

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Session: 2024-25



KAMPUR COLLEGE, KAMPUR
Kampur, Nagaon (Assam)-782426

PEER TEAM

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Date of Audit

28/02/2026

A. General Information

ITEM	DESCRIPTION	STATUS			REMARKS
GENERAL INFORMATION	Name of the College	Kampur College			
	Address of the College	Kampur, Nagaon, Assam- 782426			
	Website	https://www.kampurcollege.ac.in/			
	E-mail	kampurcollege1968@gmail.com			
	Phone No.	03672291866			
	Year of Establishment	1968			
	Affiliating University	Gauhati University			
	Last Accreditation Details	Cycle-2, 2023, CGPA- 2.1			
	UGC Recognition (2F & 12B)	Yes, on 03-03-2006			
	Programmes Offered	UG			
	Courses Offered	Assamese, Economics, Education, English, Folklore, Geography, Hindi, History, Philosophy, Political Science			
	Total area of the campus	12.40 acre			
	Total built up area	2.81 acre			
	Governing Body exists and Meetings are regularly held	Yes			
	Total Faculties/Streams	Arts			
	Faculty Strength	Total Govt. Sanctioned Posts= 23 Working= 20, Vacant= 03			
		Sanctioned	Working	Vacant	
		Arts (Govt. Sanctioned)	20	03	
		Appointed by Management= 09			
	Administrative Staff Strength	Senior Assistant: Total Strength= 01 Working= Nil, Vacant= 01			
		Junior Assistant: Total Strength= 01 Working= 01, Vacant= Nil			
		Grade IV: Total Strength= 04 Working= 01, Vacant= 03			
		Appointed by Management= 05			
	Library Staff Strength	Librarian= 01 Working= 01, Vacant= Nil			
		Assistant Librarian= 01 (Appointed by Management)			
		Library Bearer= 01 Working= 01, Vacant= Nil			
		Appointed by Management= 02			

B. Criterion wise Details

1	CURRICULAR ASPECTS:	
1.1.1.	The institution ensures effective curriculum delivery through a well-planned and documented process:	The college adheres to the curriculum prescribed by the parent university and implements mechanisms to ensure its effective delivery such as Academic Calendar, Class Routine, Induction Programme, Bridge Course, Teaching Plan, Etc.
1.1.2.	The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE):	The academic calendar highlights components of various activities with definite timelines: 1. Internal assessment such as class test, home assignment, quiz and sessional examination. 2. Group Discussion, Seminar, Projects, Practical, etc. 3. Mentoring 4. Other activities such as Extension Activities, Observance days, Co-curricular Activities, etc.
1.2.1	Number of Add-on/Certificate programs offered	44
1.2.2	No. of students enrolled in Certificate Programs	460
1.2.3	Members of Academic Council/ BOS/ Course Design	Yes
1.2.4	Online learning facilities	Interactive Boards, SWAYAM, Computer Centre
1.2.5	Time table for (a) Regular Classes (b) Internal Exam	Yes
1.2.6	Maintenance of student attendance register	Yes
1.3.1.	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Professional Ethics: Philosophy, English, Political Science and Education Gender: Political Science, English and Education Human Values: Assamese, Education, Philosophy, Hindi, Political Science and English Environment and Sustainability: Compulsory Environmental Studies, courses in Education and Geography
1.3.2	No. of courses that include experiential learning Through project work/ fieldwork/internship	14
1.3.3	No. of students undertaking project work/fieldwork/internships	79
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from Students, Teachers, Employers, Alumni	The institution collects feedback from Students, Teachers, Employers and Alumni, Analyses the feedback and takes actions on the basis of the analysis.

2	TEACHING-LEARNING AND EVALUATION:			
2.1.1	Number of sanctioned seats	1500		
	Number of students admitted	1073		
	Number of students admitted from reserved categories	759		
2.2.1	Institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Slow learners are supported through remedial and tutorial sessions, access to library books free of cost, provision of class notes, mentoring, and engagement with parents through meetings and home visits, among other measures. Advanced learners, on the other hand, are encouraged through additional home assignments, participation in debates, opportunities to appear in competitive examinations, and organisation of academic talks, among other initiatives.		
2.2.2	Student-Full time teacher ratio			
2.3.1	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences	Experiential Learning: Project Work, Field Visits and Educational Tours, Practical. Participative Learning: Seminar, Group Discussion, Extension and Outreach Programmes, Co-curricular Activities. Problem-Solving: Class Tests and Quizzes, Home Assignments, Classroom Interactions.		
2.3.2	Teachers use ICT enabled tools for effective teaching-learning process	Faculty members make use of a range of digital platforms and tools for instruction, including digital classrooms, Learning Management Systems (LMS), Google Forms, WhatsApp, and the college website, among others.		
2.4.1	Ratio of mentor to students for academic and other related issues	1:37		
2.4.2	Number of full-time teachers with Ph.D.	10		
2.4.3	Average teaching experience of full-time teachers in the same institution	16.50		
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode.	The evaluation process is guided by well-defined rubrics and clear guidelines for question paper design, ensuring standardisation in assessment. A grievance redressal mechanism is in place to address student concerns, and marks are duly submitted to the university following completion of the evaluation.		
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient.	The college maintains a firm commitment to resolving student grievances promptly and effectively, operating through a dedicated cell that functions under clearly defined guidelines.		
2.6.1	Attainment of Programme outcomes and course outcomes are evaluated by the institution	1. Student performance in internal assessments is reviewed by each department individually. 2. To monitor academic progression, a comparison is drawn between students' performance in Semester I and their performance in the final semester.		
2.6.2	Pass percentage of Students during the year	Appeared	Passed	Pass Percentage
		237	122	51.47
2.7.1	Student Satisfaction Survey	Made available on the college website for public access.		

3	RESEARCH, INNOVATION AND EXTENSION:	
3.1.1	Grants received from Government and non- governmental agencies for research projects / endowments.	Nil
3.1.2	No. of research projects funded by government and non-government agencies	Nil
3.1.3	Number of Seminars/Conferences/ Workshops conducted by the institution during the year	16
3.2.1	Number of papers published per teacher in the Journals notified on UGC website/ other journal	04
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	16
3.3.1	Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development	Yes
3.3.2	Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	02
3.3.3	Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc.	15
3.3.4	Number of students participating in extension activities at 3.3.3. above during the year	471
3.4.1	The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year	Yes. Collaborations/linkages during the year included: Skill Enhancement Training on BFSI in collaboration with SkillVersity (Dept. of Economics); Faculty Exchange Programme with Ajmal Law College; Field trip collaborations (Dept. of History); Heritage Studies Internship Programme through MoU with Nagaon Zila Sahitya Sabha; MoU with Senior Citizens' Association, Kampur; and MoU between IQAC, Kampur College and IQAC, Dr. B.K.B. College.
3.4.2	Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year	25

4	INFRASTRUCTURE AND LEARNING RESOURCES:	
4.1.1	Availability of adequate infrastructure and physical facilities viz. classrooms, laboratories, smart classrooms, ICT facilities, LMS, etc.	Classroom= 12 Laboratories= 02 Smart Classroom= 04 ICT facilities= Computer learning centre, browsing centre, free Wi-Fi LMS= College website
4.1.2	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.	Cultural facilities comprise an auditorium equipped with a sound system, along with musical instruments, among other resources. Sporting facilities include a playground, an indoor stadium, courts for volleyball, basketball, and kabaddi, as well as a gymnasium, among other amenities.
4.1.3	Average percentage of expenditure, excluding salary for infrastructure augmentation during the year 2025-2026 (INR in Lakhs)	Rs.19.98
4.1.4	Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year 2025-2026 (INR in lakhs):	Rs.35.50
4.1.5	The institution has solar system, rain water harvesting facility:	Yes
4.1.6	Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year 2025-2026 (INR in Lakhs)	Rs. 16,050/- (approx. 0.16 Lakhs)
4.2.1	Library is automated using Integrated Library Management System (ILMS)	The system operates on a partially automated basis, utilising KOHA, a cloud-based Integrated Library Management System (ILMS).
4.2.2	The institution has subscription for the following e-resources- 1. e-journals, 2. e-ShodhSindhu, 3. Shodhgangamembersip, 4. e-books, 5. Databases, 6. Remote access to e-resources	The available digital resources include e-journals, e-books, and databases, along with facilities for remote access to these e-resources.
4.2.3	Number of teachers and students using library per day over last one year	28
4.3.1	Number of Computers	35
4.3.2	Bandwidth of internet connection in the Institution	300 mbps

5	STUDENT SUPPORT AND PROGRESSION:	
5.1.1	Number of students benefited by scholarships and free ships provided by the Government during the year	248
5.1.2	Number of students benefitted by scholarships, free ships etc. provided by the institution/ non- government agencies during the year	Nil
5.1.3	Capacity building and skills enhancement initiatives taken by the institution	The training component encompasses soft skills, language and communication skills, life skills (covering yoga, physical fitness, health, and hygiene), as well as ICT and computing skills.
5.1.4	Number of Students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	08
5.1.5	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	The institution ensures adherence to guidelines laid down by statutory and regulatory bodies, while fostering organisation-wide awareness of relevant policies, upheld through a firm zero-tolerance approach. To facilitate student concerns, mechanisms are in place for the submission of grievances through both online and offline modes, with timely resolution ensured through appropriate committees constituted for the purpose.
5.2.1	Number of outgoing students placed during the year	41
5.2.2	Number of outgoing student progression to higher education	14
5.2.3	Number of students qualifying in state/national/ international level examinations during the year	03
5.3.1	Number of awards/ medals for outstanding performance in sports/ cultural activities at university/state/ national / international level	02
5.3.2	Number of sports and cultural events/ competitions in which students of the Institution participated during the year	102
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	Yes
5.4.2	Alumni contribution during the year	Rs. 31,600/- and also participated in curricular and co-curricular activities

6	GOVERNANCE, LEADERSHIP AND MANAGEMENT:	
6.1.1	Institutional Development Plan exists and adherence to the plan	Yes
6.1.2	Organogram	Yes
6.1.3	Decentralised decision making	Decentralisation in administrative matters is achieved by empowering various committees, including the Governing Body, the Principal, IQAC, the Purchasing Committee, the Construction Committee, and the Library Committee, among others. Similarly, academic affairs are managed through empowered bodies such as the Academic Committee, Admission Committee, Examination Committee, and Routine Committee. The senior-most faculty member of the college holds the position of Vice Principal, entrusted with the special responsibility of overseeing various academic activities. Heads of Departments (HODs) are responsible for managing the day-to-day academic functioning of their respective departments, while non-scholastic activities are carried out with the support of teacher-in-charges along with secretaries from the students' union.
6.1.4	ERP @ Administration	The key functional areas include Administration, Finance and Accounts, Admission, E-Attendance monitoring, Examination and Management Information System (MIS).
6.2.1	Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year	06
6.2.2	Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	09
6.2.3	Funds / Grants received from non-government bodies, individuals, philanthropers during the year 2025-26	Rs. 1,25,000/-
7	INSTITUTIONAL VALUES AND BEST PRACTICES:	
7.1.1	Measures initiated by the Institution for the promotion of gender equity during the year	1. Designated cell- Gender Sensitisation and Internal Complaints Cell 2. Equitable representation in various bodies, committees and cells 3. Equal participation in curricular and co-curricular activities
7.1.2	The Institution has facilities for	1. Solar energy

	alternate sources of energy and energy conservation measures- 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid Sensor based energy conservation 4. Use of LED bulbs/ power efficient equipment	2. Use of LED bulbs
7.1.3	Water conservation facilities available in the Institution- 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus	Any 4 or all of the above
7.1.4	The institutional initiatives for greening the campus are as follows- 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants	Any 4 or all of the above
7.1.5	Quality audits on environment and energy are regularly undertaken by the Institution- 1. Green audit 2. Energy Audit 3. Environment audit 4. Clean and green campus recognitions/ awards 5. Beyond the campus environmental promotional activities	Any 4 or all of the above
7.1.6	The Institution has disabled-friendly, barrier free environment 1. Built environment with ramps/lifts for easy access to classrooms 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized	Any 4 or all of the above

	equipment 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading	
7.1.7	Waste Management	The institution maintains a robust and environmentally responsible waste management system across the campus. Separate dustbins are provided for the segregated collection of biodegradable and non-biodegradable solid waste, ensuring proper handling at source. Wastewater generated within the premises is duly treated and reused for gardening and other non-potable purposes, reflecting the institution's commitment to sustainable resource utilisation. Biomedical waste, including sharps and used medical supplies, is meticulously segregated and disposed of in strict compliance with established safety and environmental protocols. Furthermore, electronic waste generated on campus is collected through designated bins and handed over to authorized local vendors for safe and responsible disposal, thereby reinforcing the institution's broader efforts towards environmental sustainability and green campus initiatives.
7.1.8	Institutional initiatives in providing an inclusive environment	The institution actively promotes inclusivity and cultural diversity through a range of thoughtful initiatives. Bilingual and multilingual teaching methods are adopted to ensure equitable access to learning for students from varied linguistic backgrounds. A dedicated ST/SC, OBC and Minority Cell functions within the institution to address the specific concerns and welfare needs of students belonging to these communities. In addition, the institution takes pride in showcasing India's rich and diverse cultural heritage, including the unique traditions and customs of the Northeast region, through various college events, thereby fostering a spirit of unity, mutual respect, and cultural appreciation among the student community.
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	The institution is committed to instilling constitutional values and civic responsibility among its students. The Fundamental Rights and Duties enshrined in the Constitution of India are made readily accessible on the college website, enabling students to remain informed and aware of their rights and obligations as citizens. Students are also encouraged to exercise their right to vote during college elections, thereby cultivating a democratic temperament from an early stage. Furthermore, due respect is accorded to the National Flag and National Anthem on occasions such as Independence Day, Republic Day, and other college events, reflecting the institution's abiding commitment to nurturing patriotism and constitutional values among the student community.
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and	All of the above

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

IQAC	IQAC is constituted as per norms	Yes
	Significant contribution for institutionalizing quality assurance (strategies and processes)	1. Academic calendar is meticulously prepared by the IQAC integrating both curricular and co-curricular activities to ensure a holistic learning experience. 2. A comprehensive master timetable is prepared at the start of each session to ensure organised classroom activities. 3. Induction programme is conducted to familiarise newly admitted students with the internal and external evaluation processes, and overall academic environment. 4. Bridge courses are designed to bridge the gap between the knowledge acquired in previous courses and the knowledge required for the current academic programme. 5. To ensure the timely completion of the curriculum, teachers prepare a detailed teaching plan for each topic in the syllabus. 6. Mentoring of students in different academic and non-academic issues is institutionalised. 7. Conducted NAAC assessment, NIRF, AISHE, Green Audit and Submitted AQAR. 8. Feedback from students on the curriculum and teaching is systematically collected and reviewed. 9. The college website is regularly updated, and all notices are promptly uploaded.

		10. Academic and administrative Audit is conducted.
	Meeting and action taken records	Yes
	Quality Assurance Initiatives	1. Regular meeting of Internal Quality Assurance Cell (IQAC) 2. Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF, AISHE 4. NAAC accreditation 5. AQAR submission
	Contribution for reviewing and upgrading teaching learning process	1. Annual academic audits are conducted to document growth across various activities. 2. Feedback from stakeholders is systematically collected and analysed to identify areas for improvement. 3. IQAC holds regular meetings with the academic committee to monitor curriculum delivery, course progress and student performance. 4. Teachers are encouraged to adopt innovative methodologies, including the use of ICT tools, film screenings, distribution of learning materials, team teaching and faculty-student exchange programs to enhance curriculum delivery. 5. Emphasis is placed on the preparation of teaching plans to ensure timely completion of courses. 6. Infrastructure development, especially in ICT facilities, is prioritized to enhance learning experiences and academic outcomes. 7. Learning outcomes for different courses are assessed through continuous internal evaluations.
Two Best Practices	<u>BEST PRACTICE I</u> Title: E-Monitoring for Student Retention Objectives: • To track student attendance digitally on a real-time basis. • To identify at-risk students at an early stage and provide timely intervention. • To establish a structured three-level response mechanism for student absenteeism. • To strengthen the bond between the institution, students, and their families. • To promote inclusive education and reduce institutional dropout rates effectively. The Context: Kampur College, Nagaon, Assam, serves a predominantly rural student population from socio-economically disadvantaged backgrounds. Challenges such as seasonal flooding, agricultural engagements, financial constraints, and low family awareness about	

higher education frequently contribute to irregular attendance and student dropout. The traditional manual attendance system was inadequate in flagging prolonged absences in a timely manner, often resulting in students silently dropping out without any institutional intervention. This contextual reality necessitated the design and implementation of a robust, technology-enabled E-Monitoring Mechanism to bridge the gap between classroom absence and institutional response.

The Practice: Kampur College has implemented a comprehensive E-Monitoring Mechanism for Student Retention, where attendance is recorded and monitored through an online digital platform. The system generates automated alerts based on the duration of a student's absence, enabling a structured three-level intervention:

Level 1- Personal Contact: An auto-generated list of students absent for three or more consecutive days is prepared. The concerned teacher or class coordinator personally contacts the student to understand the reason for absence and encourage return.

Level 2- Parental Notification: If a student remains absent for more than one week without submitting any application or reason, the college immediately informs the parents or guardians through phone calls or written communication.

Level 3- Home Visit: In cases of prolonged absence exceeding three weeks, designated college representatives conduct a home visit to understand the underlying cause, counsel the family and facilitate the student's return to college.

The uniqueness of this practice lies in its combination of digital monitoring with human outreach, ensuring that technology serves as an enabler rather than a substitute for personal care. A key constraint faced during implementation was ensuring consistent and accurate online data entry by all departments, which was addressed through faculty orientation sessions and periodic audits of attendance records.

Evidence of Success: Since the implementation of this mechanism, Kampur College has observed a notable improvement in student attendance regularity. The key indicators of success include:

- A visible reduction in the number of students with chronic absenteeism.
- Increased parental engagement and awareness about their ward's academic regularity.
- Several students who were at risk of dropping out were successfully retained through timely home visits and counselling.
- Faculty and staff demonstrated a heightened sense of responsibility and proactive engagement towards student welfare.
- These outcomes reflect the institution's commitment to inclusive education and student-centric governance, aligning with the goals of the National Education Policy (NEP) 2020.

Problems Encountered and Resources Required:

Problems Encountered:

- Ensuring consistent internet connectivity and device availability for real-time online attendance entry.
- Initial resistance from a section of faculty unfamiliar with digital tools, addressed through training sessions.
- Difficulty in reaching parents of students from remote areas due to limited mobile connectivity.

Resources Required:

- Online attendance management software/portal
- Dedicated personnel for monitoring and follow-up

- Institutional coordination for home visit logistics.

BEST PRACTICE II

Title: Green Army: Leading the Change

Objectives:

- To empower students to become responsible environmental leaders and ambassadors of sustainability.
- To encourage sustainable habits such as waste segregation, reduction of plastic use, and conservation of water and energy.
- To enhance green cover and preserve biodiversity within the campus through plantation and conservation initiatives.
- To transform the campus into a clean, green, pollution-free, and peaceful learning environment.
- To align institutional practices with national and global sustainability goals.
- To strengthen collaboration among students, faculty and external organizations in promoting environmental awareness and sustainable practices.

The Context: Environmental degradation, climate change, pollution, and biodiversity loss have emerged as serious global challenges affecting both natural ecosystems and human well-being. Educational institutions have a significant role in addressing these issues by promoting environmental awareness and developing responsible attitudes among students. Recognizing this responsibility, Kampur College initiated the formation of the Green Army, a structured group of student volunteers dedicated to leading environmental initiatives on the campus.

The initiative is based on the belief that students can act as powerful agents of change when they are actively engaged in sustainability practices. Through the Green Army, students participate in activities such as tree plantation, campus cleanliness drives, waste management, and awareness programs on environmental protection.

The program also aligns with national initiatives like Swachh Bharat Abhiyan, which emphasizes cleanliness and sanitation, and with global frameworks such as the Sustainable Development Goals (SDGs), particularly those related to Climate Action, Responsible Consumption, and Sustainable Communities. This initiative helps strengthen the campus ecosystem while fostering environmental responsibility among students.

The Practice:

- **Tree Plantation and Green Cover Expansion:** The Green Army regularly organizes tree plantation drives to increase the number of trees on campus. Mature and damaged trees are replaced with new saplings to maintain ecological balance. Despite being located in a rain-shadow region, the college has successfully sustained significant green cover through consistent care and monitoring. Faculty members and student volunteers work together to water, protect, and nurture the plants. The campus surroundings, particularly the low-lying areas, have become safe habitats for migratory birds such as the whistling duck and other local species, reflecting ecological stability and biodiversity conservation.
- **Campus Cleanliness and Waste Management:** Maintaining a clean campus is a core mission of the Green Army. With active involvement of NCC and NSS volunteers, regular clean-up drives are conducted throughout the year. Key initiatives include: Waste segregation at source, Installation of separate dustbins for biodegradable and non-biodegradable waste, Awareness campaigns on responsible

disposal, Promotion of composting practices. As a result, the campus remains clean and well-maintained throughout the year.

- **Plastic-Free Campus Campaign:** Kampur College has implemented a strict ban on single-use plastics. The Green Army promotes eco-friendly alternatives such as cloth bags and reusable containers. Workshops, awareness rallies, and peer campaigns educate students about the harmful effects of plastic pollution. This has led to a noticeable reduction in single-use plastic usage on campus.
- **Restriction of Automobiles and Promotion of Eco-Friendly Transport:** To reduce pollution and carbon emissions, the entry of automobiles inside the campus is restricted. Students and staff are encouraged to use bicycles and walk. Dedicated bicycle parking areas and pedestrian-friendly pathways support this initiative. This measure has significantly improved air quality, reduced noise pollution, and promoted healthier lifestyles.
- **Water Conservation and Sustainable Resource Use:** Given the geographical challenge of irregular rainfall in a rain-shadow area, water sustainability is a major focus. The Green Army promotes: Judicious use of water, Maintenance of water sources, Responsible irrigation practices, Awareness campaigns on water conservation. Students are trained to understand the importance of conserving natural resources and preventing wastage.
- **Community Outreach:** The Green Army extends its mission beyond the campus by organizing environmental awareness programs in nearby communities. Campaigns focus on: Plastic reduction, Tree plantation, Cleanliness drives, Climate awareness. These outreach activities strengthen community engagement and create a ripple effect of environmental consciousness.

Evidence of Success:

- The impact of the Green Army initiative is clearly visible:
- A substantial number of trees have been maintained despite climatic challenges.
- The presence of migratory birds indicates ecological balance.
- The campus remains clean and aesthetically pleasing.
- Significant reduction in plastic usage.
- Increased bicycle usage and reduced vehicular pollution.
- Strong student participation in environmental activities.
- Development of leadership and advocacy skills among volunteers.

Problems Encountered and Resources Required:

Problems Encountered:

- The college's location in a rain-shadow region makes it difficult to maintain greenery and sustain plantation activities throughout the year.
- Newly planted saplings require regular watering, protection, and monitoring, which demands continuous effort from the volunteers.
- Limited manpower sometimes makes it challenging to supervise large-scale environmental activities across the campus.
- Managing and maintaining a large campus area requires consistent involvement and commitment from students.
- Ensuring long-term behavioral change among students regarding waste management and sustainable practices also requires continuous awareness efforts.

Resources Required:

- Adequate supply of saplings, gardening tools, watering facilities, and organic manure for plantation and maintenance.
- Installation of dustbins and waste segregation units at different points on the campus.
- Support from faculty coordinators and institutional authorities for planning and monitoring activities.
- Active participation of student volunteers to sustain the initiative throughout the year.
- Collaboration with local forest departments, NGOs, and environmental organizations for technical guidance and support.

LIBRARY

Total Library Collection= 17467	Text Book= 13540, Reference= 4021 Manuscripts= Nil, Periodicals: Journals= Online Periodical under NLIST Periodicals: Newspapers= 6 Periodicals: Magazine= 1
Newly added resources? (Mention item-wise)	Book= 94, Journals= Nil E-Resources= E-resources added to the DSpace Digital Library repository
Library Automated using which Standard Software?	KOHA – Integrated Library Management Software (Cloud-based); fully automated
Remote Access Facility?	Yes, Available
Accession Register maintained and regularly updated?	Regularly Maintained
Library Documents Classified and Arranged?	Yes
Library Manual Yes/No	Yes
Library committee Yes/No	Yes
Best Practices, if any	Best practices already introduced in the Library: Open Access System, Wi-Fi Facility, Web-OPAC, Suggestion/Complaint Box, Orientation Programme. Newly introduced during the session: Bar Code Technology, and Celebration of 2025 as “Year of Books” in collaboration with the celebration of National Library Week-2025.

EXAMINATION	Grievance Redressal Procedures are transparent	Designated Cell: Students' Grievance Redressal Cell is responsible for addressing all examination-related grievances. The procedures and mechanisms for handling grievances related to internal assessments are communicated through various channels, starting from the centrally organized student induction programme to individual teacher-level interactions. Transparency in Assessment: To ensure transparency, evaluated answer scripts of sessional exams, project reports and other assessments are shared with students. Any grievances or discrepancies in marks can be directly addressed with the concerned teacher. Special Consideration: The college provides special attention to students who are unable to appear for internal examinations due to medical emergencies or other valid reasons, ensuring they are given an opportunity to make up for missed assessments.
	Examination procedure is robust and transparent	The college uses continuous assessment, including class/unit tests, quizzes, home assignments, group discussions, seminars and presentations, to help students prepare for end-semester examination. Academic Calendar: An academic calendar outlines all internal assessment components with clearly defined timelines for timely evaluations. Use of Rubrics: Grading rubrics, detailing evaluation criteria and weightage for each unit, are provided to students in advance for clarity and transparency. Question Paper Design: Sessional examination papers follow a format similar to final examination. Evaluation Process: Answer scripts are evaluated within 7 days of the end of examination. Students are given opportunity to review their scripts. Special accommodations are provided for Children with Special Needs.
EMPLOYEE WELFARE	General Welfare measures	Teachers' Common Room, separate departments for each subject, Parking Facilities, Canteen facility, Drinking water separate reading room for faculty members in the central library, the college and its stakeholders provide substantial financial assistance in serious medical conditions, Leave for Parent Organization Meetings, Representation in Governing Body from teaching and non-teaching staff, duty leave to attend professional development programmes

FINANCE AND ACCOUNTS	Women Welfare Measures	Designated committee for gender sensitisation & internal complaints, CCTV, Girls' common room, equitable representation in various cells and bodies.
	Students Welfare Measures	Separate common rooms for boys and girls, computer centre, browsing centre, free access to library books for underprivileged students, emergency medical kits, representations in different cells and committees, etc.
	Are the financial audits conducted regularly?	Yes
	Status of Internal Audit	Yes
	Status of Local/ External Audit	Yes
	How is the audit objections met, if any?	Meeting with Governing Body and consultation with CA
	Whether there are standard Procedures for purchases?	Yes. 1. Departments or offices identify the need for goods 2. The Principal reviews and approves the requisition in consultation with the purchase committee 3. For large purchases approval from the Governing Body is obtained 4. For purchases above certain limit three or more quotations are invited from reputed vendors and compared 5. Payment is made via cheque/online transfer usually after delivery and inspection
	Are the ledgers and cashbook regularly maintained?	Yes
	Are the stock registers maintained and updated?	Yes
	Steps initiated for generation of fund	Self-financing certificate and diploma courses in Adobe Photoshop, Corel Draw, Page Maker, Microsoft Excel, Tally, Web Programming, Computer Application, etc., local public representatives are approached for LAD (Local Area Development) fund, a nominal fee is collected from students for the development of academic facilities, the faculty members at individual and departmental level, strives to mobilize funds from various funding agencies.

C. NAAC Peer Team Recommendations from Cycle 2 and Compliance Status

Sl. No.	Recommendations	Compliance Status
1	College should take initiative to introduce	Application has been submitted to DHE, Assam

	Commerce & Science UG and PG courses in Arts	
2	Creation of a Corpus Fund for "Earn and Learn Scheme" is needed	Created
3	Formation of efficient and functional Placement Cell	Formed
4	Hostel facility for Boys and Girl students to be made available	Hostel for Girls is under construction
5	Introduce Add-on / Certificate courses as Tally, GST, Soft Skill, Event Management, Tourism, paramedical sciences, research and Publication ethics, Gender Sensitization etc.	Introduced in Tally, Tourism, Nursery Teacher Training, etc.
6	Regular Assessment and Accreditation is necessary to update and develop the college.	AQARs for 2022-23 & 2023-24 have been submitted on time. Additionally, AAA conducted for the session 2023-24, 2024-25
7	Extra efforts are needed for enhancing results and minimizing drop-out rate	Increased efforts have been made over the past two years to enhance remedial teaching, mentoring, home visits, and related support activities
8	Recruit more teachers and non-teaching staff	As the recruitment of sanctioned staff is entirely dependent on government authorities, the college has engaged 8 guest faculty members and 9 non-teaching staff to meet its operational needs
9	Establishment of Language Lab	Application has been submitted to DHE, Assam for funding
10	Efforts must be there from teachers to get funding for their research from various funding agencies	During the academic year 2024-25, 3 faculty members submitted research funding proposals to the ICSSR

D. SWOC Analysis

STRENGTH

- Green and eco-friendly campus environment.
- Zero-tolerance policy towards ragging and sexual harassment.
- Dedicated faculty members with strong teacher–student rapport.
- Strong community linkage and social engagement.
- Safe, disciplined, and inclusive campus environment.
- Active IQAC ensuring quality initiatives, monitoring and documentation.
- Personalized mentoring system and remedial support for slow learners.
- Academic collaboration with other institutions.

WEAKNESS

- Academic programmes are presently concentrated mainly in the Arts stream.
- Science, Commerce, and postgraduate programmes are yet to be introduced.
- Infrastructure requires further strengthening to support expanding academic and student support facilities.

- Research culture and participation in funded research projects are at a developing stage.
- Resource mobilisation from external funding agencies and collaborations requires further enhancement.
- Industry linkage and structured placement support systems are in the process of development.
- Teaching and non-teaching human resources need augmentation in line with institutional growth.

OPPORTUNITY

- Introduction of skill-based, add-on, and certificate courses to enhance employability.
- Promotion of entrepreneurship and self-employment training among students.
- Expansion of academic programmes through the introduction of Science and Commerce streams.
- Potential introduction of postgraduate programmes.
- Promotion and preservation of local art, culture, and indigenous knowledge systems.
- Institutional branding through innovative best practices and quality initiatives.
- Strategic advantage as the only higher education institution within a radius of about 40 km.

CHALLENGE

- Addressing financial constraints faced by students that may affect regular attendance.
- Retaining meritorious students who often move to urban institutions for higher studies.
- Sustaining quality benchmarks with available institutional resources.
- Enhancing employability prospects of Arts graduates.
- Providing interdisciplinary and multidisciplinary learning exposure.
- Strengthening enrolment and outreach to attract more students.
- Supporting student retention and minimizing dropout rates.
- Expanding avenues for resource mobilization.

E. Perspective plan

CURRICULAR ASPECTS

- ☐ To provide holistic and multidisciplinary education in the line with NEP 2020.
- ☐ To introduce undergraduate programmes in science and commerce streams.
- ☐ To introduce undergraduate programmes in Sociology, Home Science, Information and Communication Technology and Library and Information Science.
- ☐ To introduce postgraduate programmes in Assamese, Education and English.
- ☐ To introduce post-graduate programmes under KKHSOU.
- ☐ To introduce carrier-oriented courses, soft and hard skill courses.
- ☐ To motivate faculty members to participate in curriculum development and design carries out by affiliating university.
- ☐ To collect feedback from different stakeholders on effectiveness of curriculum and its delivery.
- ☐ To conduct academic activities through collaborative mode.
- ☐ To ensure effective curriculum delivery using ICT tools.
- ☐ To propose the enhancement of number of teaching and non-teaching staff.
- ☐ To conduct student and faculty exchange programmes.
- ☐ To conduct analytical discussions on academic performance of students.
- ☐ To motivate teaching faculty to develop e-content for available online platforms including SWAYAM.

TEACHING-LEARNING AND EVALUATION

- ☐ To maintain fair and transparent admission process based on merit coupled with reservation policy of the GOI.
- ☐ To increase student intake capacity in existing courses and enhance student enrolment.

- ☐ To adopt student centric teaching-learning methodology viz. Experiential, Participative, Problem Solving, etc.
- ☐ To conduct professional development programmes for upgrading quality of teaching staff.
- ☐ To conduct capacity building programme on use of ICT in teaching and learning, question paper setting, evaluation of students' performance, etc.
- ☐ To devise effective mechanism to deal with exceptional children, especially with slow and fast learners.
- ☐ To establish outcome-based education by determining programme outcome, programme specific outcome and course outcome.
- ☐ To improve pass percentage of students by adopting robust mentoring system.
- ☐ To strive for maximising students' retention and minimising drop-outs.

RESEARCH, INNOVATIONS AND EXTENSION

- ☐ To promote research culture among teachers and students.
- ☐ To develop adequate research infrastructure in order to encourage research activities.
- ☐ To encourage faculty members to undertake research projects under various schemes.
- ☐ To publish a peer reviewed research journal of Kampur College annually.
- ☐ To encourage departments to publish departmental level newsletters, magazines, etc.
- ☐ To encourage teachers to publish research articles, books, chapters, etc. regularly.
- ☐ To conduct capacity building programmes on academic writing, publication ethics, research methodology, etc.
- ☐ To conduct national and international seminar/conference sponsored by different government and non-government agencies.
- ☐ To constitute IPR cell, Incubation cell, Extension cell, etc. for promoting innovative and creative ideas among teachers and students.
- ☐ To promote start-up and entrepreneurship among students in different fields.
- ☐ To organise outreach programmes to sensitise students on emerging socio-economic issues.
- ☐ To initiate industry-academia linkage for apprenticeship, internship, employment etc.
- ☐ To frame a robust mechanism to promote Indian Knowledge System among teachers and students of the college.
- ☐ To establish MoUs with different industries, agencies, institutes, organisations, etc. and thereby to promote collaborative quality initiatives.

Infrastructure and Learning Resources

- ☐ To place proposal for construction of new administrative and academic building.
- ☐ To increase and upgrade IT facilities.
- ☐ To extend and upgrade the existing CCTV surveillance system.
- ☐ To open a gymnasium.
- ☐ To renovate existing physical and academic infrastructure.
- ☐ To upgrade the library with latest available IT facilities and software.
- ☐ To augment sports infrastructure.
- ☐ To accelerate the access of e-learning resources.
- ☐ To increase number of subscriptions of journals.
- ☐ To increase number of text books and reference books in the library to cater to the students' needs.
- ☐ To conduct hands-on programmes on development of e-content.
- ☐ To hold capacity building programmes on use and access of e-learning resources for teachers and students.

Student Support and Progression

- ☐ To devise an appropriate and efficient student support mechanism for actual realisation of students' potentialities.
- ☐ To revive the lapsed Group Insurance Policy of students.
- ☐ To initiate scholarship facility for students to foster students' progression.
- ☐ To continue and maintain student's friendly atmosphere and robust grievance and redressal mechanism.
- ☐ To organise capacity development and skill enhancement programme for improving student's capability.
- ☐ To strengthen career guidance and counselling cell to facilitate guidance for competitive examinations and career counselling.
- ☐ To improve the rate of students' progression to higher studies.
- ☐ To enhance the rate of qualifying students in state/national level examinations.
- ☐ To encourage and motivate students to participate in co-curricular activities at university, state and national level.
- ☐ To form a placement cell to investigate placement opportunities and to arrange placements camps.
- ☐ To initiate consultancy service with students as volunteers.
- ☐ To ensure alumni engagement in overall performing of the college.

Governance, Leadership and Management

- ☐ To maintain democratic governance for smooth functioning of the college.
- ☐ To ensure decentralisation and participative management in administrative and academic affairs through active involvement of all stakeholders.
- ☐ To formulate short-term and long-term strategic plan by putting all inputs together from different bodies and cells of the college to step towards accomplishing vision and mission of the college.
- ☐ To devise mechanism for implementing recommendations of NEP 2020 in synchronise with the affiliating university.
- ☐ To strengthen e-governance policies in the areas of administration, finance, admission, examination and evaluation through ERP software.
- ☐ To ameliorate and reform the faculty empowerment strategies through well-defined performance appraisal system, professional development programmes, etc.
- ☐ To provide financial support to teachers to attend various professional development programmes.
- ☐ To conduct financial and quality audit regularly to chalk out shortcomings in operations.
- ☐ To explore and ensure resource mobilisation from self-financing courses, farming, etc. through active involvement of students to make them realise 'earn while learn'.
- ☐ To review contributions of IQAC towards creating quality culture in the college through SWOC analysis.
- ☐ To ensure regular submission of data to IQAC every year within the stipulated time framework.
- ☐ To prepare for the 3rd cycle of NAAC accreditation by 2027.

Institutional Values and Best Practices

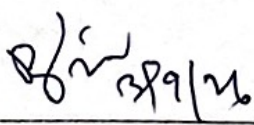
- ☐ To initiate gender audit for promoting gender equity in the college.
- ☐ To renovate the existing solar energy plant.
- ☐ To manage degradable waste through vermi-composting.
- ☐ To manage non-degradable waste through establishing direct linkage with a Govt. Certified crushing unit.
- ☐ To initiate rain water harvesting project inside the college campus in collaboration with Soil Conservation Department, Govt. Of Assam.

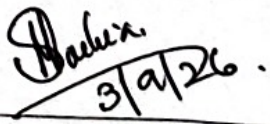
- ☐ To plant and grow valuable trees in the college campus.
- ☐ To maintain disabled friendly and barrier free environment in the college campus.
- ☐ To conduct green and energy audit annually for ensuring eco-friendly environment in the college campus.
- ☐ To strengthen campus beautification and cleanliness cell to maintain clean and green campus.
- ☐ To organise environmental promotion activities beyond the college campus.
- ☐ To take initiatives for inclusive environment that promotes cultural, regional, linguistic and communal tolerance and harmony.
- ☐ To constitute Electoral Literacy Club to sensitise students towards constitutional obligations and rights.
- ☐ To introduce best practice award among departments, teaching staff and non-teaching staff on an annual basis.
- ☐ To promote energy conservation practices through usage of LED lights/fans and also through wide awareness creation campaigns.
- ☐ To ensure a tobacco-free and plastic-free campus through an enforcement mechanism, involving imposition and collection of fines from offenders.

F. Recommendations of Peer Team

1. Faculty members should endeavour for externally funded research projects.
2. The college should emphasise on introducing Skill-based courses.
3. Upgradation of ICT facilities is recommended.
4. Measures should be taken to reduce drop-outs.
5. Revenue generation and optimum utilisation of resources should be taken care of.
6. Institutionalisation of best practices of individual departments is recommended.
7. Career guidance and counselling should be intensified.

Signature of the Peer Members


Principal
Khagarijan College
Nagaon, Assam


PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON : ASSAM