UG	BA,Education	36	HS	English + Assamese	150	122
UG	BA,History	36	HS	English + Assamese	75	29
UG	BA,Philosophy	36	HS	English + Assamese	75	63
UG	BA,Political Science	36	HS	English + Assamese	90	72
UG	BA,Psychology	36	HS	English + Assamese	75	57
UG	BA,Geography	36	HS	English + Assamese	75	50
UG	BA,Hindi	36	HS	Hindi	60	31
UG	BCom,Commerce Regular	36	HS	English + Assamese	75	27
UG	BCom,Commerce Honours	36	HS	English + Assamese	300	264

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				20			
Recruited	0	0	0	0	0	0	0	0	8	11	0	19
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				23			
Recruited	0	0	0	0	0	0	0	0	8	15	0	23
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	7	6	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
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/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	9	0	14
M.Phil.	0	0	0	0	0	0	6	4	0	10
PG	0	0	0	0	0	0	8	11	0	19
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/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	8	13	0	21
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/MCH	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	2	0	2
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
	0	0	0	0

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	521	28	0	0	549
	Female	627	19	0	0	646
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	40	27	44	42
	Female	44	43	55	46
	Others	0	0	0	0
ST	Male	92	136	95	102
	Female	98	87	88	73
	Others	0	0	0	0
OBC	Male	195	159	141	131
	Female	149	119	144	149
	Others	0	0	0	0
General	Male	281	222	214	238
	Female	334	282	280	283
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1233	1075	1061	1064

1. Multidisciplinary/interdisciplinary:	NEP 2020 aims to ensure that no child loses any opportunity to learn and excel because of the circumstances of birth or background. Special emphasis will be given on socially and economically disadvantaged groups which include gender, socio-cultural, and geographical identities and disabilities. Our College is affiliated to Gauhati University. Being an affiliated college, our course structure and the content is designed by the parent university as per the UGC guidelines. The college is now operating two streams- Arts and Commerce. The college currently does not have multiple entries and exits in the offered programs. Karmashree Hiteswar Saikia College is ready to adopt NEP 2020 in Multidisciplinary Programmes and Interdisciplinary Courses as soon as our Affiliating University gives us the opportunity.
2. Academic bank of credits (ABC):	The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the Parent University and Higher Education Department of government of Assam. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system will be created.
3. Skill development:	Our College is already offering the skill courses as per CBCS scheme set up by Gauhati University from Semester III to VI in various programs. Our College is ready to adopt and offer various Skill Development Programmes that will be offered in the New Syllabus for NEP 2020 by our Affiliating University or as per the framework done by the Government of India.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college ensures appropriate integration of Indian knowledge system by offering MIL (Modern Indian Languages) subjects and core courses as per CBCS scheme set up by Gauhati University. Languages like Assamese, English and Hindi are offered to students as core subjects along with generic electives and skills subjects. Emphasis is given on teaching through Mother Tongue. Other subjects like Political Science, History, Psychology, Philosophy, Education etc. are also offered in order to inculcate sense of national integration, love for art, culture and civic sense among the student community. Teaching these

	<p>courses through online mode during COVID Pandemic was offered smoothly by the college. Infrastructure is available in the college to offer these courses through online mode as and when need arises.</p>
5. Focus on Outcome based education (OBE):	<p>Our college offers two Streams with number of courses. Bachelor Programmes include Bachelors in Arts and Bachelors in Commerce. After completion of their choice of programme, a student is expected to have:</p> <ul style="list-style-type: none"> • The programmes also empowers the graduates to appear in various competitive examinations or go for higher studies of their choice. • Qualities of observation, precision, analytical mind, logical thinking, clarity of thought and expression, systematic approach, qualitative and quantitative decision making. • Trains the learners to extract information, formulate and solve problems in a systematic and logical manner. • B.Com graduates should be able to obtain basic knowledge and skills for doing business and viable activities of their choice. • B.Com programme also empowers the graduates to appear for various competitive exams or choose a profession of their choice. • Also acquires knowledge in the field of management accounting, corporate accounting, statistical and mathematical techniques and related business laws. The primary focus of the proposed OBE system will be on the following skills such as life skills; basic skills; professional and vocational skills; intellectual skills; and interpersonal and personal skills with the potential benefits to create a clear expectation of what needs to be accomplished by the end of the course; structure their lessons around the student's needs; determine what credits to award the student; feel responsible for their own learning, and learn more through this individual learning. The outcomes analysis will involve the analytical reports rigorously based on student performances and satisfaction feedback and employability index. It is believed that outcome analysis will help to find gaps and carry out continuous improvement to align with the mission of NEP 2020.
6. Distance education/online education:	<p>Our college is providing full support in inculcating distance education by running study centers of Krishna Kanta Handiqui State Open University (KKHSOU), Assam and Institute of Distance and Open Learning (IDOL) of Gauhati university. During</p>

Covid-19 Pandemic, our college switched over to virtual mode of teaching through different applications like Google Meet, Zoom, WhatsApp etc. Once the NEP is implemented in Assam, we will ensure smooth functioning of Distance and Online education as recommended by the policy framers of NEP-2020.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
359	359	386	386	386
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1064	1061	1075	1233	1225
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
169	167	114	185	194

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
254	428	430	336	364
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	18	18	18	19
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	19	19	19	19
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
21.697	52.963	53.645	115.128	81.582

4.3

Number of Computers

Response: 23

4.4

Total number of computers in the campus for academic purpose

Response: 19

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution takes all out effort to provide all kinds of infrastructural facilities for the effective and smooth curriculum delivery and transaction. We adopt the curriculum overview provided by the Gauhati University. We impart quality education depending on our resource potentiality, institutional goals and concern towards the students.

The institution has followed effective curriculum delivery through various ways.

HoD's Meeting: HoD's meetings are held once in a month. Head of the department discuss their plans to arrive an optimal and effective way.

Academic Committee: The academic Committee of the College comprises a group of faculty members headed by the principal. The committee looks after the academic environment of the college and takes every care for imparting quality education to students.

Guest Faculty: Each department invite guest faculty from other institutions to deliver lecture on course related topic for develop a cordial friendly relationship and knowledge pursuit and also to motivate the students.

Guardian Participation: Guardian contacts with the Principal faculty members and keeps track of the academic progress of their wards. Constructive suggestions from the guardians are most welcome at any time, and they are requested to attend the parent-teacher meet organized by the every department of the college time to time.

Field Trip: Every department organizes educational field trip and excursions to places of academic importance for gathering practical knowledge, experience and exposure yearly.

Guidance and Counseling Cell: It is coordinated by faculty members of the college to offer counseling to students and guiding the young minds by helping the students to understand their strength by providing them with requisite information of the emerging trends in different field. Sometimes lectures by professional counselor and eminent psychiatrist have been organized in the college campus for guiding the students.

Time Table: In the beginning of every academic session the college prepares a time table for the effective implementation of the curriculum framed by the affiliating university in consultation with the faculty members.

Daily Progress Report: The college initiates the steps to keep the daily progress report of each individual

teacher to review the curriculum implementation and better future planning in this regard.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The college is affiliated to Gauhati University, Assam. The university declared the Academic Calendar in the beginning of every session. After the starting of session, the college has to follow the Academic Calendar. However, the college prepares its own calendar, which is done parallel to the university. Academic Calendar is prepared by the principal in consultation with HODs.

- In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations.
- Only head of the institution can incorporate minor changes in academic calendar which he/she may deem fit considering the unforeseen circumstances.
- The schedule of all examinations is given in academic calendar.
- Assignments are submitted by students as per the dates given by the concerned departments.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented. Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years Response: 3
--

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.				
2020-21	2019-20	2018-19	2017-18	2016-17
0	01	01	01	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.31

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	5	10	0

1.3 Curriculum Enrichment

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

Response:

International Women's Day celebrated each year in the college campus. On this occasion, the Women Study Centre of the college organized an all Women Bhaona, "*Hari Harar Yuddha, Usha Aniruddhar Milan*" as part of its International Women's Day celebration on 8th March, 2017. This legend of Purana has been rendered into Drama form, directed by noted proponent of Folk culture Dr. Amarendra Gogoi. A speech competition on the topic "Importance of Women empowerment" was organized by the college Women Cell in the year 2018, 8th March.

Each year our college celebrates World Philosophy Day. In the year 2018, 15th November a lecture was organized on the topic "Philosophy in the Age of Distraction". The lecture was delivered by Sri Pradip Khataniar, Associate Prof. of Cotton University. In 21st November 2019 a lecture programme was organized.

On 11th November each year our college celebrates "National Education Day" in honour and memory of the first Education Minister of Independent India, Maulana Abul Kalam Azad. In 2017, Bedabrata Misra, Assistant Editor of Dainik Asom delivered speech on the topic "Transformation of Education System: Its Positive Impact." In 2019, a handicraft exhibition was organized by the Education department to showcase and encourage the hidden talent of the students. In 2021 National Education Day was celebrated by organizing poster making, slogans and other creative activities of the students.

On the occasion of Constitution Day 26th November 2021 Political Science department organized Quiz Competition on Indian Constitution among the students.

Each Year College celebrates International Yoga Day on June 21st. College celebrated 3rd International Yoga Day on 2017, 21st June by opening Yoga and Meditation Centre in the College premises. The College held regular Yoga classes for students and teachers on every Saturday and for common public on every Sunday. In 2018 a Yoga Camp was organized by the Moral and Spiritual Study Centre of the College in collaboration with Abbot India Limited.

On 3rd July 2018, blood donation camp was organized in the College by the NSS Unit. The main

motive of organizing such camp is to make students aware about their responsibilities towards the society and also to motivate the students to be help for those in need.

College in association with District Tobacco Control Cell, organized an anti tobacco awareness lecture on 9th August, 2017. A presentation on the detrimental effects of tobacco use was made by Dr. Arundhuti Deka, State Nodal Officer cum Deputy Director of health services.

As part of academic and value extension programme college organized two days lecture programme on 19th and 21st August, 2017 under the college's registered society, Moral and Study Circle. Social activist Minati Borthakur and Acharya Brahmachari M. Santosh from Chennai Chinmoyee Mission delivered lecture on "Moral Education".

During the last five years the NSS unit carried out several training programmes for students and social activities like Tree Plantation, Swacch Bharat Abhiyan, Witch Hunting and Drug Abuse Awareness campaign, Vigilance Awareness Week, Blood Donation Camp, Free Health Check Up etc.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.53

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 1.69**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 18

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

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni****Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 100

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
457	453	309	502	525

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
457	453	309	502	525

File Description	Document
Institutional data in prescribed format	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
169	167	114	185	194

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

Every year in the beginning of new academic session starting from June, the next higher level semester students and the newly admitted students are given a broad view of the curriculum to be followed in their respective semesters by the faculty of all the departments. The newly admitted students are given a broad overview of the institution, understand the curriculum and broad perspectives of the subject they will be required to study in the next few semesters.

Some of the students may take up major/honours programme in such subject which may not have been studied by them at the 10+2 level. So introductory lectures are delivered to assess and understand the knowledge level in the concerned subject. Faculties of respective departments facilitates the students in collecting the syllabus of the concerned subject. The students are also provided or assisted in collecting the question papers of the previous examinations. It helps them to get an idea of the question patterns set in the term-end examinations.

Faculty members occasionally provide textbooks and reference books to the students, either from their personal collection or from the departmental libraries, for benefit of the interested learners.

In case of slow learners, teachers try to identify the hindrance factors thereby helping to clear the concepts both in classrooms and also during off periods. Depending upon the requirements, tutorial classes are taken for clarifying doubts and explaining the difficult topics of the curriculum.

Advanced learners are provided standard textbooks and additional reference materials in the form of PDF files in the departmental whatsapp groups and also in the sectional Google Classrooms.

File Description	Document
Paste link for additional Information	View Document

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

Response: 56

File Description	Document
Any additional information	View Document

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

Response:

The college pursues the vision of motivating the students to actively participate in the teaching–learning activities. Endeavour is made to make teaching–learning a two way process by setting up ICT–enabled classrooms (Department of Geography, Department of Economics, Department of English), smart classrooms and ICT-enabled meeting halls. These facilities are used for organizing student seminars, lectures, and popular talks for the students. Occasional guest lectures by renowned subject experts from various disciplines and academia are organized from time to time to provide knowledge to the students beyond the prescribed syllabus.

Participative learning process like departmental student seminars, group discussions, project works, home assignments, field works, field surveys and visits to renowned institutions, are employed in the college.

Field visits/ Excursions are carried out in different parts of Assam (Kaziranga, Tezpur, Madan Kamdev, Kulsi river, Surjya Pahar etc.), north-east India and also in other parts of India (Rajasthan). Participation in such activities not only lead to subjective knowledge gain, but also helps the students in learning other life-skills exposure.

The college has taken up many activities and camps under the National Service Scheme (NSS) including yoga camps in our college and also at other platforms. Besides cultural events and competition, departmental wall magazines add to the participative learning of the students.

Some departments also organizes institutional level programmes like World Philosophy Day (Department of Philosophy), National Education Day (Department of Education), World Mental Health Day (Department of Psychology), and Constitution Day (Department of Political Science). The Department of English has enhanced the learning experiences of the students through screening of documentary films. Students also participate in Annual College Week, Inter-College Youth Festival and have earned laurels.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The ICT–enabled smart room is used by the faculties of the different departments to deliver the contents of the course material. Lectures are delivered using teaching aid amenities like LCD projector for projecting PPT, lecture contents, and interactive smart boards. Necessary software is used in the GIS laboratory (attached with Geography Department) by the students to understand and solve geographical problems.

The teaching-learning process is made effective by the use of e-books, computers and internet connectivity. Workshop on e-resources and ICT based teaching-learning process has been organized by IQAC.

Two awards are given for the best graduate of the college every year. Besides, the Department of Education has initiated an award for the best graduate from the department with a CGPA score of 8 and above. These initiatives not only encourage the students of different departments to perform better in the examinations, but also inculcate a healthy practice amongst different departments to excel in the academic front.

Uma Charan Bania Library and Education Centre awards students with the Best Library User Award every year with the aim of increasing and developing the practice of reading habit by making optimum use of the library resources. The library also organizes Orientation Programme at the beginning of each academic year amongst the newly admitted students to encourage the students to make optimum use of the library resources. Memorandum of Understandings (MoUs) have been signed with different institutions for facilitating student and faculty exchange programs. Every academic department has student whatsapp groups and also Google Classrooms where teachers upload reading material to students. The students also get a platform to discuss important issues amongst themselves, amounting to peer learning.

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

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

Response: 56:1

2.3.3.1 Number of mentors

Response: 19

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95.84

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 3.33

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	2	0

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

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

Response: 20.37

2.4.3.1 Total experience of full-time teachers

Response: 387

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college undertakes internal evaluation in accordance with the guidelines issued by the Gauhati University. Sessional examinations are held once per semester by the respective departments in order to

undertake internal assessment of the students. Continuous evaluation procedure is followed for practical papers.

For smoothly conducting the internal as well as term-end examinations, separate examination committees are appointed by the institution. Teachers, including both permanent as well as full-time faculty members, are nominated in the Examination Committees on rotation basis. Sessional examinations are conducted as stipulated in the academic calendar of the affiliating University. Evaluated answer sheets of sessional examinations are shown to the students so that they learn to rectify their omissions and commissions in the future examinations.

As per the University directives, internal examiners are appointed for assisting the external examiners who are appointed by the University, for conducting the practical and viva voce examinations.

The College uploads the regulations, curricula and syllabi of all the programs offered in the official website for easy access by the students and faculty members.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The College undertakes to conduct internal evaluation in accordance with the norms and guidelines of Gauhati University, its affiliating university. Examination schedule is prepared by the examination committee and students are communicated through the departmental as well as general notice boards.

Question papers are submitted through HOD of all the respective departments. The said examinations are supervised by the faculty members of the concerned departments. Syllabus for the internal examination is communicated to the students in advance by the concerned teachers teaching the different papers or courses.

In order to maintain transparency and accountability in the evaluation process, evaluated answer sheets are shown to the students. Discrepancies, if any, in the evaluation is brought to the notice of the teachers concerned, and accordingly necessary corrections are made.

Rules and regulations of internal examinations are displayed in the college notice boards along with the Examination Schedule. Full marks and time duration are also printed in the question papers. The attendance record of the students in the examination is documented in a proper format. Marks lists of evaluated answer sheets are documented and thereby submitted to the university through the concerned examination committees.

Grievances related to internal examinations are handled and resolved immediately by the respective HODs and teachers of the departments concerned.

Regarding external term-end exams, faculty members of the respective departments and the administrative officials helps them to apply in proper format prescribed by the University, routed through the Principal, for proper re-evaluation and handling of the grievances.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The College is an affiliated institution under Gauhati University and follows its prescribed curriculum of undergraduate (UG) course. The learning outcome of the course is built into the curriculum of each discipline. The Gauhati University website displays the learning outcomes of each discipline through its syllabus. The courses designed by the university intend to provide the students with the contemporary knowledge in their field of study.

Karmashree Hiteswar Saikia College was founded in 1988 on the vision of providing quality education to students without discrimination of any kind. Emphasis is laid on the holistic development of the students in the teaching-learning process of the college. Orientation at the beginning of each academic year including also the Orientation given by the Central Library of the college, organizing college functions like the College Foundation Day, College Week, national and international level Seminars and Webinars organized by the College and its different cells including the IQAC (Internal Quality Assessment) Cell, national and international Seminars and Webinars organized by the different departments of the college, National Workshop organized by the Central Library (Uma Charan Bania Library and Education Centre) of the college, annual publication of the college magazine 'Bakhor', annual news bulletin of the college "Reflexion", are the different ways of the college to communicate this direction to the students and staff. Students are made aware of the vision of the College and expected learning outcomes through the information in the college Prospectus. The College also displays critical information in the College Notice Board such as the Academic Calender, Class Routine, Assessment norms, Internal Assessment dates.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

The college monitors and communicates the performance and progress of the students through continuous evaluation. Both internal semester and end semester examination results are analysed, and the performance of students is reviewed. Accordingly, corrective measures are taken which includes adoption of new pedagogical methods, greater attention to weak students, etc. Tutorial and remedial classes are taken to uplift the progress of students at par with the other students. Moreover, simplified study materials are provided to the students by the teacher. These measures have shown a positive result which is evident in the increased pass percentage and also the increase in the number of students getting better grades.

Guardian Teacher (Mentor) keeps close watch and track on the progress and performance of the students. All departments in the college regularly communicate with the marks obtained in the internal examination to the students.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 59.29

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
183	239	203	189	237

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

2020-21	2019-20	2018-19	2017-18	2016-17
254	428	430	336	364

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.52	
File Description	Document
Upload database of all currently enrolled students (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: 2.7

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)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2.70

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.54

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 27

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
20	1	1	1	4

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.05

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 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:** 0.22**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	4

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Holistic development of the students in the College is very important as youth are the nation builders. The college envisions that education will be complete only if it is integrated with the societal needs and requirements. This will be facilitated only if the college has very strong bond with the neighbouring community, by healthy and productive 'give & take' policy. To achieve this goal various agencies of the college engaged in different types of activities and programmes for the last five years. The various extension activities are carried out by the college in sensitizing students to social issues. Through the extension activities improvement of the learner in the learning activities which have the visible element for developing sensitivities towards community issues, gender disparities, sexual inequity is to be done. Also learner should develop the moral values and commitment to the society. To inculcate the interest about the social issues and to improve the capabilities of the learner, various units and cells viz, NSS, Women Study Centre, Moral and Spiritual Study Circle, Yoga Centre etc. are set up in the institution.

Adopted Village: Our College Adopted a backward Village named-Naam Tapesia, Sonapur, which is 15 Km away from our college. All the peoples in this village are tribal, even they are educationally very backward. The Faculty members of our college sometimes presents some valuable lectures to the Villagers in the L.P School by inviting them along with their children. College have organized various Health Camps, Yoga Camps, distributed more than 100 saplings of fruit trees and organized Cultural Nights in this Village. NSS Unit organized three special camps with more than 50 students, who stayed there for seven days in each camp. The NSS Unit visits the adopted villages two-three days in a month. Our College is going to make a community hall and we provided Electricity to the only L.P school in Nam-Tepesia with the cost of Rs. 50,000. Electricity was not there since independence. There are Seventy Three Tribal houses in this village.

Such activities are helpful to develop the view of our contribution to the society welfare. Various awareness programmes of authorities working in educational, medical, corporate fields are organised. NSS volunteers are actively engaged in extracurricular activities viz. participation in Health Programmes, Blood Donation Camps, Voter Awareness Camp, Summer Camps, Flood Relief Programmes, Swachata Pakhowda, Swachata Abhiyan by conducting Swachchhata rally and Street Plays educating people about cleanliness by slogans, posters and activities. Plantation is done every year, sometimes in collaboration with different NGOs. During the lockdown imposed by the District Administration due to the Covid-19 Pandemic, NSS volunteers and Program Officer along with Principal and Faculty Members of our College conducted an Awareness Programme and distributed essentials goods to the needy.

The College NSS Unit conducts various programmes on World blood donor day, Children's Day, Yoga Day, Gandhi Jayanti Day, NSS Day, digital awareness campaign, Cleanliness drive, organized different lectures, National Integration Day, Swachhata Hi Sewa programme, Rastriya Ekta Divas, Azadi Ka Amrut Mahotsav etc.

"Sankalpa, An NSS mouthpiece" is also published from time to time.

It can be said that organizing extension, collaborative activities would help to develop holistic view among the learners. Through the outreach programmes, learners try to reach to people for their help that develops helping nature and attitude among them.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

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

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 29**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	7	7	8

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 58.03**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
474	560	754	794	714

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 2

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	0	0

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

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 2****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The college has adequate infrastructural like..

Classrooms/ Seminar Halls: 25 classrooms, One fixed digital Classroom (inbuilt LCD Projector), Two Moveable Digital Classrooms and Two seminar halls with sound system, lighting, projector, and white boards.

Labs: There are 3 laboratories one each for Education, Psychology, Geography and 1 Computer Lab.

Library: It constitutes a Computer Centre, Conference Hall and a Reading Room.

Auditorium: A Theatre stage of 77.58 sq Mtr. with a seating capacity of 450 with completely Centralised AC. It have 2 Changing rooms, 1 Conference Room, 1 Yoga Room and Hall, 1 Moral and Spiritual Centre Rooms and toilets for both Gents and Ladies.

Open Stage: The college have one Kumud Chandra Deka memorial Open Stage.

Departments: Total 10 Departmental Rooms for Arts and one Teachers Common Room for the Commerce stream.

Office: Well furnished office separate cabins for each Grade III office staff with Computers and internet access.

Principals' Chamber: Spacious Principal chamber well furnished. It is equipped with 2 Computers, 4 CCTV Monitors, Internet facilities, WIFI, TV and an attached kitchen and a furnished toilet.

Vice-Principals' Chamber: The Vice-Principal chamber has space for a sick bed, baby feeding room, First-Aid Box 1 Lap Top, Internet facilities and WIFI.

IQAC Room: The IQAC Room is facilitated with 2 Sets of Computer and Printers along with WIFI-Internet for IQAC Co-ordinator and Assistant Co-ordinator.

Exam Control Room: Conducts the University examinations. It is equipped with Computer, CCTV, WIFI, and Photostate machine.

Exam Zone Room: For Various Examination Zonal works .

STRONG ROOM: One strong room to keep all confidential documents related to university examinations.

Specific Rooms: Specific rooms for the bodies like NSS, Student Union, Yoga Centre, Moral and Spiritual Centre, Cells and Committees, Distance Education Study Centre like IDOL, KKHSOU etc.

Girls Common Room: There is well furnished Girls Common Room in the ground floor with an attached toilet.

Boys Common Room: There is well furnished Boys Common Room for the Boys students with sufficient facilities.

Guest Room: There is a well furnished Guest Room.

Power Supply: Three phase electricity connection with a 250KVA transformer installed. Diesel powered generator of 125 KV is installed in the campus.

Power back up: 4 Nos inverters and one big UPS for computer lab and 22 portable mini UPS.

Water: Deep tube well boring with abundant water, water distribution system with sufficient water outlets installed in the campus.

Parking: Three (Car, Bike and Cycle) spacious parking slot for staff, students and outsiders.

Recreation Area: There is an Open Recreation shed in the campus.

Drinking Water Facility: The college provides RO drinking water facility.

Internet: Uninterrupted internet facility with 30 mbps is made available in the campus.

Toilets & Wash basins: There are 21 toilets (separate for Boys & Girls / Staff) in the college. The Common Girls toilet is attached with incinerators for napkin disposal.

Canteen: Two well built canteen, (Café-Citian, Bohag) which provides quality food at reasonable price. The canteen committee does not allow sale of junk food.

CCTV Coverage: 48 Cameras

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution has adequate facilities for sports, games (indoor /outdoor), yoga and cultural activities. We always encourage sports in our college. We have 2 small play grounds one in front of the college building and the other is behind the main building. Our students utilize these resource. Students play cricket, football, volleyball, Badminton etc.

For encouraging/searching talent of our students in the field of drama, music and dance the college has a well built Auditorium and one Kumud Chandra Deka Memorial Open Stage.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 14.29

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 34.83

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.4779	14.460	11.948	52.205	51.581

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The institution has a well furnished separate building with digital library facilities with collection of more than 14,346 (Fourteen thousand Three Humdred and Forty Six) books, journals and magazines. Old magazine and journals are usually in binding mode and kept separately in back volume section. Reference books are also kept separately from text books section. The old and obsolete books are repaired annually with the help of binding. In addition to circulation service the library provide internet browsing, photocopying service, digital library service etc. Old question papers are kept in digital form as well as hard copies.

The Library is not Automated yet.

The college library comprises with a Books Lending Section, computer Centre, reading rooms and conference hall. The Computer Centre have 4 Computers, Reading room capacity is 60 and conference hall capacity is 50.

Books are classified using DDC system. Accession register is the heart of the library; its entry is based on the suppliers' bill based on single entry maintained on date and year wise.

Reading materials which includes texts, references, rare books, special collection of books on different subjects are the main resources of the library.

Journal, Accession register are also available. Materials accession register also available.

Members: Faculties, Students' staff and a few outside members are main users of the library.

- Each person who wants to avail the library facility is treated as a library member.
- The members are bifurcated into staff, students and others.

Generating ID cards

ID card can be generated for students and staff. Generally, for out side readers, library card is not issued. They can utilise our resources but not allowed to borrow books. Through this ID card, members can easily enter inside and borrow books. Student can borrow 2 books at a time for a maximum period of fifteen days.

Journal

We have a more than 10 journals. All subscriptions are used to record in the subscription register, Subscription can be renewed for consecutive years. The Journal are as follows:

1. Dream 2047
2. Economic and Political weekly
3. India Today
4. All India Association for Educational research
5. Community guidance and research
6. Competition success
7. Gariyoshi
8. Manavayatan
9. Prakash
10. Swasthya
11. College Post
12. Monorama year book

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**
- 6.Remote access to e-resources**

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.263	2.084	0.751	2.848	2.329

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 2.22

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

Response: 24

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. The College Campus is provided with WIFI facilities and CCTV cameras.
2. 3 class rooms are facilitated with projectors, Computers, Internet and WIFI for teaching and learning
3. All the sections of office, administration, academic etc have been provided with computer facilities along with 30 mbps internet WIFI.
4. The examination section is also computerised along with Internet and WIFI facility.
5. College has its own website which is being regularly maintained from time to time.
6. College admission process is fully computerized and due to Covid-19 Pandemic Online Admission Process is being followed.
7. Digital library facilities is also available.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 56

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 5 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 75.19

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)

2020-21	2019-20	2018-19	2017-18	2016-17
18.15223	42.74583	53.27493	55.12487	52.52861

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

Maintenance of library

There is a Library Committee which is responsible for making necessary purchases as recommendations received from the departments of the college. The committee shall periodically take stock of the functioning of the library.

Maintenance of sports facilities

There is a Purchase committee for making necessary purchases as per recommendations received from the games and sports sections of the college and other empowered personnel. The committee is responsible for maintenance and up gradation of sports infrastructure and facilities of the college.

Maintenance of IT facilities

There is a Purchase committee for making necessary purchases as per recommendations received from the teaching departments. The committee take care of IT infrastructure of the college and is responsible for timely up gradation of IT resources as and when necessary.

Student support and welfare

There are various sub committees to look into matters of support services for the students as well as their welfare. The principal is chairman of all bodies. One subcommittee take responsible for maintenances of the canteen.

Maintenance of laboratory infrastructure

Maintenance of laboratory infrastructure and facilities purchase of laboratory equipments and other is done by the Purchase Committee of the college as per requirement sent by the teaching departments (Geography,

Psychology and Education). Major constructions are supervised by the Construction Committee of the college while minor repair works are done under supervision of the concerned department.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 39.2

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
783	269	352	518	273

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.12

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	3	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 1.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
38	0	0	31	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely 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: E. None of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.98

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
17	8	2	2	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 16.14

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 41

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	1	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 13

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	4	2	4

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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

Response:

Karmashree Hiteswar Saikia College has a very active Students' Union. It is an integral part of the college. The tenure of the Students' Union is one year. The Union consists of 12 members with following portfolios:

1. President
2. Vice-president
3. General Secretary
4. Asst. General Secretary
5. Magazine Secretary
6. Debating Secretary
7. Cultural Secretary
8. Outdoor Games Secretary
9. Indoor Games Secretary
10. Boys' Common Room Secretary
11. Girls' Common Room Secretary.
12. Social Service Secretary.

All the members of the Union are elected by a transparent free and fair election conducted by an Election Committee consisting of the teachers of the college. The election process familiarizes the students with the democratic value and mechanism. The student union renders service in developmental activities and other activities of the college which includes seminars, extension activities, NSS, sports, cultural programs etc.

The Student Union plans and executes activities that inculcate values relating to social and communal harmony and national integration. Besides they lead activities to nurture the talents of the students. The union acts as link between the student community and the administration of the college. They focus on building strong rapport among the students.

1. Students have representation in IQAC.

2. College Development Committee has representation from Students Union and Alumni, which give them

enough opportunity to play key roles in the development of the college.

3. Grievance Redressal Cell have student representatives.

4. Committees like Anti ragging have student representatives.

5. The entire activities of NSS are planned and executed by the student committees lead by NSS Programme Officer.

6. Departmental activities are completely planned and executed by the Students.

7. College festival and Sports activities are planned and executed by the elected student representatives.

8. Annual college magazine is brought out, printed and published by the elected Student Magazine Editor.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 5.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	4	13	6

File Description	Document
Report of the event	View Document
Institutional data in 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:

The college has an Alumni Association formed on 23/05/2016 with the following portfolios/ offices:

Chief-Patron: Dr. Sikhamoni Konwar, Principal, karmashree Hiuteswar Saikia College

1. President: Mr. Ranjit Kumar Das

2. Vice-President: Mainur Ali

3. General Secretary: Mr. Bhaskar Jyoti Das

4. Asst. General Secretary: i. Mr. Abdul Rezak , ii. Mr. Jintu Deka

5. Treasurer: Ms. Sudipta Phukan

6. Cultural Secretary: Mr. Nabajyoti Gogoi

7. Organising Secretary: Mr. Nilotpal Deka

8. Office Secretary: Mr. Diganta Kumar Sarma

9. Executive Member:

i. Gyanjit Handique

ii. Rashmi REkha Sarma

iii. Debajit Barman

iv. Usa Rani Das

v. Pulak Choudhury

vi. Selim(Bubul)

The members of the Alumni Association has been continuously rendering service for the development of the college. The process of Registration of the Alumni Association is under process.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision and Mission:

The college strives to promote quality education for the students by providing adequate infrastructure and facilities so as to enable them to cope up with the challenges of the society.

We cherish the vision of making this college a leading premier institution which can leave a mark in the society at large. We highlight the following mission:

Academic:

1. Promotion of healthy teaching –learning experience for the students
2. Cater to the requirement of academic enrichment of the students by promoting conduct of Career counselling and motivational talks as well as lessons.
3. Organise events to promote scholarly exchanges like interactive seminar and lecture demonstration workshop etc.
4. Co-curricular and outdoor activities
5. Publishing in house Publications, Journals and wall magazine.
6. Regular interaction of students with eminent personalities.
7. Mock teaching exercise and Group discussions.
8. Educational tour and excursions.
9. To equip the library with books, journal, newsletters and its Digitalization.
10. The college strives to make library as well equipped one with latest e-journals, e- books and e- Newsletters etc.
11. To organise exchange programmes between the students of various colleges and our college, this will enable them to showcase their talents and give them adequate exposure.
12. To start Post graduate courses in every department of the college.
13. To facilitate research based activities among the teachers and students.

Co-Curricular Activities :

1. To start short term courses for the development of the professional and entrepreneurial skills among the students.
2. To start a centre for performing Arts, so that the students' latent talent in this field can be nourished.

Infrastructure

1. To Construct a Indoor Stadium.
2. To set up a girls' hostel.

Others

- 1.To facilitate the students belonging to the economically backward classes to cope up with the studies, by providing them with books, arranging tutorial classes and also providing financial assistance.
- 2.The college also intends to set up a museum in the campus to preserve its rare and antique collections.

Out Campus Activities

- 1.As part of the extension activities, the college would like to improve the facilities of the L P school in the adopted village Nam Tapesia , Sonapur, Assam. College will also try to improve the living standard of the ethnic people of the said village.
- 2.NSS of the college will be given more activities to create awareness in the Adopted Village and nearby areas.

The Principal is the prime authority of the college. She is the Chairman of all administrative and academic bodies and presides over the process of framing policies with regard to the daily functioning of the college and the implementation.

Governing Body: This statutory body advises and assists the principal in all academic, administrative and other related activities of the college.

IQAC: Since its inception, the IQAC leads the academic activities of the college to bring innovations and professionalism.

Academic Committee ensures smooth functioning of the college, by taking necessary measures to address academic issues.

Department Heads lead all departmental activities and ensures the functioning of their departments in line with the vision and mission of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**Response:**

The Governing Body (GB) is the executive authority and exercises general supervision and control of the affairs of the college. Principal, two teacher representatives and one office staff from the college are on GB. Next level of management is constituted by Principal and Head of the Departments of the college.

Principal hold regular meeting with HODs to discuss issues and various aspects of the college functioning. High-quality teaching-learning through innovative methods is emphasized for high academic achievement that is also linked with successful careers for students. The College uses alumni network and interacts with industries, government and non-government organizations for training students in career planning, internships and placements. Appropriately adapting and responding to changing academic and societal environment is a key to the functioning of Karmashree Hiteswar Saikia College at all levels. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure & functioning of the College. New infrastructure and equipment, training of staff etc. have been facilitated for successful implementation of new systems in the college. Excellence is also promoted by honoring deserving students.

College Union, the unique body representing students which is democratically elected, acts as a link between student community and administration of the college by bringing various grievances and related matters of students from time to time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Apart from the academic and administrative buildings which include classrooms, office room, Principal chamber and other related facilities, the college seeks to augment its infrastructure to provide more facilities for student hailing from diverse regions. The college plans to provide facilities like Girls' Hostel, Boys' Hostel, Play Ground Expansion etc. The college has also requested for new generation courses which will be open gateways of knowledge for students from the under developed lower income groups at affordable costs. In addition to the existing UG departments, the college plans to add more departments along with PG programmes to offer various new generation programmes that would be included in the NEP 2020.

The following aspects are considered for inclusion in the plan

1. Achieve Academic Excellence through holistic development by focusing on practical learning and teaching and introduction of new courses.
2. Human Resource Development through capacity building, attracting talented pool of faculty members and encouraging internship for faculty members.
3. Infrastructural development to cater to the needs of the additional emerging new courses.
4. Promote Research culture by organizing seminars and conferences, encouraging participation of faculty members in conferences and seminars organized by various professional bodies and development of products to cater to the needs of the industry.

5. Community Oriented projects to be undertaken in the adopted areas as well as identify areas for future projects and undertake them in the adopted areas and local community.
6. Social sensitization among students on various issues and empowering them to become a socially responsible citizen.

The strategic plan envisioned to commission and propose another permanent building as early as possible, so that Science Stream also could be added to the existing Arts and Commerce Streams..

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

ORGANIZATIONAL HIERARCHY

Governing Body is the apex advisory body that takes all the policy decisions regarding the College.

The College is governed by this body formed as per the provisions of The Assam Provincialized Colleges and Assam Non- Govt. Colleges Management Rules, 2001 as amended from time to time (the latest being in 2018). The Governing Body is a permanent body even though some of its members are changed at particular intervals like 01/02/03 years. The President of the GB is nominated by the Department of Higher Education, Govt. of Assam for a period of five years. Two members are nominated by the Vice Chancellor of the affiliating University, namely Gauhati University for a period of 3 years. There are two teacher representatives in the GB nominated from among the teachers and two members from non- teaching staff of the College for a period of 1 year. The Librarian of the College is special invitee to the GB. Besides, the local MLA is also an invited member to the GB. There are three guardian members in the GB. The Principal functions as the Secretary of the Governing Body. The Vice Principal is ex-officio member in the GB.

IQAC is leading all the activities related to formulating quality parameters and monitoring the academic and co-curricular activities to ensure high standards.

At present the following Committees function under the overall supervision of the Principal:

Examination Committee:

The committee conducts Internal and External examination including project and viva and final examination per semester as per the norms of the Gauhati University and maintains all the records pertaining to the examinations.

Magazine Committee:

It publishes an annual magazine “ Bakhor” which includes selected articles written by students and special articles written by members of the staff. It also highlights the report on all the annual activities of the institution. Guest writers article are also invited for the Magazine.

Discipline and Anti-Ragging Committee:

The committee headed by Principal and supported by NSS, NCC makes an effort to maintain discipline in most of the academic and extracurricular activities of the college.

Grievance Redressal Cell:

The objective of the committee is to address the problems that arise in the day to day routine of the students relating to their academic and personal activities.

Academic Committee:

It highlights the very important information about the college, academic activities with respect to vision, mission, objective of the institution, supporting activities available, Courses with subject combination, Add-on courses, Admission procedure with fee structure, college, office and library timings, internal assessment , attendance, rules framed about the maintenance of discipline in the college campus including dress code and behavior.

Admission Committee : The committee conducts admission procedure for each academic session.

Library Committee : The committee prepare plan and programme for the entire development of the college library.

Other Cells and Committees: There are various other Cells and Committees in the college to look after different aspects of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Being a government provincialized college, Karmashree Hiteswar Saikia College has all the welfare schemes provided by the government for the employees. In addition, the college also has its own welfare measures for its staff.

Pension: All employees in the college are covered under contributory pension scheme (NPS). Incumbents will get the benefit immediately after their retirement.

Insurance Schemes: All employees have to subscribe to insurance schemes namely Group Insurance Scheme. In addition to the facility to avail of loan, incumbents will receive maturity amount that will be paid at the time of retirement.

Medical Allowance: Under this scheme, all the employees get a fixed amount every month.

Academic Leave: All employees are eligible for Academic Leave to attend professional development programmes like seminars, conferences etc..

Earned Leave: All employees are eligible to avail of Earned Leave to attend some urgent needs.

Maternity leaves: Women employees are eligible for maternity leave for a period of six months.

Child Care Leave: All women employees can avail CCL for a period of 2 years.

TA: All employees are eligible to avail of Transport Allowance for official journeys.

College Supported facilities:

Departmental Common Room: Each Department is allotted a separate common room to execute the Departmental activities with ease and comfort.

Free Wi-Fi : All employees have access to high speed internet free of cost.

Special Parking Area: Special parking area is provided to all staff members

Canteens: 2 canteens 'Bohag' and 'Café Citian' provides homely food at reasonable price for the college community.

Ladies Room: Female staff members have special ladies room to provide them secure and private place in the campus. It has necessary facilities.

CCTV- The entire campus is under surveillance camera, and it ensures the safety and security of the college community and their belongings.

Recreational facilities: The college provides simple recreational facilities like carroms, badminton, Chess, etc. to the members of staff.

College Teachers Unit: This acts as a platform to ensure fellow-feeling, togetherness and mutual support among the members of staff. The Unit organizes various creative and entertainment activities. A few of them are: Get-togethers Joining parties/ placement parties, send off parties, etc. Honouring higher achievements of the staff member.

College Gut : College Gut runs a micro finance scheme to meet small-scale financial needs of staff members.

Apart from all these facilities the college authority provides one set of uniform to the Grade –IV employees once in a year. College Management has also framed an attractive pay scale for Temporary/ Part Time faculty and non-teaching staff with annual increment in their pay package..

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	1

File Description	Document
Upload any additional information	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 23.51

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	2	3	10

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Our college maintains performance appraisal system as per the provision made by the University Grants Commission for evaluating academic administrative and social responsibilities of teaching and non-teaching staff . Evaluation is made as per PBAS format that are provided by the UGC and Higher Education Department, Government of Assam. Teaching members submit their performance in the PBAS format at the time of their promotion. The entire activities of the teaching are scrutinized by the coordinator of IQAC under the supervision of the Principal and place the same before the screening/selection committee recommendation by the Gauhati University.

The college authority also observes the activities of the institution and guides for further improvements. The Principal interacts individually with the students whether their performance requires improvement and necessary guidance is given to the concerned department regarding teaching techniques and skills.

Feedback: Regularly collected feed backs from all stakeholders play an important role in evaluating the performance of various academic /non academic segments of the college. Corrective measures are taken to address.

Academic Committee Successful implementation of syllabus is ensured by the following system.

- Portions are allocated by the HoD to the teachers.
- Teacher keeps daily record of teaching-learning process.
- The progress is timely monitored and reviewed at department level meetings.
- Portion completion reports are collected at the end of each semester.
- All these activities are supervised and their timely implementation is ensured by the College Council /Principal.

Individual Assessment: Additional tasks, charges, duties etc. are given to faculty members considering their capability, aptitude and interest. At the end of each year individual performance with regard to such tasks are informally evaluated by the Principal. This evaluation is used as the Appraisal Report during the time of promotion by the Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has been conducting internal audit for its receipts and expenditure. At the end of every financial year internal financial audit is done by Chartered Accountant appointed by the college authority with the approval of Governing Body. External audit are also tried to conduct regularly. However, due to lack of auditor even after placing request to the concerned higher authorities, auditors are not deputed in time and in such cases external audit remain pending for some time. The report of both internal and external audit is placed before Governing Body for discussion and approval. Audit Reports are discussed in the Governing Body meeting and mechanisms are sorted out to settle the recommendations as suggested by CA. As per the rule these reports are kept ready for sending to the director of Higher Education Government of Assam.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The college applies definite strategies for proper utilization of funds. The college adopts decentralization process by constituting a construction committee consisting of faculty members headed by President of Governing body and the Principal and Secretary of the college respectively for the utilization of the fund. The committee not only decides viability of any work for both repair & maintenance work and new projects but also actively participated by all the members in the entire construction works so that entire resources of the college is fully utilized. Fees amount is collected by the institution from the students as per the direction of the university and the government. The same amount is utilized as per the prescribed set of norms.

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****Response:**

The IQAC has been actively working in the college 2014. It has developed as an integral part of the college in planning, monitoring and executing all quality related academic and society related matters. It formulates strategic plans covering all important areas of the college for quality enhancement.

ICT Induction: At first IQAC proposed the initiatives to purchase and install ICT facilities required for Teaching Learning process in the College after analysing the need of ICT based learning. Later IQAC conducted workshops and Faculty Development Programme to train Teaching and Non-Teaching staff of the college. Online classes through Zoom/ Google meet, etc., preparing e-contents, preparing and editing video lessons, audio editing, sharing e-contents etc. to educational practice. Now both the students and teachers have an academic culture of integrating ICT to teaching learning process in a large scale. During Covid-19 Pandemic lockdown days the college could easily survive academic challenges owing to previous preparedness. The IQAC conducted 20 Nos of National and International Webinars during the Lockdown days, which was a huge success in the academic arena.

The IQAC has regular meeting at a specific duration to formulate plan and program and periodically review the progress of the plan that has been undertaken from time to time.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC has been playing a crucial role for the development of teaching and learning process since its inception on 2014 .the IQAC has been taking the steps for the faculty members and the students –

For the faculty members :

- 1.Support has been given to the faculty members to undertake research work for the benefit of the students and society at large.
- 2.Encourage faculty members to use ICT based teaching learning process
- 3.Prepare academic calendar for the college at per with the academic calendar of the university
- 4.Organized meets to analyses examination results and to find out the root cause of lacunae and find out positive solutions
- 5.To documents the API scores of faculty members

For Students :

- 1.Organizing events /programs for students keeping in mind the specific and general needs of the students
- 2.To monitor the progress of the students over the semesters.
- 3.Analyze the examination results and the same is forwarded to the guardians of the students through parent teachers meets

The IQAC encourage faculty members for undertaking major /minor research project. The IQAC also took initiative to publish the achievements and annual activities of the faculty members through the college annual bulletin *Reflexion*.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Karmashree Hiteswar Saikia College is a co-education institution, which takes effective measures for the promotion of gender equity. 70% of student are girls. The college takes different initiatives to ensure gender equity and confidence building.

1.Safety and Security

The following are the major initiatives in this regard:

Disciplinary Committee: The College has formulated a Disciplinary Committee to provide safety and security to students. Certain Disciplinary measures are as follows:

- 1.No one is allowed in the campus without ID card and Uniforms.
- 2.The whole campus is under the surveillance of CCTV Camera.
- 3.Grievance Redressal Cell is constituted.
- 4.As per regulation of University, College has Anti-Ragging Committee.
- 5.Complain box and Suggestion Box are provided in the campus.

Curricular: There are 276 courses under 13 programmes offered in the college where some of the courses deal with gender issues . They create an awareness on gender issues like, sexual harassment, gender discrimination, etc.

Anti sexual Harassment Committee: A statutory body has been addressing sexual harassment issues in the campus.

STUDENTS' GRIEVANCE REDRESS CELL: A statutory body has been addressing all kinds of students' Grievances and various issues in the campus. This Cell is also maintaining a day to day check on Online and Offline Students Grievance and Complain Facility available in the College Website and Suggestion Box made available to the students.

Co-curricular/ Extracurricular: There are various bodies to organize co-curricular/extracurricular activities in the college. They are NSS, Students Union, Women Study Centre, Moral and Spiritual Study Circle, Red Ribbon Club. Many of them organize gender sensitization programmes. Some of the programmes are: All Women Bhaona, Lecture on Women Empowerment, Camp on Health and Hygiene in the Adopted Village etc. programme organized by Women Study Centre. The Women Study Centre publishes its annual publication named "*The Wick*" every year highlighting women related issues.

The female students of the college are immensely benefited from this to address their personal and psychological issues.

Women Representation: All Committees/ Cells / Centre/ of the college have sufficient number of female representatives.

(b) Counseling

- At the beginning of every academic year the Principal address the new student and provide the much needed counseling to the students.
- The Career and Counseling Cell of the College from time to time organize various programmes in this regard.

(c) Common Room

- A Separate Girls Common Room with lavatory and washroom facilities is provided to the girls students.
- Separate facilities for women:
 - Common Ladies Toilets for female students
 - 6 ladies toilets and 6 common toilets
 - One Incinerators in ladies toilets
- A Boys Common is also provided to boy student with required facilities.

File Description	Document
Annual gender sensitization action plan	View Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid waste management: The waste product of our institution are disposed in the colour coded Dustbins installed in the College for the waste disposal for bio degradable and non degradable waste.

Liquid waste management : The Liquid waste in our College is from toilets and the waste food from the kitchen and canteens. Liquid waste from Toilets are attached with scientifically constructed septic tanks. Other Food waste from kitchen and Canteens are deposited in a mud pitches which are covered. All the water waste are connected to the main drain outside the campus which is maintained by Guwahati Municipal Corporation.

Waste Incinerator: Non-degradable, but non recyclable waste is burned in the incinerator installed near the toilet block. This is an ecofriendly incinerator.

Waste recycling system- In addition the college utilizes the possibility to recycle waste in the following ways: 1) All used papers in the college office, Departments etc. are collected, re used if possible and sold to the scrap dealers. 2) Plastic bottles and other plastic waste are collected in the “plastic collection bin” inside the campus. The college NSS unit utilizes them for gardening, etc.

E-Waste: All E-Waste products are collected/ stored in the E-Waste collecting Almirah as and when required. As soon as the E-Waste products are full in the Almirah it is handed over to vendors for resale / reuse.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Our college is located in the border area of Assam and Meghalaya, which has an exemplary history of communal harmony. The college continues to take efforts to maintain this harmony in all kinds of activities being held. The college community comprises people from different religions like Hindu, Muslim and Christian, belonging to different regions, and different socio economic strata of the society. The college advocates an inclusive culture by organizing the following:

Religious festivals: Occasion like, Saraswati Puja and Bihu are celebrated by arranging colorful programmes. Such programmes are organized by NSS, Student Union, etc. Various competitions, cultural programmes etc. are a common component of these programmes. Feasts for all are arranged for all such celebrations.

Dressing: Students and teachers are free to wear any type of dress according to the general modesty of dressing.

Inclusion in Bodies: The college does not have any discrimination based on caste /gender/ religion/ culture/ linguistic background while forming, electing or nominating members to any official or non official bodies.

Admission: The admission norms are framed in such a way that promotes inclusion of students across all segments like, economically backward sections, SC/ST/OBC etc.

Days Observance: Specific Days like Independence Day, Republic Day, Gandhi Jayanti, Yoga Day, Teachers Day, Constitution Day, National Education Day, Women's Day, Voters Day, etc. are observed

with various activities.

Efforts have been made in the last few years to address a few issues to establish strong bonds with the community. Programmes are planned according to the need of the local community especially marginalized group. The College has adopted a village Namtepsia in the Sonapur area. Efforts has been made to improve the living condition of the people through a number of awareness programmes on diverse issues such as Swachhata Aviyan, health and nutrition, women empowerment etc are arranged. NSS units take the initiatives in carrying out various community works. Some programmes are organized in collaboration with the local NGOs.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Our College undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations: values, rights, duties and responsibilities.

Induction Programme: The college regularly organizes induction programmes for newly admitted students of 1st SEM UG Arts/Commerce. It has a systematic mode of conduct. A prominent segment of the programme deals with inculcation of values, duties and responsibilities.

Physical Involvement: As a part of materializing the inculcation of duties and values, the college NSS actively conducts various programmes. A few of them are given below:

1. Swachata Aviyan
2. Blood Donation Camps
3. Flood Relief Programmes.
4. Plantation Drive.
5. Extention Programmes in the Adopted Village.
6. Free Health Checkups.

Moral and Spiritual Study Circle: This Circle conducts various programmes to build up spiritual values,

ethics and promote responsibilities among the students, Teachers and other Staff of the college.

Days Observance: The college regularly observes days like Independence Day, Republic Day, Gandhi Jayanti, Yoga Day, Teachers Day, Constitution Day, National Education Day, Women's Day, Voters Day, Environment Day, Youth Day, Swachata Day, Rashtriya Ekta Diwas, Children Day, etc.

Cultural Programmes: The College regularly conducts, Saraswati Puja, College Week, Annual Day and Freshmen Social Programmes to hunt the talent among the students in various fields like sports, Culture etc.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

International Women's Day celebrated each year in the college campus. On this occasion, the Women Study Centre of the college organized an all Women Bhaona, "*Hari Harar Yuddha, Usha Aniruddhar Milan*" as part of its International Women's Day celebration on 8th March, 2017. This legend of Purana

has been rendered into Drama form, directed by noted proponent of Folk culture Dr. Amarendra Gogoi. A speech competition on the topic “Importance of Women empowerment” was organized by the college Women Cell in the year 2018, 8th March.

Each year our college celebrates World Philosophy Day. In the year 2018, 15th November a lecture was organized on the topic “Philosophy in the Age of Distraction”. The lecture was delivered by Sri Pradip Khataniar, Associate Prof. of Cotton University. In 21st November 2019 a lecture programme was organized.

On 11th November each year our college celebrates “National Education Day” in honour and memory of the first Education Minister of Independent India, Maulana Abul Kalam Azad. In 2017, Bedabrata Misra, Assistant Editor of Dainik Asom delivered speech on the topic “Transformation of Education System: Its Positive Impact.” In 2019, a handicraft exhibition was organized by the Education department to showcase and encourage the hidden talent of the students. In 2021 National Education Day was celebrated by organizing poster making, slogans and other creative activities of the students.

On the occasion of Constitution Day 26th November 2021 Political Science department organized Quiz Competition on Indian Constitution among the students.

Each Year College celebrates International Yoga Day on June 21st. College celebrated 3rd International Yoga Day on 2017, 21st June by opening Yoga and Meditation Centre in the College premises. The College held regular Yoga classes for students and teachers on every Saturday and for common public on every Sunday. In 2018 a Yoga Camp was organized by the Moral and Spiritual Study Centre of the College in collaboration with Abbot India Limited.

On 3rd July 2018, blood donation camp was organized in the College by the NSS Unit. The main motive of organizing such camp is to make students aware about their responsibilities towards the society and also to motivate the students to be help for those in need.

College in association with District Tobacco Control Cell, organized an anti tobacco awareness lecture on 9th August, 2017. A presentation on the detrimental effects of tobacco use was made by Dr. Arundhuti Deka, State Nodal Officer cum Deputy Director of health services.

As part of academic and value extension programme college organized two days lecture programme on 19th and 21st August, 2017 under the college’s registered society, Moral and Study Circle. Social activist Minati Borthakur and Acharya Brahmachari M. Santosh from Chennai Chinmoyee Mission delivered lecture on “Moral Education”.

During the last five years the NSS unit carried out several training programmes for students and social activities like Tree Plantation, Swachh Bharat Abhiyan, Witch Hunting and Drug Abuse Awareness campaign, Blood Donation Camp, Free Health Check Up etc.

Apart from the above, the college regularly observes days like Independence Day, Republic Day, Gandhi Jayanti, Voters Day, Teachers Day, Environment Day, Youth Day, Swachata Day, Rashtriya Ekta Diwas, Children Day, Saraswati Puja, College Week, Annual Day and Freshmen Social Programmes etc.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	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:

1st Best Practice

1. Title of the Practice - **Library Orientation Programme.**

2. Objectives of the Practice—Encourage Students to explore library, read more books, enhance their level of knowledge.(develop good reading and study habits)

3. The Context---The practice includes in every academic year College organize library orientation programme with the new students and to encourage the study habits of the students. A book fair related to this programme is organized in our College premises every year.

4. The Practice—In the Programme, teachers and librarian provide much needed information about library ,using library how to access to knowledge and information world.Seminar presentation and group discussion areorganized under the orientation programme.

5. Evidence of Success---Motivated by the Programme Students have used library regularly during their off hour. Students have borrowed books, magazineand prepared their class project,The programme helps,encourage students to develops their good reading and study habits. Its orients them towards research.

2nd Best Practice

2. Title of the Practice----**Extension service in the adopted village**

1. Objectives of the Practice—To encourage students to additional responsibilities of social life, to show them the knowledge and experiences of some personalities who are contributing to society by their special work in specific areas of society.

In 2016 the College adopted a village named Nam Tapesia of Sonapur Revenue Circle in Kamrup (M) district as a part of its Extension Service Programme. Since then the College has been relentlessly working

on the overall development of the village by organizing and arranging various camps, interactive sessions, activities and visits. As part of its community service programme, Karmashree Hiteswar Saikia College has provided electricity connection for Nam Tapesia L.P School. The School has been without electricity since it was established in 1974. The National Service Scheme (NSS) unit and the Red Ribbon Club unit of the College have organized special camps in the village and delivered lectures on various socially relevant themes. The teaching faculty of the college has also taken up classes in the Nam Tepesia L.P School for the benefit of the students.

File Description	Document
Best practices in the Institutional web site	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:

The college envisions transformation of the children into self-reliant citizens of India. This motto has been well reflected in our Vision. **Moral and Spiritual Study Circle** is a distinctive Circle designed and implemented by the college for the uplift of a Moral and Spiritual Values among the students, Faculty and staff members of the college. The Study Circle was launched in the academic year 2012-13 as an attempt to make the greater society understand the values and practices of Moral and Spiritual aspect of a human beings life. The college's Moral and Spiritual Study Circle was registered under Society Registration Act XXI of 1860 bearing Registration no. Kam (M)/263.C/578 of 201213 dated 07/02/2013. Further The Study Circle was renewed under Nehru Yuva Kendra Sangathan (An Autonomous Body under Ministry of Youth and Sports, Government of India) on 13.03.2021.

The Moral and Spiritual Study Circle since its inception is very active in serving to the society at large by organizing various Moral and Spiritual Lectures, Meditation, Yoga and Workshops. These programmes conducted under the banner of The Moral and Spiritual Study Circle is educating students and faculty members certain Traditional Indian Values, Ethics, Manners etc. which are very much beneficial to the budding citizens of India.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Our college cherishes to cater to more job oriented courses as well as Department like Home Science which will attract a lot of students, and at the same time we will definitely be a unique institution in Guwahati.

Concluding Remarks :

The college strives to promote quality education for the students by providing adequate infrastructure and facilities so as to enable them to cope up with the challenges of the society.

We cherish the vision of making this college a leading premier institution which can leave a mark in the society at large. The college has been serving the society at large for the last 34 years providing holistic education, rooted in values and skills. It will continue to strive for the pursuit of knowledge, modify practices and extension activities in accordance with the needs of the society as a whole. Being progressive in nature a radical pragmatic teaching-learning process enriched by new technologies and methodology will be adopted to produce young enthusiastic and empowered students into society.

Our Mission is **“To Empower society with Knowledge, Skill and Expertise”** so we will strive our best to achieve this mission and make this institution a remarkable institute in the city of Guwahati.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>3</td><td>5</td><td>10</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	0	3	5	10	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	3	5	10	0																	
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	3	3	3	3	3	2020-21	2019-20	2018-19	2017-18	2016-17	2	2	2	2	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	3	3	3	3																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	2	2	2	2																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 175</p> <p>Answer after DVV Verification: 18</p> <p>Remark : Input edited as per given documents.</p>																				
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years</p>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1064	1061	1075	1233	1225

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
457	453	309	502	525

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1400	1400	1400	1400	1400

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
457	453	309	502	525

Remark : Input edited as per given data template in 2.1 extended profile, considering only the students admitted to the 1st year of each program. 2.1.1.2 : HEI not provided a sanctioned intake, hence DVV filled the input as per students admitted

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
543	567	571	618	558

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
169	167	114	185	194

Remark : Input edited as HEI not provided any supporting documents related to this metric, hence DVV filled the input as per 2.2 extended profile

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 22

Answer after DVV Verification: 19

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	2	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	2	0

Remark : Input edited as per given documents.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 407

Answer after DVV Verification: 387

2.6.3 Average pass percentage of Students during last five years**2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
282	239	203	189	237

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
183	239	203	189	237

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
383	428	430	336	364

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
254	428	430	336	364

Remark : Input edited as per given HEI clarification response.

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

3.2.2.1. 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:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	8	2	17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	4

Remark : Input edited as per given cover pages and contents of the books having ISBN number.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	4	2	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

Remark : Input edited as per given awards, Awards to the individuals should not be considered here.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC,

Government and Government recognised bodies during the last five years**3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	13	18	21	20

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	7	7	8

Remark : Input edited as per given data template. considering only the activities conducted by NSS/NCC

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
504	711	176	1388	769

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
474	560	754	794	714

Remark : Input edited as per given data template and report given in 3.3.3 metric,

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.48	14.2	11.95	52.97	25.75

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3.4779	14.460	11.948	52.205	51.581

Remark : Input edited as per given documents.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: E. None of the above

Remark : Input edited as screenshots provided by HEI not reflecting the name of HEI.

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.15	0.52	0.31	2.84	2.32

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.263	2.084	0.751	2.848	2.329

Remark : Input edited as per given audited statement.

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

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

Answer before DVV Verification : 68

Answer after DVV Verification: 24

Remark : Input edited as per given list of students and teachers, considering only the 5 days

4.3.3 Bandwidth of internet connection in the Institution

Answer before DVV Verification : B. 30 MBPS – 50 MBPS
 Answer After DVV Verification: D. 5 MBPS – 10 MBPS
 Remark : Input edited as per given bills provided by HEI

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

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)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20.61	53.61	65.22	93.22	79.24

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18.15223	42.74583	53.27493	55.12487	52.52861

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	3	2

Remark : Input edited as per given documents.

5.1.5 The Institution has a transparent mechanism for timely 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

Answer before DVV Verification : C. 2 of the above
 Answer After DVV Verification: E. None of the above

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	5	9	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	4	2	4

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	24	2	3	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	2	3	10

7.1.4 **Water conservation facilities available in the Institution:**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or all of the above

7.1.5	<p>Answer After DVV Verification: B. 3 of the above</p> <p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D. 1 of the above</p>
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2.Extended Profile Deviations

ID	Extended Questions				
1.1	Number of courses offered by the Institution across all programs during the last five years				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
283	283	274	274	274	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
359	359	386	386	386	
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
588	588	588	588	588	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
169	167	114	185	194	
2.3	Number of outgoing / final year students year-wise during last five years				
Answer before DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	
282	239	203	189	237	
Answer After DVV Verification:					
2020-21	2019-20	2018-19	2017-18	2016-17	

254	428	430	336	364
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3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39	36	33	32	33

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19	18	18	18	19

4.2 Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
24.35	59.79	66.63	125.91	81.58

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21.697	52.963	53.645	115.128	81.582

4.3 Number of Computers

Answer before DVV Verification : 33

Answer after DVV Verification : 23

4.4 Total number of computers in the campus for academic purpose

Answer before DVV Verification : 23

Answer after DVV Verification : 19