SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

EASTERN KARBI ANGLONG COLLEGE

SARIHAJAN, KARBI ANGLONG, ASSAM, INDIA, PIN-782480
782480
www.ekac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Eastern Karbi Anglong College, a leading higher educational institution of the eastern part of the district of Karbi Anglong, was estsblished in 1997 at Sarihajan at the unstinting initiative and generous contribution of the local public. The budding institution was initially housed at the old dispensary building of Karbi Anglong *Sewa Kendra* with the newly erected temporary house by the local public at Sarihajan *Tini Ali*. In 2001 the college was shifted to its permanent building set up at its permanent land (100 bighas) allotted by the Karbi Anglong Autonomous Council (KAAC), Diphu. The college was accorded establishment and academic permissions by the department of Education, Karbi Anglong Autonomous Council (KAAC), Diphu with effect from the date of its establishment in 1997. Moreover, the instituition obtained permission for classes upto udergraduate level from Assam University, Silchar, Assam in 1998. An affiliated college to Assam University, it was granted “Govt. Concurrence” on 18th Oçtober, 2001. Further, degree examination centre was granted in 2005 and since then the college has been conducting the degree final examinations in its own centre. More satisfyingly, the “Assam Venture Institutions Provincialisation (of services) Act, 2011, amended 2012" was enforced in the college w.e.f 1st January, 2013. The college got itself registered under UGC’s 2(f) and 12(b) vide order: F No.8-498/2012 (CPP-I/C) dated 13th October, 2015. The college has so far recorded satisfactory academic performance besides excelling in various fields including games and sports and literary activities.

Vision

1. To impart quality education for rural and tribal students to meet new challenges of life and to make them good, self-reliant and capable citizens of the society and the nation.
2. To create excellent educational opportunities in line with the needs of the community and help students meet socio-economic and cultural/environmental challenges to become active participants in shaping the world of the future.

Mission

1. To enrich the society through academic advancement and instilling correct attitudes and values needed for the holistic development of each and every student.
2. To strive for the uplift of the students by creating an awareness among them for their socio-economic, political and educational status in the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The well-stocked central library with text books, reference books including few sets of encyclopedias, journals subscribed through the annual membership of NLIST, INFLIBNET lend us the much-needed boost to sustain as an institution of higher education.
- The green campus of the institution provides a serene ambiance which is conducive to academic as well

as intellectual pursuits.
- The neighbouring community has extended unstinting support and co-operation to the institution since its inception.
- The college has enormous scope for expansion of its campus in sufficient measure due to its possession of 100 bighas of land.
- Young and energetic, highly professional teaching faculty add vitality and dynamism to the teaching-learning aspect of the institution.
- Pure drinking water facility in the campus is ensured for one and all.

Institutional Weakness

- Majority of the students hail from illiterate and economically poorer background and that leads to higher drop-out rates of students of the institution.
- Prevalent “bundh culture” has sapped the vitality and dynamism of the institution.
- Lack of vocational/ skill-oriented courses/ programmes renders our students jobless and insecure.
- Due to lack of a Conference Hall, meetings, seminars etc. have to be adjusted in classrooms.
- Not accreditated by NAAC, the institution is not in a position to apply for any funds other than the limited plan fund from the state government and KAAC, and this has adversely affected its infrastructural growth.
- Lack of sufficient smart/ digital classrooms renders the teaching-learning more traditional and outdated.
- The existing less energetic Alumni Association has miserably failed to contribute to the institution.

Institutional Opportunity

- Our institution has ample scope for establishing itself as an excellent seat of learning.
- We have better scope for opening of PG sections in both M.A. and M. Sc in near future.
- The institution looks forward to multifarious outreach activities/ community services to be carried out in the neibouring villages/ schools.
- We have excellent scope for turning the institution as a research hub as it is situated in a hilly region which is a habitat of various medicinal plants, ginger being one of them.
- The existing mentor-mentee system has a scope to be upgraded/strengthened with better mechanism for addressing the problems of students more effectively.

Institutional Challenge

- Keeping pace with the fast changing technology poses a real challenge in view of our institution being located in a remote area.
- Mushrooming of private colleges in the vicinity can offer us a tough competition in near future in matters of attracting bright students from the neibouring areas.
- Given the present infrastructural set-up, the gradual increase in enrolment of students can prove to be a tougher challenge for the institution. The implementation of CBCS system requiring more courses, more classrooms would definitely prove challenging in view of the existing infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

In order to ensure effective delivery of the curriculum as prescribed by the affiliating university, the college prepares its academic calendar as well as class-routines prior to commencement of each academic session. The course structure/ syllabus of different programmes/ courses are specified/ detailed in the Prospectus and the same is also made available in the HEI website. With the help of the academic calendar the college chalks out tentative plan for both academic and non-academic activities before hand and tries to adhere to it. The college particularly sticks to the academic calendar for holding the internal examinations/sessional tests. The college offers courses such as **BA honours** in English, Economics, Political Science, Education, Sociology, Assamese, History, **B. A. general course**, **B. Sc honours** in Chemistry, Mathematics, Zoology, **B. Sc. general course** in Physics, Mathematics, Chemistry, Zoology and Botany. A section of teachers of the college participate in academic activities related to curriculum development, and assessment of the affiliating university and have representation in BoS, and engaged in setting of question papers for the UG programmes. The institution follows the CBCS curriculum as implemented and enforced by its affiliating university in all its programmes. In the current academic year, i.e., 2020-21 the college has introduced three (03) certificate courses to supplement the existing curriculum. Moreover, the institution integrates cross-cutting issues like professional ethics, gender, human values, environment and sustainability into the curriculum by observing National days, World Environment Day, International Yoga Day etc. so that such values could be inculcated among its students. Awareness programmes are organised to give students the real feel and practical knowledge on the cross-cutting issues. Through the project works/ field works/ field trips or field studies of certain courses/papers students are provided experiential learning. Feedback process on the curriculum has been initiated by IQAC of the institution and necessary analysis and follow-up action thereof is accomplished.

Teaching-learning and Evaluation

The College has a systematic and well-organised teaching-learning and evaluation system. Student enrollment of the institution is quite encouraging. The location of the college being in a tribal hilly area, majority of the students who get admitted here belong to the reserved category. In fact, the process of admission is governed by the reservation policy of the state government of Assam. The institution assesses the learning level of students on the basis of slow, average and advanced learners. Slow learners are given special care and attention by the teachers while advanced learners are singled out to give them projects and assignments. Experiential learning like field visit, project work, participative learning like class quiz, group discussion, and problem solving methodologies like case study are adopted to ensure optimum learning outcome. ICT-based teaching learning tools such as Google classroom, whatsapp group, youtube audio/video class etc are employed to supplement the class room learning. The teacher profile of our institution is quite good with 9 teachers having the Ph. D. degree and majority of the teachers having good teaching experience in the same institution. The students are evaluated on the basis of their performance in the internal examinations, attendance, and end-semester examinations. The college has a transparent mechanism to deal with exam-related grievances. The teachers and the students are well aware of the stated programme and course outcomes as COS for all the programmes and courses are uploaded in the HEI website for general information. To evaluate the attainment of outcomes, curricular, co-curricular and extra-curricular activities are organised in the college. Average pass percentage of final year students during the last five years is not satisfactory.

Research, Innovations and Extension

In matters of getting research grants and projects the college is lagging far behind. However, in the extension

front, the institution has conducted atleast thirteen seminars/ workshops during the assessment period. The teachers of the college have published a few research papers in the journals notified on the UGC website. A few numbers of books and chapters have been published in edited volumes and some papers have also been published in national/ international conference proceedings during the last five years. The college has carried out a good number of extension and outreach programmes at the initiative of NSS, women cell, health and hygiene cell, science forum etc. The participation of the students in such programmes and activities is quite encouraging. Further, the college has a few collaborations/ linkages for the faculty and the student exchange, field trips in addition to a few functional MoUs with national institutions during the assessment period.

Infrastructure and Learning Resources

The college is located in a beautiful green campus measuring 1,33,780.3776 Sq. meter with total constructed land of 20415.6288 Sq. meter. With this large constructed area, the institute takes the pride of having 14 classrooms including 2 smart classrooms, 3 science laboratories and a spacious library of 213.932 Sq. meters with reading room facility. The library is partially automated with Integrated Library Management System SOUL2.0 provided by INFLIBNET and has the annual membership of N-LIST, INFLIBNET. Large playground of the institute measuring 200/150 meter with total play area of 80/100 meter, facilitates the physical activities of the students. The college canteen caters the need of both students and staff as it provides light refreshment. A power generator helps to provide uninterrupted power supply. To provide the alternate source of energy, the institute has installed four solar panels in the campus. To fulfill the increasing needs of the students, the institute furnishes 12 computers for students and free Wi-Fi facility in the campus. Moreover, it has two broadband internet connection having bandwidth 100 Mbps. Whole campus of the institute is under CCTV surveillance. Rainwater harvesting system developed by the institute is properly maintained to conserve water. The institute takes the step to promote clean and green campus by encouraging students to plant tree, and by maintaining a beautiful garden having various kinds of floras, inside the campus.

Student Support and Progression

The student support and progression of the college is average. 85.8 percentage of students have benefitted by scholarships provided by the government during the last five years. Yoga and ICT skills programmes have been organised for enhancement of skills and for capacity building of our students. 5.82 percentage of the students have benefitted by guidance for competitive examinations and career counselling programmes organised by the institution. The college has a transparent mechanism of submission of online/ offline grievances of the students for timely redressal of the grievances submitted by the students through the relevant committees. The placement of outgoing students and progression to higher education of our students cannot be regarded satisfactory. Some few outgoing students of the college have appeared in the state/ national level examination and qualified in the same. The college has an elected Students' Union Society and the office-bearers/ secretaries take part in various administrative, curricular, co-curricular and extra-curricular activities of the institution. Again, the students of the college have active representation in committees such as Anti-ragging, Anti-sexual harassment etc. A few students have participated in sports and cultural events during the assessment period.

Governance, Leadership and Management

The vision statement is well manifested in all the institutional activities. The college has adopted the policy of

decentralisation and participative management. The participative management is apparent in the functioning of various committees of the college. The institutional strategic plan is effectively deployed at the initiatives of IQAC. Teaching learning plan, Research and Development plan are meticulously chalked out by the authority of the college. The college administration has initiated effective welfare measures for the teaching and non-teaching staff by encouraging the teaching staff to undertake research works. Faculty members are encouraged to participate in OP, RC, FDP, seminars and workshops for faculty development. Teachers of the college are provided with financial help to attend training programmes. The institution has organised a few training programmes for the teaching staff. 25.86 percentage of teachers have undergone FDP programmes during the assessment period. Our college follows performance appraisal system where the teachers submit their self appraisal along with supporting documents to IQAC. The audit of the college is done in two layers such as Internal Audit and External Audit. The institution mobilizes its funds received from the state government and UGC. IQAC of the college has worked for evolving quality assurance strategies for bringing quality in teaching and research, for organising seminars, workshops etc., for initiating feedback mechanism for the stackholders of the institution. The IQAC meetings have been held on regular interval.

Institutional Values and Best Practices

The college has adopted some measures for promotion of gender equity among the students and staff of the institution. Through the initiatives the institution ensures that no gender discrimination could take place. The college has taken up safety and security measures for the girl students. Representation of boys and girls is ensured in different committees of the institution. The college has installed solar lights and used LED bulbs in the college campus as well as in the class rooms as part of energy conservation measures. The institution has facilities for management of solid waste. The college has water conservation facilities like rain water harvesting, borewell, and constructed tanks. The green campus initiatives taken up by the institution is quite up-to-the-mark. The college has restricted entry of automobiles in the campus, made room for pedestrian-friendly pathways, banned use of plastic, and done landscaping with trees and plants. A disabled-friendly, barrier free environment is ensured by the college by making provision for ramps for easy access to classrooms, and providing disabled-friendly washrooms. The institution has always tried to provide an inclusive environment for its students and staff members. This inclusive practice is evident in different activities taken up by the institution. Our college has never compromised with the idea of sensitization of the students and employees towards the constitutional obligations. The college has prescribed specific code of conduct for the teachers as well as students. The National and international commemorative days, events have been celebrated by the institution with a view to developing among the students qualities like creativity and togetherness. The college has implemented two best practices, one being on ‘Best Reader award’ while the other being on automation of the college library. The college bears its uniqueness by showing its commitment to the tribal rural folk of the locality who have always craved for quality education at their door steps.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	EASTERN KARBI ANGLONG COLLEGE
Address	SARIHAJAN, KARBI ANGLONG, ASSAM, INDIA, PIN-782480
City	BOKAJAN TAL BALIJAN
State	Assam
Pin	782480
Website	www.ekac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Anil Chandra Das	03675-299913	9435167904	-	principalekac@gmail.com
IQAC / CIQA coordinator	Prasanta Gogoi	-	9954600872	-	utpal2464@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 minroity institution	No

Establishment Details	
Date of establishment of the college	01-09-1997

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Assam University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	13-10-2015	View Document
12B of UGC	13-10-2015	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

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	SARIHAJAN, KARBI ANGLONG, ASSAM, INDIA, PIN-782480	Hill	33.06	20415.63

2.2 ACADEMIC INFORMATION

NAAC

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,Ba General In English Alte English Assamese Education Economics Political Science Sociology History	36	H. S. Arts	English	400	146
UG	BA,Ba Hons In English Assamese Education Economics Political Science Sociology History	36	H. S. Arts	English	185	78
UG	BSc,Bsc Hons In Chemistry Mathematics Zoology	36	H. S. Science	English	50	46
UG	BSc,Bsc General In Botany Chemistry Mathematics Physics Zoology	36	H. S. Science	English	200	5

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				37
Recruited	0	0	0	0	0	0	0	0	19	12	0	31
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				8
Recruited	0	0	0	0	0	0	0	0	4	4	0	8
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	10	3	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	0	0	0	0
Yet to Recruit				5
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	3	6	0	9
M.Phil.	0	0	0	0	0	0	12	4	0	16
PG	0	0	0	0	0	0	8	6	0	14
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	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	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	267	0	0	0	267
	Female	303	0	0	0	303
	Others	0	0	0	0	0
Certificate / Awareness	Male	44	0	0	0	44
	Female	60	0	0	0	60
	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	4	2	1	1
	Female	9	1	1	1
	Others	0	0	0	0
ST	Male	109	70	91	81
	Female	98	43	88	88
	Others	0	0	0	0
OBC	Male	38	36	11	11
	Female	46	35	23	36
	Others	0	0	0	0
General	Male	10	8	8	6
	Female	11	13	18	27
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		325	208	241	251

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution has a clear vision to transform itself into a holistic multidisciplinary institution as guided by the affiliating university i.e. Assam University, Silchar. The institution has been already following CBCS system under Assam University, Silchar. Along with the CBCS curriculum the institution is planning to conduct some project works on community-based Education, Environmental Education, Value-based Education to impart knowledge about the said issues. As per plan for following a multidisciplinary flexible curriculum, the institution is ready to go forward in accordance with University guideline. In the context of multidisciplinary/ interdisciplinary curriculum no such remarkable efforts have been initiated so far. However, we have a clear vision to initiate some projects on Integrated Farming, Green Agricultural practices harnessing with the department of Biology, Chemistry exploiting the resources of cultivable soil. It is worth mentioning that we have plenty of rich soil and there is enormous possibility to undertake a handful of projects on Medicinal plant gardening, Mushroom farming, Honey Bee cultivation etc. The practical aspects of 'Green Chemistry' may well be applied in those projects so far as the interest of the students goes. Besides, Karbi Anglong is the hotspot of Bio-diversity as well as ethnic diversity. So, short-term courses on Ecotourism can be introduced in near future. The institution has a plan to constitute a research committee to engage itself in more multidisciplinary research initiatives to find solutions to the challenging and pressing issues of the society.
2. Academic bank of credits (ABC):	As far as academic bank of credits is concerned our institution is ready to implement the initiatives taken up by the concerned implementing authority. The institution has not yet been registered under ABC. The institution is yet to avail such opportunities. However, the institution is appreciative of such a framework offered by NEP. Faculties of the institution are in constant touch of the Affiliating University regarding curriculum development, assessment and evaluation process etc. It may be noted that some departments prepare course module, syllabus for short-term certificate courses. As for instance, we have prepared syllabus and course module for 'Spoken English' and 'Art and Craft' courses.

3. Skill development:	The institution has already started skill based education for the students by introducing some certificate courses. Moreover, the institution has a clear vision to introduce more vocational courses with the help of “National Skills Qualification Framework” and the affiliating university. We have plan to offer short term certificate courses on Vocational Education with prior approval of the affiliating university. The institution has a clear vision on value based education. In this regard, a number of yoga programmes have been organized and we are planning to set up a permanent platform of such practices. Besides, we are desirous to introduce a course on “Life Skill” as part of our holistic approach to education. Pertaining to the skill development, the institution has been offering a training course on ‘Art and Craft’ especially engaging the interest of the girl students. Moreover, an exhibition in local level has been arranged for highlighting the talents of the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	As an affiliated college to Assam University, Silchar we have a syllabus enriched with Ancient/Classical and Modern topics proposed by the university experts. It is worth mentioning that the syllabus encompasses the knowledge system of Indian socio-cultural heritage, its prospects and visions synchronizing modern aspects of Western Education. Therefore, a separate strategy is needless to be worked out by the college in this regard. In the context of bilingual aspects of teaching we have been using English as Medium of Instruction. It is worth mentioning that our student community is comprised of different tribes and caste having their own dialects. In such a multilingual milieu we have no alternative but to follow English as a primary mode of communication. However, the Assamese language is also used frequently as a means of translation. Some teachers use the Hindi language to explain the topics of discussion.
5. Focus on Outcome based education (OBE):	Outcome based education (OBE) is directly related to the pragmatic and careeristic aspects of modern education. In the context of the subjects of humanities, the concept of OBE is somewhat indirect, because it aims at a holistic understanding of the myriads of issues of life and expansion of a better consciousness for human resources development. However, a good number of students graduating from

	our institution have proved themselves competent in procuring jobs in different sectors. In the context of science stream, the concept of outcome based education is obviously pertinent. The main objective of the science education is to create competent students, technocrats, physicists, environmentalists, physicians, biologists etc. Along with the main subjects various domains of applied fields are encouraged by science education. Our science stream has been performing its best to contribute to this end encompassing Practical, Fundamental and Reflective aspects of education.
6. Distance education/online education:	The institution envisions to offer vocational courses through ODL and online mode. Technology enabled learning has become increasingly important in current educational environment. As an affiliated institution, there is only little scope for providing distance/online education. It is to be highlighted that the institution has already digitalized the library service. Following the vestiges of digitalization the institution has been trying to transform the conventional classroom to digitized platform. Presently, we have two digital classrooms. It is remarkable that during COVID-19 Pandemic, the institution successfully imparted online education and conducted internal examinations assigned by the University. Moreover, the institution has a study centre of KKHSOU to provide distance mode of learning to the degree aspirants.

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
282	186	186	176	176

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
4	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
558	515	563	596	678

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
240	160	160	160	160

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
92	209	231	255	229

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
39	29	30	31	31

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
46	31	31	31	31

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

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
14.07	11.38	10.81	4.66	14.38

4.3

Number of Computers

Response: 22

4.4

Total number of computers in the campus for academic purpose

Response: 12

NAAC

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:

Eastern Karbi Anglong College is affiliated to Assam University, Silchar, and the College follows the curriculum and academic calendar offered by the University. The college also follows the academic holiday list of the Autonomous Council of Karbi Anglong with due respect to the emotions of the majority community Karbi of the area. Thus, at the beginning of each academic session, the college publishes a prospectus including all necessary information about the college and the course offered by the college along with its fees structure. It also includes the information regarding faculty members, student strength in every department, the academic calendar mentioning the academic, non-academic activities and holiday list.

The departments of the college teach the students issues connected with women, human values, environment and sustainable development, etc. as a part of the syllabus. The departments and various societies/forums/cells of the college arrange symposiums/programmes and invite experts from various fields to talk on academic and non- academic aspects.

The career counseling cell helps the students with needful guidance for future endeavors and is organizing career oriented programmes for the students to ensure better job opportunities for them.

File Description	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 follows the academic calendar of Assam University and to ensure effective implementation and timely completion of syllabus offered by the University, the head of each department distributes/circulates allocation of classes at departmental level on the basis of the general routine framed by the IQAC for smooth functioning of the classes. The teachers adopt modern teaching-learning methods besides the conventional lecture methods to deliver the courses to the students. In response to the timeline given by the university, the college arranges to hold unit tests and sessional examinations of 20 marks each paper as per tentative dates specified in the academic calendar. This is done to evaluate students' performance and every department arranges seminars, group discussions, viva-voce and gives home assignments to the students as a part of internal assessment. Moreover, educational tours, field studies, etc are conducted for effective curriculum delivery.

The teachers are instructed to maintain the record of their daily classes in the teachers' diary and are advised to submit course completion certificates at the end of every academic session.

File Description	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: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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: 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	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
3	0	0	0	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: 3.73

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
104	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

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:

The College is affiliated to Assam University, Silchar, and follows the curriculum prepared by the University which consists of experienced and knowledgeable academicians. The members ensure that the designed curriculum must include the various cross-cutting issues like professional ethics, gender, human values, environment and sustainability etc. Each department of the college adheres to the curriculum entrusted by the University. Presently, the curriculum is ***Choice Based Credit System (CBCS) designed specifically to meet the students' needs.*** Each programme under CBCS includes one ability enhancement compulsory course related to environment and sustainability and it also introduces programme related various skill enhancement courses to develop professional skill and ethics among the students.

Apart from the designed programmes, the departments of the college organize meets on national days like World Environment Day, International Women's Day and Yoga Day etc. for the upliftment of human values among the students. The departments, cells and committees of the college organize awareness programmes like Flood Relief Programme, Tree Plantation Programme, Blood Donation Camp, COVID awareness Program etc. to aware the students as well as nearby village area people about the human value related issues, gender related issues, environment and sustainability related issues etc. Moreover, the departments organize various competitions like quiz, extempore speech, photography, essay writing, drawing etc. and workshops/certificate programs on Art and Craft, Spoken English and Computer Skills etc. to develop the professional values among the students.

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
Any additional information	View Document

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

Response: 1.03

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
Institutional data in prescribed format	View Document

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

Response: 1.79

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

Response: 10

File Description	Document
Institutional data in prescribed format	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: A. All of the above

File Description	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
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: 60.42

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

2020-21	2019-20	2018-19	2017-18	2016-17
275	251	241	208	325

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

2020-21	2019-20	2018-19	2017-18	2016-17
600	400	400	400	400

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
240	160	160	160	160

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:

In order to assess the learning levels of the students admitted to our institution, the teachers make efforts to find out the potentialities and the competency of the students and attempt to initiate specific approaches with respect to slow, average, and advanced learners. The teachers give special attention to these three groups with reference to their course materials given to them. Slow learners are given extra classes / remedial classes so that they can understand the subjects without hesitating. Different types of methods are taken up to involve the students in the teaching –learning process. The faculty members of respective departments identify the advance learners on the basis of their performance in class tests, sessional examinations (in-semesters), interaction etc. The stratified groups are then allotted advance topics, assignments. They are also assigned to solve the university question papers of at least last 5-7 years examinations. The faculty members, then, discuss the question papers in extra classes. The shortcomings are pointed out. The students are also provided lists of reference books available in the departmental as well as the central library for furthering of their knowledge level.

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

Response: 14.31

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:

Experiential learning, participative learning and problem solving methodologies are extensively used by the faculty members of the institution to ensure enhanced learning experiences.

Experiential Learning:

1. Excursions
2. Field visits/ surveys
3. Group projects and case study
4. Science Projects (for Science students)

Participative Learning:

1. Group Discussion

2. Quiz on topics taught
3. Seminars
4. Workshops
5. Fine arts competitions
6. Short term add on course
7. Presentation by students
8. In-class Debating among students
9. Poster making competition
10. Wall magazine, NSS
11. Extension lectures are organized by different departments which provide the faculty as well as students an opportunity to interact with eminent resource persons from other parts of the state/ country.
12. Documentaries and short movies are also screened for the students at departmental level to ensure effective learning outcomes.

- Problem Solving Methodologies:

1. Case Study
2. Group Discussion

File Description	Document
Link for additional information	View Document

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

Response:

As part of ICT-enabled tools the teachers of this institution make use of online education resources, social networking sites, platforms like google classroom, google meet, webex to effectively deliver teaching and enhanced learning experience to the students.

You-Tube, e-mails, WhatsApp group, Zoom and Google classrooms are used to communicate, to provide materials and syllabus, make announcement, conduct test, give assignments, address queries, do mentoring and share information.

Internet and Wi-Fi facility is made available to all the students of EKAC Campus free of charge so that their learning can be strengthened and made effective. The library also provides the students access to computers and online journals freely available and also to journals subscribed on the advice of faculty.

File Description	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: 14.31

2.3.3.1 **Number of mentors**

Response: 39

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	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: 95.02

File Description	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: 11.95

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
9	4	3	2	2

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: 12.46

2.4.3.1 **Total experience of full-time teachers**

Response: 486

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 maintains full transparency in internal assessment and adopts specific procedures to enhance the quality of such assessment. The evaluation blue-print has normally been ear-marked by the university through the syllabus and course structure. 70% marks of each paper is at the disposal of the university and set in the end semester examination. The other 30% is alloted to the sessional part. This 30 marks come from 20 marks of 1st and 2nd sessional, and the remaining 10 marks from the attendance of the students in the class. Students showing a record of 75% and more are only eligible for the weightage given for attendance. The important points of internal assessment are given below:

*The evaluation guidelines as prescribed by the affiliating university is published in the college prospectus.

*Home assignments are given to students from time to time.

* Sessional tests are held on the topics taught in line with the schedule specified in the Academic Calendar of Assam University.

* Attendance of students is strictly maintained by properly marking in the class registers and proper weightage of attendance in internal assessment is ensured by submitting the attendance record in the university online portal.

* Marks of sessional tests are displayed on the Notice board and answer scripts are shown to the students if asked for.

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

Response:

Our institution has always tried to evolve specific mechanism to deal with grievances that might arise out of the system of internal examination. We have examination committee and grievance redressal committee to look after such issues and the administration in cosultation with the afore-said committees makes sure

that the exam-related grievances are dealt with in a transparent and efficient manner.

The university frames all the rules and regulations regarding the evaluation process in the meeting of “Board of Studies” and “Academic Council” and circulate the resolutions to all the affiliating colleges. The principal also provides the copies of resolutions to the HODs and ensures that all the faculty members are aware of the evaluation process. The principal with the help of IQAC convenes general meeting of the faculty members and apprises them of the evaluation processes through discussion. Consequently, the faculty members communicate the same to the students in their respective classes. The students can also avail the RTI act in case of any examination related grievances with the help of the principal and the RTI cell of the college.

In case of internal assessment students are given full freedom to enquire about their marks if they are not satisfied with their marks. Moreover, answer scripts of the sessional examinations are shown to the students so that they will be aware of their mistakes and score better marks in future.

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:

Eastern Karbi Anglong College is affiliated to Assam University, Silchar, and from 2018-19, Three-year Degree Course (TDC) under choice Based Credit System (CBCS) has been introduced in the college along with other colleges under the University. The college offers various programmes in Arts and Science namely TDC (CBCS) Honours programme and TDC (CBCS) General Programme. Science stream has been started from 2021. The syllabus as well as the course structure is displayed in the website of the college for information of all and the same is also made available for the students and teachers in their respective departments.

The teachers communicate with the students about the specific areas as to which they are going to obtain knowledge further. The programme outcomes of the courses are also intimated to the students. New students are made familiar about the programme outcomes, programme specific outcomes and course outcomes at the beginning of the classes. The students admitted to the college can obtain information about the outcomes of the programmes and courses they are going to pursue simply by visiting the HEI website. The results are displayed in the Assam University Silchar website and they are subsequently displayed in the college notice board.

File Description	Document
Paste link for Additional information	View Document

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

Response:

As the college is affiliated to Assam UniversitySilchar, for assessment of Programme outcome, programme specific outcomes and course outcomes it follows the broad curriculum of the University. Performance of the students in the curricular, co-curricular, extra-curricular activities organized by various departments, NSS and different Committees helps us in evaluation of the programme outcomes. Each course of the different programmes is evaluated with the help of the internal assessment conducted at the institution level and by way of external examination conducted by the university.The attainment of programme outcomes and results are evaluated on the basis of pass percentage of students.After announcement of the results the head of the institution makes it a point to evaluate/ assess the results with the IQAC Coordinator,Vice-Principal and Heads of the Departments.The internal assessment, i. e., sessional examinations, assignments, seminars (organized by different departments) help to measure the level of attaintment of course specific outcome. The institution takes initiatives for inspiring, encouraging the students for their better performance and good result. The college has a tradition of awarding “the best graduate” and “the best reader” batch-wise for encouraging the students to study well and fare better in the examinations.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 24.3

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
18	80	28	49	74

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
92	209	231	255	229

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.07

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

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: 0

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	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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	0

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
12	7	7	7	7

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 2

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
2	0	0	0	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	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: 0.84

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
15	3	2	2	5

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: 0.66

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
4	3	2	5	7

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

NSS unit organized different programmes from 2016 onwards such as

- Blood donation camp,
- Flood relief camp,
- Swachwa Bharat Abhiyan,
- Independence Day celebration,
- Cleanliness drive of the Campus,
- Corona awareness cum Mask and Sanitizer distribution,
- Community teaching in adopted village Jang-et Gaon,
- Yoga camp.

Women Cell, EKAC observed the following Programmes like-

- International Women's Day(Hygiene awareness programme)
- Online Solo Patriotic Song Competition
- Online Quiz Competition
- Awareness programme on health and hygiene of women in nearby villages
- International Girl Child Day

Health and Hygiene Cell, EKACorganised-

- Covid- 19 Vaccination Camp

Teacher exchange programmes carried out by faculties of EKAC are as follows-

- With Sarihajan Higher Secondary
- Dr.Pankaj Kalita, Asst. Professor,Zoology Dept. taught computational Biology in Online mode in Dimoria college, Kamrup

- The College also performed Community services imparting knowledge among the students of its adopted village, Jang-et Gaon.

National seminars/ Webinar:

- Two Day National Seminar, Seminar Grant Scheme
- Two Day Seminar on Gandhi and Modern India, IQAC, EKAC in collaboration with all Assam Political Science Association
- National Webinar, Dept of Mathematics, EKAC

Workshops conducted:

- Art and Craft Workshop was organized by EKAC in collaboration with Swargam Sanskritik Charcha Kendra, Bokajan

Science Forum, EKAC conducted:

- Online Inter-College Painting and Mobile Photography Competition ,2021

Book Fair

The College celebrated a three-day Book Fair featuring Quiz competition , drawing competition, Yoga Camp, Badminton Competition, Science exhibition , valuable speech by an eminent journalist in the year 2021.

College has several MoUs such as-

- MoU between Dept. of Assamese, EKAC and dept. of Assamese, Sarupathar College.
- MoU between Dept. of Education, EKAC and dept. of Education , Bokajan College.
- MoU between Dept. of Zoology, EKAC and dept. of Zoology, Pub Kamrup College.
- MoU between Dept. of Chemistry, EKAC and dept. of Chemistry, Diphu Govt College.
- MoU between EKAC and K.K Handique State Open University.
- MoU/FDP between EKAC and Ramanujan College (University of Delhi)

Students Counseling and Festival Celebration Committee organised:

- Financial Awareness in the College Campus and Sarihajan H.S School.
- Video Contest on the occasion of World Population Day

Collaborative Programmes organised by the College are:

- National Science Day in collaboration with Ellora Vigyan Mancha, 2021
- Interactive session was organised by the Govt of Assam in collaboration with EKAC
- Gandhi Jayanti Celebration (in Jang-et Gaon) by Sociology Dept. in collaboration with Political Science Dept.
- Art and Craft Workshop was organized by EKAC in collaboration with Swargam Sanskritik Charcha Kendra, Bokajan

- The College participated in 60th Hambi Kapathu Competition organised by Cultural affairs dept. in collaboration with Karbi Anglong Autonomous Council (KAAC).

File Description	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: 0

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	0	0

File Description	Document
Institutional data in prescribed format	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: 45

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
26	6	2	6	5

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

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last

five years

Response: 73.61

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
558	515	80	596	365

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: 0

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	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	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: 10

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
6	1	1	1	1

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

NAAC

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:

Classrooms

The institute has sufficient number of well-furnished classrooms to fulfill the needs of teaching-learning process for both Arts and Science stream. Fans, lights and proper ventilations are available in all the classrooms. Most of the classrooms are equipped with white board and a few of the classrooms have traditional black boards. In addition to that two ICT enabled classrooms have been provided to make the teaching-learning process more effectual.

Laboratories

Institute provides three temporary laboratories of Biology (Zoology and Botany), Chemistry and Physics for newly introduced Science stream. The permanent building for four laboratories of science stream is under construction. All the laboratories are equipped with necessary apparatus. Practical classes for education are done in any of the classrooms with the help of equipments provided by the institution.

Library facility

The institute has a central library with a good collection of books, current periodicals and bound periodicals. Facilities for in-house reading both for teachers and students are provided in a separate reading corner. It has free Wi-Fi facilities. Users can access to e-resources of N-LIST, INFLIBNET through the institutional membership. Four computers for internet browsing and accessing e-resources and a printer for students are available. Photocopying facility is provided both for teachers and students inside the library.

Computer laboratory

The institute has a computer laboratory with eight computers. Students use the laboratory for practical purposes.

Other supporting facilities

The institute has following other supporting facilities.

*Canteen: College canteen with separate rooms for teachers and students caters the need for refreshment during leisure time with tea, snacks etc. Also provides lunch occasionally.

***** Three phase electricity connection.

* A 20KV power generator for uninterrupted power supply during electricity failure.

* Four solar panels.

* Three projectors.

* Three xerox machines to provide photocopying facility for both teachers and students.

* Adequate number of close circuit cameras for monitoring the classrooms and campus activities.

* Safe drinking water.

* Six fire extinguishers.

File Description	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 institute has a playground with an area of 200/150 meter. The play area of the playground is 80/100 meter. It was started in 2016. User rate of the playground is around 20%. Different outdoor activities are held here during annual college week. Most of the facilities required for organizing the outdoor activities are provided by the college.

The institute provides some facilities for indoor games. Indoor activities like carom, chess etc. are organized in the college during annual college week with the help of sports equipment furnished by the institute,

The institute organizes different cultural activities from time to time. Necessary arrangements are done in a hall using as auditorium. Facilities required to organize cultural activities are provided by the institution.

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: 2

File Description	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: 179.59

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
38.91	13.74	16.22	9.56	20.92

File Description	Document
Upload audited utilization statements	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:

Eastern Karbi Anglong College Library is partially automated by using an Integrated Library Management System called SOUL2.0 developed by INFLIBNET, Ahmedabad. With a vision of automating the library, the college placed an order to INFLIBNET for purchasing SOUL2.0 with an advance payment of Rs.80,000/- by Demand Draft on January, 2015. INFLIBNET took a long time to process our order and finally in December 2015, we were able to install the ILMS in one desktop computer of the library. Accordingly in 2016, library automation was started. Data entry for the books through the cataloguing module of this software is going on. Issue and return of books through the circulation module of SOUL2.0 has recently been started. In order to make the circulation system fully automated, the library has taken a step to introduce bar code technology. A software has been purchased in December, 2021 for applying this technology. Printing of bar code labels for accession number of books by using the recently purchased software LabelPrintX ver1.0 is under process.

File Description	Document
Upload any 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: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View 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: 0.57

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
2.20	0.41564	0.076	0.1095	0.0734

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	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: 6.03

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

Response: 36

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institute provides following IT facilities.

*Two smart classrooms with audio-visual and projector facilities.

* Free Wi-Fi for whole campus.

* 22 number of computers, out of which 12 computers are for students.

* 10 number of printers.

* 3 projectors.

* Integrated Library Management System (ILMS) SOUL2.0.

* LabelPrintX Software for Bar Code Label Printing.

* E-resources as in NLIST-INFLIBNET.

* Two internet (broadband) connection (FTTH) with bandwidth 100 Mbps.

* College website.

* CCTV camera.

Two smart classrooms are added to the institute in 2021 to make the process of teaching-learning more effective. The said classrooms are provided all the required ICT facilities including smart board, multimedia projector, LCD, sound setup with Wi-Fi and computer.

Freely available Wi-Fi facility of the institute is regularly updated. Comprehensive Annual Maintenance Contract ensures proper maintenance and renewal of CCTV and Wi-Fi system.

The institute has 22 computers for performing both administrative and academic works.4 computers are

provided to the library and 8 computers are provided to computer laboratory for academic purposes.

In 2017, the institute subscribed the e-resources of NLIST through annual membership of N-LIST, INFLIBNET under which registered members of our college can get access to its e-resources. Renewal of institutional membership is done annually at the end of the every financial year.

The college website is renewed annually at the end of the every financial year. Important notices regarding admissions, examinations etc. are regularly uploaded in the website.

In 2017, the whole campus of the institute was brought under the surveillance of CCTV camera to improve the security system of the college.

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

Response: 46.5

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	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: 179.59

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
38.91	13.74	16.22	9.56	20.92

File Description	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:

The institute maintains following procedures for maintaining and utilizing physical, academic support facilities.

- Maintenance in general and maintenance for infrastructure is carried out under the supervision of the college authority.
- The college authority takes help from technical experts from time to time for regular check-up, repairing and maintenance of different physical and academic support facilities such as computers, CCTV camera, electrical equipments etc.
- The authority also consults with service providers from time to time to keep the internet connection and Wi-Fi facility up-to-date.
- Departmental requirements are placed to the authority by the respective Heads of the Departments and action at the level of college authority is initiated accordingly.
- Repair and maintenance of laboratory equipments are initiated by the respective departments and the college authority is intimidated accordingly. Stock register for the apparatus of each laboratory is maintained by the respective departments.
- A library committee is formed for looking after proper maintenance and utilization of library facilities.
- An accession register of standard format is maintained for library books. Library books are properly accessioned, classified and catalogued. Books are issued to the students for 15 days and can be renewed, if required.
- An Integrated Library Management System SOUL2.0 provided by INFLIBNET, is used for cataloguing and circulating library books. Librarian contacts with Soul support, in matters of any problem thereof. Anti-virus software is purchased and renewed annually to keep the software secured.
- The maintenance and house-keeping of the classrooms, laboratories, library and the institute as a whole are taken care by fourth grade staff of the institute.
- The power generator of the institute is serviced annually.
- A Comprehensive Annual Maintenance Contract with InfraTrade Solutions of Paltan Bazaar, Guwahati for ‘CCTV, its accessories and Wi-Fi system setup’, ensures proper maintenance and renewal of ‘CCTV and Wi-Fi system of the college.
- Four solar panels have been installed as a source ofalternate energy.
- The college playground is properly maintained under the supervision of college authority.
- Fire–extinguishers are installed to counter situations like fire hazard.

File Description	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: 74.22

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
1	515	563	596	481

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	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

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	0	0	0

File Description	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: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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: 2.72

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
76	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	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: D. 1 of the above

5.2 Student Progression

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

Response: 4.65

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
7	5	13	5	13

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	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: 27.17

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 25

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: 100

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	1	1	1

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	1	1	1

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: 0

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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	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:

Eastern Karbi Anglong College has always tried to faciilitate students' active participation in co-curricular activities by way of encouraging their representation and engagement in Students' Council or Union Society and in various bodies in accordance with the rules framed for the purpose.The office bearers of **Eastern Karbi Anglong College Students' Union Society** (EKACSUS) take office for one year. All the office bearers are elected annually through a secret ballot and the students contesting the election must be full timer students having atleast 75% attendance in the class. The union consists of one President (the

Head of the institution), one Vice-President, one General Secretary, one Assistant General Secretary, one Secretary for Boy's Common Room, one Games and Sports Secretary, one Secretary for Music and Culture, one Literary and Magazine Secretary, one Secretary for Girls' Common Room, one Debating and Symposia Secretary. Every office bearer or secretary has a teacher-in-charge to guide him/ her in the conduct of his/ her alloted tasks. The memebers of the Students' Union Society help the college administration in chalking out plans for the commom college activities well in advance. The Students' Council of the college organises various socio-cultural events such as Annual College Week, Independence day, Republic day, Teachers' day, Saraswati Puja and other literary programmes.

The mission of the Students' Union is to protect and promote the interest of the students' community inside the college campus. The union work hand in hand with the administration for preventing ragging in the campus and to suggest/urge the administration to improve the amenities of the student. Thus, the EKACSUS has become a vital organ of EKAC community .

The active representation and participation of the students in the various academic and administrative bodies of the institution are as follows:

SL No.	Name of Academic/Administrative Body	Student Representatives
1	Anti Ragging Committee	Ms Serbin Beypi
2	Anti Sexual Harassment Committee	Ms. Himadri Terangpi
3	Library Management and Development Committee	Ms. Bonmili Engtipi
4.	Anti-Ragging Cell	Mr. Suraj Kesari, Ms Deekh

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: 2.8

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
7	2	4	1	0

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 constituted its Alumni Association in 2017. Its involvement in the corporate life of the college boosts up social linkage further. The association has been reconstituted with the following major portfolios:

President : Mr. Roshon Pangini

Secretaries : Mr. Rupsing Tokbi, Mr. Shivan Banik

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

Response: E. <1 Lakhs

NAAC

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:

Eastern Karbi Anglong College, a leading higher educational institution of the Eastern part of Karbi Anglong district was established in 1997.

The motto of the college “LEAD KINDLY LIGHT” is taken from a Sanskrit Sloka. The meaning of the motto is to lead the people from the darkness of ignorance to the light of knowledge.

Vision:

- To impart quality education for rural and tribal students to meet new challenges of life and to make them good, self reliant and capable citizents of the society and the nation.
- To provide excellent educational opportunities that are responsive to the needs of the community and help students meet socioeconomic and environmental challenges to become active participants in shaping the world of the future.
- To achieve global leadership of excellence in education and research by prioritizing our values namely integrity, quality based education, teamwork, transparency and working towards the development of the region and the nation as well.
- To impart undergraduate education to all the desirous students in general and underprivileged students in particular who form the major chunk of the population of Eastern part of Karbi Anglong District.

Mission:

The leadership and governance at Eastern Karbi Anglong College based on participative management and decision making ensures an environment conducive for attaining the vision and the mission of the college. The college motto is the guiding force in policies and actions towards attaining the following mission.

- To enrich the society through academic advancement and instilling proper attitudes and values needed for the holistic development of each and every student.
- To strive for the upliftment of the students by creating an awareness among them to improve their socio-economic, political and educational status in the society.

The vision statement is reflected in all the institutional activities. Excellent teacher student relationship is maintained to make teaching learner oriented and we believe in sharing and learning through peer teaching. Team work and leadership qualities are promoted by different seminars, workshops, field visits, educational tours etc. Wide range of social welfare activities are conducted involving a large number of teachers and students to sensitize them in different societal aspects and develop human qualities.

For the fulfillment of the mission, the leadership strives to maintain an open and interactive environment. A two way communication between the staff and the authorities is an important feature of our institution.

The Principal, heads of the departments and administrative staff steer the college through appropriate planning and efficient review mechanism for achieving broad based goals. The leadership ensures the compliance of academic and administrative processes and procedures along with continual improvement through regular monitoring.

File Description	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 College is quite sensitive to latest management concept like decentralization, team work, decision making, participative management etc. So, it has adopted the policy of decentralization and the same is ensured through participatory management of the institution. Every faculty is a member of two or more committees in the college. The Principal with the support of HoDs, conveners of committees initiates the decision making process which creates an organizational climate of participatory democracy. Teachers' engagement in the overall functioning of the college through the staff council is enumerated below.

- The committees such as IQAC, Academic Advisory Board, Anti-Ragging committee, Examination Committee, Disciplinary Action Committee, College Development Committee, Anti-Sexual Harassment Committee, Campus Cleanliness and Beautification Committee, Outreach Activities and Public Relation committee etc. The College encourages a culture of participative management.
- The Governing Body is the highest decision making authority with the principal as the Secretary. The GB also includes two teaching staff representatives and one non-teaching staff representative to look into the overall policy and governance of the institution.

- The principal permits the HODs and staff members in performing freely in the academic activities and administrative programmes such as departmental activities, allotment of workload, various academic committee programmes, conducting departmental tests, teaching and learning process and evaluation regularly.

- The college provides autonomy to organize seminars, workshops and faculty development programmes by inviting external experts and resource persons.

- The HODs perform the academic programmes with coordination and support of faculty members and student representatives.

- At the institutional level various committees are formed which take decisions regarding their respective fields. They hold meetings at regular Intervals and take into account the opinion of all members. The resolutions are passed with the consent of majority of members.

A case study on 6th Semester (CBCS) Examination 2021:

The institution practices decentralization and participative management on TOC ODD/Even Semester examinations every year.

For each university examination, a committee is constituted for smooth conduct of the examinations.In the year 2021, a committee was formed by the head of the institution with the following members for conducting smoothly the TDC 6th Semester (CBCS) Examination 2021.

- Dr. Anil Chandra Das (Officer in-charge)
- Mr. Eugene Ekka (Asstt. Officer in-charge)
- Mr. Bedabrata Bora (Asstt. Officer-in-charge)
- Mr. Tralokya Kalita (Asstt. Officer-in-charge)

Before commencement of the examination, the officer in-charge hands over all the examination related documents to the AOCs. The AOCs prepare the duty lists of the invigilators as well as the supporting staff. The supporting staff which includes the non-teaching members of the college helps in the entire logistics of the examination procedure. All the documents, related to the examination, which are prepared by the AOCs are regularly checked and signed by the officer–in–charge.

The fund needed for smooth conduct of the examination is released by the principal to the AOCs who in turn have to provide expenditure statement at the end of the examination.

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:

The institution has a long term planning for the growthand development that is reflected in its perspective plan. The IQAC of the college takes initiatives in the preparation of the perspective plan. The institutional Head and IQAC consider the quality indicatorsof certain criteria determined by NAAC. Also, the framework of plan is inclined towards the development of the institution that refers to the qualitysustenance and quality enrichment. It intends to cover social, economic and spatial development.

The following table focuses on the institutional perspective plan for the next five years.

Teaching and Learning plan:

* Development of more smart class rooms with state-of-the-art facilities:
* Use of more LCD and Laptops in teaching and learning.
* Extensive use of online teaching and learningresources (INFLIBNET)

* More MOUS for student Exchange programmes

Research and Development plan:
* Educational linkages in terms of more MoU with premier institutions and take upcollaborative research projects.

* Promote participation of staff members in FDPs like refreshers and orientation programs.

* Promotion of publication in indexed research journals.
* Promote faculty members to have at least one major / minor project.
* Conduct more international level / conferences and workshops.
* Promote participation in international conferences / seminars /workshops /symposium.
* The college Library is to be digitalized and now it has the N-list E-resources.
* The college authority is encouraging the faculties for paper publication in reputed journals and considerable support is also offered to the faculties pursuing their Ph.D.s

Milestones
* University Status.
* Sharing integrated programmes.
* Enhance community engagement.
* Faculty competency building in areas of new age of technology and research.
* Full ICT-based class rooms in the college.
* Complete value based education.
* Ninety Percent of faculty members with Ph.D. Degree.

A strategic plan of an institution ensures that the set target is achieved through accountability process comprising review, evolution, reporting and re-planning.
Perspective plan: Introduction of online Admission process.
To meet the challenges of this era of rapid transition with the aid of information technology and online facilities Eastern Karbi Anglong college formulates a well defined perspective plan to offer complete digitization right from the admission process to the final record of students progression throughout their stay in the college.

Procedure and outcome of implementation
* As we upgraded our website, we started displaying on it the merit list of our courses like BA and BSc.
* We have started offering the faculty of online admission to all the programmes. A special effort is made to guide even those students who are not adept at working on the computer. Our ICT cell is ready to assist them.
* Once students are admitted we keep them updated with various notices regarding
mid-semester tests and their lecture requirement through SMS facility.

* The marks of the practical examination and internal assessment are sent online to the university.

* The University results are also recorded digitally.

* We also have a digital record of the progressions of our students to higher education and their final placements / absorption in jobs / Professions.

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:

The organogram of Eastern Karbi Anglong college reflects the democratic character and shared responsibilities with which governance takes place.While the Governing Body is the immediate apexauthority of the institution the president of the GB is nominated by the D.H.E Govt. of Assam. Two members are nominated by the V.C of the affiliating university, namely Assam University. There are two teacher representatives in the GB elected / nominated from among the teachers of the college.Besides, there is a representation of one non-teaching staff. The librarian of the college is special invitee to the GB. 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 it. The vice-principal remains as an ex-officiomember in the G.B.

- The administration and execution of every day functions lies in the charge of the principal. The functions of the principal in turn are supported by the teaching faculty and the non-teaching staff. The IQAC of the college plays a key role in ensuring a quality teaching and learning environment in the college.
- For the smooth conduct of academic administrative and other activities the college authority has constituted different committees and cells.
- The services of the employees are regulated as per provincialisation of college employees Act and college services conduct rule.
- All fresh recruitments are made in a transparent manner by giving public advertisement in widely circulated dailies of the state as well as in the college website as per the guidelines framed by the Govt. of Assam and UGC from time to time.
- The service rules, recruitment and promotional policies are followed in accordance with the regulations of the UGC as well as the state government.
- The various bodies of the institution such as Students Union Society work in cooperation for upliftment of the institution.
- The college has an admission committee consisting of the Principal, the Vice-Principal, and all teaching and non teaching staff. The committee looks after the admission procedures of the institution in accordance with the rules of the state government.
- The library organization in the college includes librarian, library Asstt. and clerk. They smoothly run the college library. The librarian also works with the library committee in upgrading the academic resources and function in the library.
- The college has constituted the Anti-ragging cell, Grievance redressal committee, Anti-sexual harassment cell for safe security of the students.
- The college has also a women cell for looking after women related issues.

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: E. None of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The college administration is committed to undertaking a number of effective welfare measures for the employees. Among them mention may be made of the following.

- Encouraging the faculty members to undertake research and publication works through the college.
- The college gives fund for organizing Seminars, Workshops in the college for capacity building like that of using ICT in teaching etc.
- Deputing faculty members to the seminars, workshops etc. organized by the neighboring colleges/universities on capacity building and on important academic / administrative / sports / culture related matters at the own cost keeping in view the urgency and importance of such programmes.
- Fees waive / concession to the needy and deserving students.
- Faculty members are encouraged to participate in OP, RC, FDP, seminars and workshops etc. for promoting academic and faculty development.
- Special arrangement of personal loan from bank by the Principal.
- Grievance Redressal cell exists for teaching, non-teaching and the students.
- Sanction of yearly increment for non-provincialised teacher as per norms approved by G.B.
- The college encourages physically handicapped students by providing tri–cycles etc.and ensuring a barrier-friendly atmosphere in the campus.
- The college provides financial help to the BPL Students by providing books etc.
- TA & DA as per stipulated norms to the teacher-in-charge who accompany the students in educational excursions/ field trips.

The College organizes health camps to provide free Covid-Vaccine and instill awareness about important health issues such as anti-tobaccos & cancer day, blood donation camp, flood relief camp etc.

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: 10.26

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
20	0	0	0	0

File Description	Document
Upload any additional information	View 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: 0.8

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
2	1	0	0	1

File Description	Document
Upload any additional information	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: 16.15

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
16	3	3	3	3

File Description	Document
Upload any additional information	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:

Objectives of performance appraisal system :

1. To assist authorities in overseeing subordinates closely and instruct them appropriate and effectively.
2. To help in motivating employees by providing performance feedback.
3. To achieve better results and improve the performance of work culture.
4. To provide feedback to the employees so that they can improve their job performance.

The process of faculty appraisal :

The process of faculty appraisal is scheduled towards the end of the every academic year.

1. Self appraisal system: The institution follows performance appraisal system for amassment of the quality of the faculty where the teachers submit their self appraisal along with supporting documents in a given format to IQAC in soft and hard copies. These records are maintained in the preparation of the annual Confidential Report and other reports.
2. Appraisal by the principal: The self appraisal format which is filled by every faculty is reviewed by the IQAC and the principal.
3. Student appraisal of their teacher: Every year the students carry out and submit feedback / Teacher evolution. The student feedback from is analyzed by the IQAC and principal and the feedback thus obtained is judiciously addressed for the betterment of the teaching learning process.

At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HODs.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The audits of the college are done in two layers as follows:

- Internal Audit: The internal financial audit of the college is conducted regularly. Theauthority appoints a firm of local accountant for conducting internal audit and accordingly the firm checks

thoroughly the financial transactions of the college and prepares a report yearly. The report is then placed before the Governing body for approval. The internal audit report will be reviewed by the G.B. and suggestions will given if needed.

The institution maintains Cashbook, Ledger Books, Pasting files, utilization certificate wherever necessary.

- External Audit: The institution has conducted external audit by the chartered Accountant, appointed by the college

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

Response: 0.49

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
00	00	00	00	0.49

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:

Eastern Karbi Anglong College mobilizes its funds received mainly from the state government, Karbi Anglong Autonomous Council and from UGC on various heads of expenditures of the college. Funds received from the stale government and Karbi Anglong District Council are spent on payment of salary for the faculty members.

The college also mobilizes its resource from the measly funds generated from self financing and integrated courses run by the college and by the security money from the college canteen.

Sources of funds of the college:

1. Students Fees: Fees charged from the students as per the government norms and procedures and various integrated courses run by the college authority.
2. Salary grant: Salary grants received mainly from the state government and Karbi Anglong Autonomous Council for teaching and non-teaching staff.

3. UGC grants: The College is under 2F and 12B as per UGC Act. We receive grants from the UGC for the development of the College.
4. We receive funds from the individuals and others.
5. Funds collected from college canteen, K.K. Handiqui State Open University.

Utilization of Funds:

1. College development committee monitors the funds raised from the different heads.
2. The college authority tender all the development works provided by the government.
3. The principal, G.B. and development committee with the help of account department ensures that the expenditure lies within the allotted budget.

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 of Eastern Karbi Anglong College was informaly constituted in 2007 and the Cell remained non-functional for quite some years due to absence of an executive body. However, the Cell was formally established on 03/08/2015 vide an order of the principal of the college dated 3rd August, 2015.Since then it has been performing consistent, conscious and catalytic improvement in the performance of the college.

As per resolution no. 2 adopted in the 9th IQAC sitting held on 27/01/2021in the college, the IQAC of the college has been re-constituted/enlarged with the following composition.

Newly formed IQAC, Eastern Karbi Anglong College

(As per modification on 27/01/2021)

Chairperson: Dr. Anil Ch. Das, Principal, EKAC

Coordinator: Mr. Prasanta Gogoi, Assistant Professor, Dept. of Pol. Sc.

Assistant coordinators:

Dr. Nayan Moni Medhi, Assistant Professor, Dept. of Assamese

Dr. Tazmin Sultana, Assistant Professor, Dept. of Mathematics

Members:

Mr. Eugene Ekka, Assistant Professor, English & Former Coordinator, IQAC

Dr. Minakshi Duarah, Assistant Professor, Dept. of Economics

Mr. Porag Sharma, Assistant Professor, Dept. of English

Mrs. Riju Moni Chutia, Assistant Professor, Dept. of Sociology

Mr. Rajesh Prasad, Assistant Professor, Dept. of Zoology

Mr. Utpal Medhi, Assistant Professor, Dept. of Mathematics

Dr. Pankaj Kalita, Assistant Professor, Dept. of Zoology

Member from management: Mr. Suklal Subba, Vice - Principal & GB member, EKAC

Senior administrative official: Mrs. Madhurekha Saikia, Librarian, EKAC

Member from Local society: Mr. Rajendra Rongpi

Member from Alumni: Mr. Rupsing Tokbi

Member from Student: Miss Bonmili Ingtipi, BA 5th Semeseter

Member from employers/stakeholders/industrialist:

Dr. Dipok Kumar Bora, Principal, GMC, Deithor

Mr. Sarat Bey, Social activist

Aims of the IQAC:

1. Improvement in quality of teaching and research.
2. Periodic review of performance of teaching and non-teaching staff.
3. Prepares the action plan for the institution setting goals and benchmarks in order to enhance quality.
4. Arrangement for feedback responses from students and faculty members on quality related processes of the institution.
5. Organizes Seminars, Workshops, FDPS, etc.

Quality Strategies:

1. Prepares students profile.
2. Prepares teachers profile.
3. Analyze students and teacher feedback.
4. Organizes training programmes for faculty members.
5. Alumni profile.
6. Preparation of short term and long term perspective plan for the growth and development of the college.

File Description	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 techniques adopted by the IQAC of the college to check periodically the teaching learning process, structures and methodologies of operational learning autonomous are as follows:

1. Preparations of class time-table and routine.
2. Checking Teachers class diary.
3. Collecting feedback from the teachers and students.
4. Conducting seminars, workshop, etc.
5. The initiative was taken to prepare staff for ICT based teaching technology.

Two practices of institutional reviews and implementation of teaching learning reforms facilitated by IQAC are as follows:

1. Conducting Academic Audit: The Principal in coordinating with IQAC and head of the department conducts a peer review as a part of academic audit every year to evaluate the continuous enrichment of teaching learning practices, infrastructures, teaching effectiveness etc.
2. Collecting feedback from the students, staff and alumni students: IQAC collects feedback from the students teaching staff and alumni students to facilitate teaching learning reforms. A careful analysis of the feedback received is done and communicated with the teachers to enable them to enhance their teaching skill and their relationship with the students.The head of the institution is apprised of the feedback report and action at his level is ensured.

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 intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

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

Eastern Karbi Anglong College has never compromised with gender issues while dealing with academic, administrative and other related affairs of the institution. It being a co-educational institution, every student, irrespective of gender, is given equal access to the support facilities provided by the institution. Rules are so framed that girl students of the college can have equal representation in the students' union society election along with the boys. In different cells or committees of the college, participation of student members from both girl students and boy students is ensured. Similarly, the cells are also represented by both male and female teachers. There are specific committees like grievance redressal committee to address issues related to women. The women cell of the college has been actively looking after women issues and are engaged in activities like awareness programmes on Digital Banking, women hygiene programme as part of International women day, online solo patriotic song competition and online quiz competition during Covid-19 pandemic.

As regards safety and security, the college has adopted suitable measures so that no gender discrimination could take place. The women staff and girl students of the college do not feel unsafe and insecure in the college campus as there are solar lights in specific points and the campus is surrounded by strong boundary wall. Further, the head of institution monitors through CCTV panel the activities that could take place inside the college campus.

The college has separate hygienic toilets for both boys and girls. The teaching and non-teaching staffs have separate toilets for male and female. For the girl students the college has made provision for Girls' common room for safeguarding their privacy and convenience. The girl students have at their disposal incinerator and sanitary napkin vending machine.

File Description	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: C. 2 of the above

File Description	Document
Geotagged Photographs	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:

It must be admitted that our institution does not have adequate facilities for management of degradable and non-degradable waste. However, within its limitation the college has devised ways for management of wastes in the college campus.

Solid Waste Management: Our institution has a provision for burrying bio-degradable solid wastes like waste papers, dry leaves etc in a composing pit. The non-degradable wastes like plastic bottles, plastic bags, takeaway coffee cups, plastic straws etc are collected in the ‘use-me bins’ installed in common locations across the college campus which are finally accumulated for disposal. For the disposal of used sanitary napkins an incinerator is in the girls’ common room.

Liquid Waste Management: There is little chance of spilling of liquid substances in the college campus. Whatever little spillage of oil we might have, the same is disposed properly in unused land belonging to the college. As regards pouring of water due to leakage of water pipe or overflow, it is left for ground water recharging.

Bio-medical Waste Management: The institution does not produce bio-medical waste except when health camps are organised in the college premises. In such cases, the wastes are collected and handed over to the medical staff for necessary disposal.

E-waste Management: Our institution sells out or replaces the old/ repairable electrical items like battery, tube, computer monitor, switch-board etc. As such, there is no e-waste in the college campus.

File Description	Document
Geotagged photographs of the facilities	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: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	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: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	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: E. None of the above

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: B. 3 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:

Eastern Karbi Anglong College has always initiated considerable efforts to create an inclusive environment in and around the institution inspite of the cultural, regional, linguistic, communal, socio-economic and other diversities which are an integral part of the society. Its tolerance and harmony towards such diversities has given the institution the much-needed boost to carry forward itself to becoming an ideal institute of higher education. The college is an apt example of unity in diversity; we have embraced this beautiful melange of multifarious cultures, religions, languages, customs etc. which in turn helps us to develop a respectful relationship amongst us.

Eastern Karbi Anglong College is committed to providing an inclusive ambiance where students of any religious or cultural or socio-linguistic background can learn and grow free from any prejudices and discrimination. The inclusive practice adopted in different activities taken up in the institution has really helped us to transform the diverse group of students into a homogeneous group-a group of learners whom we recognise as EKACian. Be it the admission process or participation of students in any event, or the teaching-learning process, no student here feels marginalised, isolated and discouraged. In college Freshers' Social function, Saraswati Puja, annual college week students are given a common platform to establish their own culture and beliefs. Again, majority of our students do not speak English fluently and to address this socio-linguistic issue the bilingual method of teaching is employed by majority of the teachers although the medium of instruction here is English. We sincerely believe that our students as well as teachers have benefitted immensely from this culturally inclusive practice and experienced diversity as a resource which in turn renders the teaching-learning process yet more enriching and enjoyable.

File Description	Document
Any other relevant information.	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:

Eastern Karbi Anglong College has always stressed that its students and employees be made aware of the

values, rights, duties and responsibilities upheld by the constitution of India. As such, the institution has been organising a number of awareness activities and commemorative events for promotion of various constitutional rights, duties, and responsibilities and obligation of responsible citizens. The college has organised **Mock-parliamentary session** with a view to creating awareness amongst the students and staff members about the working of the parliamentary democracy. **Flood relief camp** has been organised by our institution to inculcate constitutional values in the students. The college has organised **Youth parliamentary meet t**o enable its students to understand the working of our parliamentary proceedings and to expose the young students to politics, dialogue and democracy, and in fact, to provide them an ideal platform to serve the society and help in the process of nation-building. To sensitize our students to the human values upheld by the constitution of India we have organised awareness programmes on the necessity of organising blood donation camp in the institution and accordingly organised **blood donation campaign** association with the Civil administration. Again, under the aegis of Electoral Literacy Club (ELC) of the college, **National voters' day** has been observed to create awareness among our students and teachers about the importance of voting rights. The institution has organised a **Swachch bharat cleanliness drive** in and around the college campus. Moreover, the students' union society election is held in the college so that the students can be introduced to the democratic values and the process of participation in the democracy. Last but not the least; we honour the **National Flag** and the **National Anthem**.

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: D. 1 of the above

File Description	Document
Code of ethics policy document	View Document

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

Response:

Our institution has celebrated/observed a number of national and international commemorative days, events and festivals to help the students to understand the rich heritage of India and learn about the importance of various festivals. Such activities are believed to develop among students qualities like creativity and togetherness. Apart from classroom learning, we encourage students to celebrate and enjoy the festivals and celebrations of commemorative days with great fun, zeal and enthusiasm.

Independence day is observed by us on 15th August every year with the hoisting of the tri-colour by the

principal. Teaching and non-teaching staff, students and other dignitaries attend the programme.

Republic day is observed on 26th January to celebrate our freedom for which we fought for 150 years.

Gandhi jayanti is celebrated by the institution on 2nd October in memory of our father of the Nation.

International women day is observed by us on 8th March at the initiatives of the women cell of the college. To mark the occassion awareness programmes related to women issues like distribution of sanitary napkin in nearby villages are organised in presence of lady staff and girl students.

International yoga day is celebrated by our institution on 21st June with programmes on yoga and meditation, thereby making students and teachers aware of the importance of yoga, meditation and physical exercise in our daily life.

International girl child day is celebrated on 11th October to re-think on the need to address the challenges a girl child faces and to promote girls' empowerment and the fulfilment of their human rights.

International mother language day is observed by our college on 31st February with lectures and programmes on the importance of preservation and protection of all languages.

World Environment day is observed on5th June for promoting awareness and action among students and staff and nearby villagers for protection of our environment.

World AIDS day is observed on 1st December with lectures and awareness programmes on related themes.

National Science day is observed by our institution on 28th February featuring talks on the significance of day.

World Population day (11th July), **No Fossil Fuel day** (15th September), **National Voters day** (25th January), **Teachers day** (5th September) are also meaningfully observed by the college with activities to mark the occassions.

Last but not the least; festivals like **Saraswati puja** are celebrated by our institution with the usual mirth and festivity.

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

7.2 Best Practices

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

Response:

BEST PRACTICE-I

Title of the Practice: 'Best Reader Award' conferred by Eastern Karbi Anglong College Library.

Objective of the Practice: The practice of offering 'Best Reader Award' has been implemented with the following objectives.

- To motivate the students to use the library regularly.
- To develop reading habit among the students.
- To encourage the students to utilize the library resources efficiently.
- To promote maximum use of library resources and facilities.

The Context: As the college is located in rural area and a good number of students studying here come from remote areas of Karbi Anglong district, making them aware about the knowledge resources is the utmost responsibility of the library. Hence, to make the students of the remote rural area efficient and knowledgeable, the college library started this best practice in 2017. Library is an integral part of an institution, which foster a deep inbuilt desire in students to do extra reading besides text books. A library can't be called a library in true sense, if its resources are not used efficiently. Keeping in view the first law of library science 'Books are for Use', the library of our institution started this practice to get optimum utilization of its resources.

The Practice: Best Reader Award is given away to one or maximum two students every year, selected on the basis of some criteria such as, attendance in library attendance register, number of books issued, timely return of the book, proper use of library resources, time spent in reading inside the library and behavior in the library. Generally, it is declared by the librarian in annual freshers' social meet and is conferred by the principal of the college. For the session 2016-17 and 2017-18, a set of books was given as Best Reader Award. In 2018-19, a certificate was added with books and in 2019-20 and 2020-21, a cheque of Rs.2500/-, a certificate and a dictionary were given as Best Reader Award. Till the date, 7 students have achieved this award, as for the session 2017-18 and 2020-21, two students were selected for the award.

Evidence of Success: The practice can claim the success with evidences observed over the period. It can be mentioned that the practice has helped in increasing the daily reader of the library. It is observed that students have been motivated for maximum use of library resources and facilities and gradually reading habit among the students have also been developed. The student awarded as the Best Reader for the first time for the session 2016-17, completed Master Degree in Sociology from IGNOU and has started the job as subject teacher in Pranab Jubilee Senior Secondary School located in Sukhanjan of Bokajan sub-division, Karbi Anglong district. The awardees for the session 2018-19 and 2019-20,have completed their graduation recently with CGPA 7.50 and 6.63 and with letter grade A+ and A respectively.

Problems encountered and resources required: It is not so easy and problem free to select only one student as best reader. It has always to be kept in mind that other students will not be deprived through the process.

BEST PRACTICE-II

Title of the Practice: Automation of Eastern Karbi Anglong College Library with Integrated Library Management System Soul 2.0.

Objective of the practice: The college library has decided to initiate the automation process in view of the following objectives.

- To have a better access to the collection.
- To maintain bibliographical records of the collection.
- To save the time of user.
- To make library management works easy and faster.

The Context: Library automation is the process of computerization of day-to-day house- keeping works of the library such as acquisition, cataloguing, circulation and serial control. Application of library software in day-to-day house-keeping activities of the library, saves the time of the users and library professionals also and at the same time makes the library service smooth and effective. Considering all these factors in the context of changing scenario of academic library, Eastern Karbi Anglong College Library started the process of library automation in 2016. As Dr. S. R. Ranganathan says “Save the time of the user” in his fourth law of library science, the process of library automation may be a mere obligation of this law.

The Practice: The college library purchased an Integrated Library Management System (ILMS) SOUL2.0 provided by INFLIBNET against the advanced payment of Rs.80,000/- by Demand Draft on January, 2015. INFLIBNET took a long time to process our order and finally in December 2015, we were able to install the ILMS in one desktop computer of the library. Cataloguing of books through the cataloguing module of this software is going on. Issue and return of books through the circulation module of SOUL2.0 has recently been started. Another software namely LabelPrintX (Ver.1.0) has been purchased in December 2021 to introduce bar code technology. Printing of bar code labels for accession number of books by using the recently purchased software is under process.

Evidence of Success: The practice can claim the success as it ensures the easy and faster cataloguing of books. It can also be mentioned that it assures accuracy in circulation of books with greater speed. Above all, OPAC of SOUL 2.0 improves access system to the library collection.

Problems Encountered and Resources Required: Although library automation makes the day-to-day library house-keeping activities easy and faster, technical problems are always there. Due to such problems, automation can be done only for cataloguing and circulation. Automation of acquisition and serial control has not yet been done.

File Description	Document
Any other relevant information	View 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 resplendence of education would one day illuminate the deep recess of this hilly region....with this fervent hope our beloved institution was set up in a cottage way back in 1997. And since its coming into being, the college embarked on its mission of enlightening the rural hilly tribe by academic advancement and instilling abject attitudes and value-based education needed for the holistic development of the student community of this backward hilly region.

Its distinctiveness lies in its being an ideal institution that was set up for bridging the gap between a society deprived of higher education and the society that boasts of its highly educated milieu. This college has always sticked to its well-planned administrative measures as well as academic mechanism to trigger the upliftment of the under priviledged section of the backward society. The institution has left no stone unturned to enlighten them for ameliorating their socio-economic, political and over-all educational status. The institution's fervent promise to lead the people from the benightedness of ignorance to the refulgence of education is empowered by its motto—"lead kindly light"—taken from a Sanskrit Sloka.

We take pride that this beloved institution has showcased its superlative performance in this particular thrust area by making higher education accessible to its tribal rural folk. This has become possible due to its excellent staff, able and dynamic administrative machinery and, in fact, the very affable and co-operative local community.

Thus, for sowing the seeds of education in this hilly backward area the institution has had to struggle relentlessly to get over the hurdles cropping on the way. Like the missionaries, the devoted teachers of this institution have spared no pains to bring higher education to the threshold of the rural folk. Financial inadequacy on the way could have never distracted their minds from the noble service to humanity. Materialising its dream, Eastern Karbi Anglong College has now turned out to behappy symphony of enlightenment, an institution committed to developing the all-round potentials of its students swarming from different pockets of the hilly district. Now, the people of this region have begun to believe that higher education cannot become an unwanted burden to the society. The degree of performance of the institution lies in bringing in a change in the mindset of the rural folk concerning the prospects of higher education and how it can change the society.

5. CONCLUSION

Additional Information :

Eastern Karbi Anglong College is now a full-fledged provincialised degree college offering both Arts and Science stream. The college would not have been where it is without the unstinting support of the local community. Hence, the institution reserves a deep sense of gratitude for the generous co-operation and love the local public have extended to it. We understand that the college can in no way return what the community has done for it. However, our institution has always wished to do something for the local community; and with that pleasant wish in view, we have adopted a village named *Jang-et gaon* so that our institution can render community service for the people of the village by way of imparting free classes for the students of the village. We are delighted to have received an encouraging response from the elderly people as well as the student community. We have already organised a few extension activities amongst the villagers of our adopted village. Interaction with them has added to our knowledge and experience. We would definitely look forward to their love and co-operation in the days to come.

Concluding Remarks :

Eastern Karbi Anglong College always strives for quality and excellance. Its submission of the Self Study Report (SSR) and subsequent assessment of NAAC would definitely serve us a learning lesson and capitalising on the experiences we would work with true dedication and spirit to realise the major goals reflected in our vision statement.

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>2.1.2</td><td>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:
<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>249</td><td>218</td><td>215</td><td>187</td><td>304</td></tr>
</table>
Answer After DVV Verification :
<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>240</td><td>160</td><td>160</td><td>160</td><td>160</td></tr>
</table>
Remark : DVV has made the changes as per EP 2.2.</td></tr>
<tr><td>2.4.3</td><td>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 : 512
Answer after DVV Verification: 486

Remark : DVV has not considered the experience of teachers who leave the college.</td></tr>
<tr><td>2.6.3</td><td>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:
<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>85</td><td>75</td><td>74</td><td>57</td><td>49</td></tr>
</table>
Answer After DVV Verification :
<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>18</td><td>80</td><td>28</td><td>49</td><td>74</td></tr>
</table>
2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years</td></tr>
</table>

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
271	535	646	445	312

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
92	209	231	255	229

Remark : DVV has made the changes as per shared report of appeared and passed students.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	0	1	0	2

Answer After DVV Verification :

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

Remark : DVV has made the changes as per considering only Seminars/conferences/workshops. DVV has excluded more than one days programs.

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
5	3	2	7	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	2	5	7

Remark : DVV has made the changes as per first page of books and chapters by HEI. DVV has

not considered ISSN number.

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
49	10	2	10	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
26	6	2	6	5

Remark : DVV has excluded days activities the programs - Moc parliamentary session, Arts and Craft workshop for students.

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
2851	543	80	786	365

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
558	515	80	596	365

Remark : As per report, students participated is more than total students enrolled. So DVV has made the changes as per data in EP 2.1.

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**

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**

Answer before DVV Verification:

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

5	0	0	2	0

Answer After DVV Verification :

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

Remark : DVV has not considered MoUs .

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

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)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
244	282	694	628	697

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	515	563	596	481

Remark : As per report, students benefited is more than number of total students enrolled. DVV has made the changes as per EP 2.1(total enrolled students).

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**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
166	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
76	0	0	0	0

Remark : DVV has made the changes as per shared report of career counselling by HEI.

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 : A. All of the above
Answer After DVV Verification: D. 1 of the above
Remark : DVV has select D. 1 of the above as per proceeding and minutes of meetings by HEI.

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
27	6	6	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
16	3	3	3	3

Remark : DVV has not considered those teachers whom participated in less than 5 days programs.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.37	00	00	0.36	0.49

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	0.49

	Remark : DVV has made the changes as per shared grant letter by HEI for the year 2016-17. Copy of letter for others years not shared by HEI.
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 intitiatives with other institution(s)** 3. **Participation in NIRF** 4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above Remark : DVV has select D. 1 of the above as per shared feedback report by HEI.
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 : B. 3 of the above Answer After DVV Verification: D.1 of the above Remark : DVV has select D.1 of the above as per shared photos of Rain water harvesting by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
570	515	563	596	678

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
558	515	563	596	678

1.3	**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

	85	75	76	57	49

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
92	209	231	255	229

2.2 **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
83.04823	46.53485	36.67900	18.03042	32.78510

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14.07	11.38	10.81	4.66	14.38

NAAC