



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SCIENCE COLLEGE, KOKRAJHAR

**W/NO-3 PO- KOKRAJHAR DIST- KOKRAJHAR ASSAM
783370**

www.sciencecollege.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The need for an institution of higher education in the locality focused specially on Science education was felt some early three decades back and accordingly Science College, Kokrajhar was established in the year 1995 in the outskirts of Kokrajhar town in the district of Kokrajhar to provide higher education in science stream. The College has traversed through twenty-nine years successfully contributing to the upliftment of the locality as well as the society. It is now one of the premiere colleges not only in Kokrajhar but also in the western region of the state of Assam. Students from different districts of the state as well as other states of the country join here for pursuing higher education in science stream.

It is the only full-fledged science degree college in the locality having eight departments with students numbering almost eight hundred. At present, the college offers 8 undergraduate (UG) and 3 postgraduate (PG) programs. It is a co-educational institution of higher learning. At present a total of 46 numbers of teaching faculty and a group of industrious non-teaching staff serving in the institute.

Though the primary aim of the college is to become a Centre of Excellence in Science Education besides imparting formal education, it equally emphasized upon inculcating ethical values like honesty, sincerity, hardworking and dedication among the students. In addition to that a good quality of research is also a key point of focus for the college. The College is thus making a positive contribution to the society not only producing academically excellent products but also sensitive and honest citizens that the nation may be proud of.

All that, we consider it as a privilege to submit SSR of the college for the 2nd cycle of NAAC assessment and accreditation and hope NAAC will come forward for same.

Vision

To become a centre of excellence in science education.

Mission

- To create students of Science with good quality, positive attitude and perfect blend of knowledge.
- To create good citizens of tomorrow, with their dedication to excellence.
- To support the students to bloom their dreams.
- To create healthy students - centered teaching-learning environment.
- To make research a momentous activity involving society and teaching- learning community.
- To provide infrastructure and learning resources required for quality education and research activities
- To sustain academic excellence.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Young, experienced and dynamic Faculty members.
2. Embracing a student-centric teaching-learning approach.
3. Fostered cordial relationships among all stakeholders.
4. Thriving in a pluralistic and multicultural environment.
5. Offering professional courses such as Information Technology and Physiotherapy.
6. Excellent research activities with project based learning environment.
7. Good number of research publication in reputed national and international journals.
8. Systematic analysis of student feedback and its incorporation for service enhancement.
9. Establishing Memorandums of Understanding (MOUs) with various institutions.
10. Effective utilization of resources to facilitate ICT-enabled teaching-learning processes accessible to all students.
11. Active representation of faculty members in various assignments of the affiliating University.
12. Gender-friendly and eco-friendly premises, with CCTV surveillance installed in classrooms and strategic areas across the campus.

Institutional Weakness

1. Lack of funds to deal with recurring expenditures of laboratories.
2. Requirement of sophisticated instruments and equipments for higher research activity.
3. Inadequate number of classrooms and seminar halls.
4. Poor academia-institution collaboration.
5. Inadequate number of computers.
6. Lack of sanctioned posts for faculty.

Institutional Opportunity

1. Encouraging Master degree programmes.
2. Mobilization of funds by various sponsored Research projects.
3. Emerging research fields for quality research publications.
4. Up-gradation of the Central Instrumentation facility improvement of research facility.
5. Motivation to the extensive alumni network for institutional development.
6. Promoting entrepreneurship initiatives.
7. Increase academia-institution collaboration and signing of MoUs.
8. Organizing numerous Faculty Development Programs and national/international level seminars/conferences.
9. Engaging in extensive community outreach programs for the betterment of the neighborhood.
10. Identifying the need for additional facilities such as ATMs, post offices, branch of bank etc., either within the college campus or in adjacent area, for the benefit of stakeholders.

Institutional Challenge

1. Lack of permanent faculties.
2. Addressing student migration by attracting students from other parts of the state and country through the

provision of quality education.

3. Keeping up with the rapidly evolving higher education landscape.
4. Meeting the needs of students with below-average learning abilities.
5. Establishing industrial collaborations poses a significant challenge due to the absence of nearby industries.
6. Encouraging students to participate in national-level competitive examinations.
7. Securing placements for students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Science College, Kokrajhar, is affiliated to Bodoland University, Kokrajhar, and adheres to the curriculum set by the university. Currently, the college offers 11 programs (8 undergraduate and 3 postgraduate). The implementation of the Choice Based Credit System began in the academic sessions 2016-2017 and 2019-2020 for postgraduate and undergraduate programs, respectively and from the session 2023-2024, Four Year Undergraduate Programme based on NEP-2020 is introduced. As a part of contribution to the curriculum enrichment, some faculty members actively participate in curriculum design and revision as members of the committees at Bodoland University. The college ensures effective curriculum delivery through student-centric approaches via preparation of a master time table with course distribution. An academic calendar is prepared at the start of each academic session, aligning with the university's academic calendar, containing important dates for academic processes, co-curricular, and other activities including the date of internal and external examination for continuous evaluation. The Academic Council monitors the process and convenes meetings as needed to discuss academic matters. The college also manages general routines, class assignments, syllabi, teaching plans, monthly progress reports, etc. Various teaching methods such as lecture, participative learning, experiential learning, project work, and fieldwork, are adopted by the faculty members with the emphasis of student centric teaching-learning process. To enrich the students, value added courses are imparted and 32 nos. of courses were completed during the assessment period. As a part of university curriculum, final semester students undertake project based learning. Effective implementation of student centric teaching learning process is ensured via collection of online feedback from the student followed by analysis and action taken thereof.

Teaching-learning and Evaluation

The teaching-learning and evaluation of the college is transparent. The admission process is transparent to all stakeholders and the process is being conducted online. Almost all the seat sanctioned by the university is filled up. The demand ratio of the college is good. Admission is based strictly on merit and complies fully with the Government's Reservation Policy. Orientation programs are conducted to familiarize students with the Code of Conduct, course and Program Outcomes, and college facilities along with rules and regulations. The college is located in a tribal dominated area, accordingly, number of ST candidates are higher, consequently, set earmarked for unreserved and other category are to be mostly filled up with ST category. The college got 17 nos. sanctioned post and college management has allocated 36 posts, which altogether 53 post for faculty of which 46 nos. are presently filled up for quality teaching-learning process. To compete with the present day need, the college upgrades its ICT facility and encourages the faculty members to increase the use ICT in their teaching-learning process. A total of 11 classrooms are equipped with smart panel for ICT enable classroom for the students along with LCD projector and Wi-Fi facility. The syllabus of the curriculum designed by the Bodoland University clearly specifies the Programme Outcome and Course Outcome. The college adheres the

syllabus prescribed by the university and through student centric Teaching-learning process tries to achieve the same. The college continuously evaluate the learning outcome of the students by a rigorous method comprising- class test, home assignment, sessional examination, classroom interaction, etc. As a part of internal assessment, a percentage of marks are credited in the final examination to each student via evaluation of class attendance, participation in curricular activities such as seminar, workshop organized and marks obtained in sessional examination. A good pass percentage of 75% for PG courses and nearly 60% in UG courses are noticed in last five years. The feedback collected from students gives an opportunity to the college authority to plan for the uplift of the student centric teaching-learning process.

Research, Innovations and Extension

In pertinent to its vision, the college gives emphasis on carrying out quality research by the faculty members as well as creation of a research culture among the students to cope with the present day need. In continuation with the previous research grants, a total of three research project were sanctioned in the assessment period and carried out by the faculty members. To enrich the students with current scientific knowledge as well as to increase the presentation skill of the students, departmental seminars and workshops are conducted. To explore the present development in science and technology, a national level conference entitled “Science & Technology for Sustainable Development (STSD-2022)” was organized where a total of 146 abstracts were submitted from different part of the country. As a follow-up of the conference, a book comprising few selected papers presented in the conference is going to published and the process is in pipeline. Due to active involvement of the faculty members in research a total of 91 nos. of papers are published in journals of national and international repute. A total of 24 book chapters are contributed by the faculty members in the last five years. The college is actively involved in extension activity and 32 nos. of extension activities were conducted in the assessment period. The College establishes collaboration with five different institutions and organizations.

For effective teaching-learning process, incorporation of local languages in addition to English and Hindi makes is a common practice for the faculty members, which makes the process students centric. Integration of Indian Knowledge as well as traditional knowledge in the discussion with student and events organises enriches them with the rich Indian culture.

Infrastructure and Learning Resources

The college boasts adequate infrastructure and physical facilities to facilitate an effective teaching-learning process, incorporating technological advancements to align with the college's vision. Spread across a campus area of 3.5 acres (with a built-up area of 13260 sq m), the college provides the essential facilities such as classrooms, laboratories, conference/seminar hall, auditorium, and computer labs. The college features a disability-friendly and barrier-free infrastructure. To ensure uninterrupted power supply, solar power system is being utilized. The college also offers facilities for various outdoor and indoor games, along with a well-equipped gymnasium. A high speed Wi-Fi facility ensures the internet accessibility by the faculty and students. The campus is under CCTV surveillance to enhance security measures. For easy access of computer to the students, three computer laboratories are established in the Department of Computer Science, Information Technology and Mathematics. All the Departments have well equipped Laboratories. As part of modern teaching-learning process, the college introduced 11 nos of classroom facilitated with ICT. The College has a central Library in the name “Kamal Kumar Brahma Central Library” as learning resource with study room facility with Air Conditioning. The Library is automated with RFID facility and enlightened with a good collection of textbooks, reference books, and Periodicals. The library is fully automated using SOUL 2.0 and

RFID technology. The library equipped with computer centre to access the e-documents and e-journals through the internet. Institutional membership of INFLIBNET grants access to over a thousand e-journals/e-books. The college has formulated policies and procedures for the usage and maintenance of physical and academic facilities. The college regularly updates its IT facility.

Student Support and Progression

Facilitation of minimum support for effective teaching-learning process is emphasized in all aspects. In this regard, the college authority supports all the eligible students for getting scholarship scheme of state and central government by making aware and facilitating in applying the same. Additionally, to enhance the learning skill, few certificate courses are introduced as a value added course. Online courses in collaboration with Spoken tutorial, IIT, Bombay are organized regularly. As a part of curriculum, skill enhancement courses are incorporated by the affiliating university. Career guidance cell is actively involved in making aware about career related information and organizing campus interview. Programs on entrepreneurship development among the students are also organized by career counseling cell. The college has a mechanized Grievance Redressal system. Timely redressal of all grievances is ensured by the Grievance Redressal Cell. Good progression to higher education is another focal point of the college. Most of the pass out students gets admission to higher educational institute. Placement record of the alumni's is also found satisfactory. For success in national level entrance examinations, like JAM, CUET, etc. few departments arranges tutorial classes and a success are observed. The college has an indoor stadium for playing indoor games. Gymnasium facility is equipped in the indoor stadium. Availability of other sport equipments for students is ensured by the Students Union along with Teacher-in-Charge. The pass out students get good connection in different higher educational institutes through the alumni's admitted there. Information regarding various vacancy positions for placement is also circulated in alumni WhatsApp group which benefited the pass out students.

Governance, Leadership and Management

The college operates under the governance of the Governing Body (GB), the highest decision-making authority responsible for formulating policies and overseeing developmental activities. The GB, along with the Internal Quality Assurance Cell (IQAC) and faculty members, plays a central role in shaping and implementing college policies. Aligned with its vision, the college aims to provide quality higher education to students in its catchment area, fostering their inspiration, preparation, and empowerment for success in a dynamic world. Perspective Plans, derived from the college's vision and mission, outline focused areas such as curriculum development and deployment, teaching-learning processes, infrastructure development

The college follows rules and regulations laid down by the Higher Education Department (DHE), Govt. of Assam (GoA). The Permanent posts are recruited according to the norms of GoA and UGC while the Temporary posts are recruited by the GB of the college according to the norms fixed by the GB keeping in view the norms of the GoA and UGC. The Permanent faculty members are promoted as per Govt. Guidelines of CAS promotion. College

At the Institutional level, the College has a performance appraisal system for the teaching and non-teaching staff, which is done by the employer through analysis of feedbacks received from the stake holders viz. students, alumni member and parents. These feedbacks are analyzed properly and the institution as a whole works on the required improvement.

The institution has an internal audit committee which does the internal audit of the financial matters of the college. Every year the college goes through an annual audit of the financial accounts of all heads by a Govt. registered Chartered Accountant maintaining all formalities. Govt. funds are audited as and when needed by Govt. registered Chartered Accountant and the utilization certificate is sent accordingly keeping the records in the office guard file.

The College mobilized funds primarily from Government of Assam, RUSA and BTC on various heads of expenditure. The college also mobilized its resources from the self-financing and professional courses namely Master Degree, BPT and B.Sc.I.T. courses. Each and every amount received is utilized ensuring accountability and transparency.

Institutional Values and Best Practices

The college ensures gender equity which has always focused on equal treatment to both the genders in terms of rights, benefits and opportunities. The education system has a big role in creating such awareness among the peers and making them responsible individuals in the future. Specific facilities provided for women in terms of safety and security, closed campus with high boundary walls, provision of security persons in college campus as well as in hostels. CCTVs have been installed in the college campus for continuous monitoring. Any unlawful act in the college campus is not tolerated owing to punishment. Women cell and Grievance Redressal cell in the college plays an active role in counselling boys and girls individually keeping in mind their best interests. A well-equipped day care facility is available to keep working mothers at ease.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes. In this regard, orientation programmes held every year in the beginning of the session to aware about the code of ethics, human values, rights, duties and responsibilities. Various boards and display are hoarded in the college corridors to instill code of conduct for the students and staffs. To promote ethics and values amongst students and faculty to encourage the same, college organizes National festivals as well as Anniversaries for the great Indian Personalities this include. Despite of diversity in religion, culture, and language, our college believes in solidarity. This is evident from the fact that our students belong to different caste, culture and religion background, the college also observes the various national and international days to keep the students grounded about their roots and culture.

The college practices an effective waste management measures by segregating waste materials and recycling. In addition to that, various best practices were successfully implemented by the Institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SCIENCE COLLEGE, KOKRAJHAR
Address	W/No-3 PO- Kokrajhar Dist- Kokrajhar Assam
City	Kokrajhar
State	Assam
Pin	783370
Website	www.sciencecollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ramananda Sinha	03661-275204	9435720208	-	sciencecollege95@gmail.com
IQAC / CIQA coordinator	Biswajit Nath	03661-271335	8638872194	-	nathbiswa81@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Assam	Bodoland University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	25-05-2006	View Document
12B of UGC	17-11-2009	View Document

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

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

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	W/No-3 PO- Kokrajhar Dist- Kokrajhar Assam	Semi-urban	3.53	13260

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics,	36	HSSLC	English	35	7
UG	BSc,Chemistry,	36	HSSLC	English	35	23
UG	BSc,Mathematics,	36	HSSLC	English	35	14
UG	BSc,Botany,	36	HSSLC	English	35	32
UG	BSc,Zoology,	36	HSSLC	English	35	32
UG	BSc,Computer Science,	36	HSSLC	English	35	9
UG	BSc,Information Technology,	36	HSSLC	English	35	11
UG	BPT,Physiotherapy,	52	HSSLC	English	30	15
PG	MSc,Chemistry,	24	B.Sc.	English	10	0
PG	MSc,Botany,	24	B.Sc.	English	60	53
PG	MSc,Zoology,	24	B.Sc.	English	65	62

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				9				8			
Recruited	0	0	0	0	7	2	0	9	1	6	0	7
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				36			
Recruited	0	0	0	0	0	0	0	0	17	19	0	36
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	9	4	0	13
Yet to Recruit				1
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	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
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	4	2	0	1	5	0	12
M.Phil.	0	0	0	3	0	0	0	1	0	4
PG	0	0	0	0	0	0	0	1	0	1
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	1	2	0	3
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	12	19	0	31
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
	1	1	0	2

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	294	0	0	0	294
	Female	273	0	0	0	273
	Others	0	0	0	0	0
PG	Male	61	0	0	0	61
	Female	131	0	0	0	131
	Others	0	0	0	0	0
Certificate / Awareness	Male	174	0	0	0	174
	Female	143	0	0	0	143
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	23	20	24	12
	Female	13	15	17	11
	Others	0	0	0	0
ST	Male	238	256	260	215
	Female	190	230	292	250
	Others	0	0	0	0
OBC	Male	128	105	85	75
	Female	71	87	87	78
	Others	0	0	0	0
General	Male	115	77	73	54
	Female	60	68	74	64
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		838	858	912	759

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Science College, Kokrajhar is an affiliated college under Bodoland University, Kokrajhar. The college has to adhere to the courses and curriculum prescribed by the university. However, for multidisciplinary approach, the college adopted some measures to acquaint students in that regards. Science College, Kokrajhar established collaboration with educational and professional organizations such as BN College, Dhubri, Kokrajhar Govt College, Kokrajhar, Kokrajhar Medical College and Hospital, Kokrajhar, Vijnana Bharati-NESM, Royal Global University, Guwahati, etc. through signed MoUs. Faculty exchange, student exchange, research collaboration, joint organization of events, etc. are</p>
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	<p>undertaken for establishing multidisciplinary approach in teaching-learning environment for the students. In addition to these, few add on courses are introduced like- Insect Pest Management, Medicinal Plant, Analytical Chemistry, Latex, communicative English, etc. to brings the multidisciplinary touch to the students.</p>
2. Academic bank of credits (ABC):	<p>Science College, Kokrajhar is affiliated under Bodoland University. The college strictly adheres the rules and regulations of the university and follow the course and curriculum prescribed by the university. The conduct of examination, declaration of result and issuance of certificate is done by the university. However, Bodoland University has introduced FYUG as per NEP 2020 from the session 2023-24 and the students are instructed to open Academic Bank of Credits account and college is encouraged and facilitate the student for the same. In addition, the students are also encouraged to take courses under MOOC and SWAYAM.</p>
3. Skill development:	<p>In skill development sector, Science College, Kokrajhar has given emphasis in compliance to its vision. The College introduced some skill development add-on courses for the students such as (1) Insect Pest Management, by Department of Zoology, (2) Medicinal Plants, by Department of Botany, (3) Analytical Chemistry, by Department of Chemistry, (4) Communicative English, by Department of English. Bodoland University had implemented CBCS system and introduced courses on Skill Enhancement Courses in each subject. In addition to that, the college organizes various program for the students by experts from various dimensions. All the faculty members are encouraged to participate in Refresher Courses, Orientation Courses, Faculty Development Programs, workshops, etc. As a part of faculty improvement program, the college organizes faculty development program in collaboration with E&ICT Academy, IIT, Guwahati and Spoken Tutorial, IIT, Bombay. Faculty members also participate in various courses through SWAYAM, MOOC, etc. The affiliating University has introduced NEP-2020 from the session 2023-24 which also included Skill Enhancement Courses for the students.</p>
4. Appropriate integration of Indian Knowledge	<p>As an affiliated college, Science College, Kokrajhar</p>

system (teaching in Indian Language, culture, using online course):	<p>follows the course and curriculum prescribed by Bodoland University. In the curriculum prescribed up to 2022-23, the integration of the Indian Knowledge System (IKS) was not implemented. However, the teaching in Indian language for easy understanding to the students is a healthy practice since long. Encouragement of the students to take part in annual festival performing traditional culture is also a periodic activity for the students. The ethnic groups residing in this locality such as Bodo, Assamese, Bengali, Santali, Nepali, Rabha, Garo, Adibashi, etc. all are encouraged in the participation and performance of traditional culture annually. A cultural rally comprising all the ethnic groups is being organised yearly on annula college week. Promotion of creative writing in Indian language is done by the publication of annual college Magazine. Presently, affiliating university, Bodoland University has introduced Indian Knowledge System through the new NEP 2020 curriculum.</p>
5. Focus on Outcome based education (OBE):	<p>The affiliating university has prescribed the course out come and program outcome through its curriculum. Considering that, Science College, Kokrajhar through academic council plans its annual action plan for smooth execution of the teaching-learning process for an outcome based learning. At the beginning of the session, an orientation class being organized for fresher students to share the information regarding program and courses as well as dos and dons in the college. For continuous evaluation for ensuring outcome-based learning, the college established a continuous and robust evaluation and internal assessment system so as to monitor the progress. All the teachers are well aware about the outcome based education and program outcome and course outcome of the curriculum prescribed by affiliating university. Accordingly, preparation of lesson plan at the beginning of the session by all the teachers is ensured by the Academic Council. The adoption of asking course completion report from the faculty members department wise is part of annual planning which is a practice that priorities the focus on outcome based education. All the departments undertake result analysis of semester wise and discuss the ups and downs with students to overcome the remedial issues. The Academic Council conduct Academic and</p>

	Administrative Audit with the intension of improvement of the outcome of the students. Organization of seminar, invited lecture, interactive session with the students gives a positive environment to the students for good outcome of the students.
6. Distance education/online education:	The college offer normal degree program through physical mode of education. Whereas a center of Krishna Kanta Handique State Open University is there through which online programmes like BA, BCA, MA, MCA, etc. are offered. During Corona pandemic period online classes were conducted through Zoom, Webex and Google meet. Zoom was purchased for that period for conduct of online classes. Online webinars were conducted for awareness as well as subject related courses. The college has a collaboration with Spoken Tutorial of IIT Bombay. In collaboration with Spoken Tutorial online courses for students and faculty development programme for the faculty members are being conducted. Presently as per NEP-2020 courses the students are encouraged to take courses through online mode such as MOOCs, SWAYAM, etc.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	As per the instruction from District Administration, Kokrajhar, the college authority has set up a team of students to organize student awareness program related to electoral literacy to sensitize the students in terms of enrollment in voters register and voting. The club was established in 2023 and performed accordingly.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	As per the instruction from District Administration, a team of student with one student coordinator is appointed. One coordinating faculty with the designation Nodal Officer to coordinate and organize any such activity as instructed by Govt. and feels necessary. Nodal Officer: Mr. Sanjay Kumar Thakur, Associate Professor, Department of Mathematics Student Coordinator: Rawlinson Islary, General Secretary, Science College Students' Union.
3. What innovative programmes and initiatives	Voter's awareness program was conducted. The

<p>undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>student's union body members of the college are being selected in a democratic manner by conduction election where a practice of voting and counting is conducted. A total transparency is maintained in the student's election process which creates sensitization of the students towards voting process and voting right. In due courses, the district administration engaged our students for SVEEP activities and electoral awareness program under the campaign "No Voters should be left out".</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Voter's awareness program was organized in the local community.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Under the egis of district administration voter awareness and registration program was conducted at the Institute for students above 18 years.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
759	912	858	838	937
File Description		Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

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

Response: 82

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
46	59	47	41	45

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
485.54717	302.41480	229.91956	566.89061	440.25270
File Description		Document		
Upload Supporting Document		View Document		

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

For effective curriculum planning and delivery through a well planned and documented process, the institute implemented the following process-

Academic council: To look after the issues related to academic affairs, the college authority constructed a team namely **Academic Council**. The council consists of all the Head of the Departments and few other senior faculty members. The council prepares the master time table (academic routine) for smooth implementation of teaching learning process. Semester wise action plan for timely completion of syllabus, etc. are discussed and finalized in the council meeting. Regular monitoring of classes is done by the Vice-Principal who is the convenor of Academic Council. The council despatch the master time to all the department to allocate faculty members for curriculum delivery. Followed to this the Head of the Departments distributes the courses among the faculty members and the faculty members prepare lesson plan for the semester. The respective Head of the Departments collect course completion reports from the faculty members in a prescribed format and submit the same to the Convenor of Academic Council for analysis. The convenor of the academic council maintains all the files related to documentation of the time table, course distribution, course completion, etc.

Academic Calander: As an affiliated college, Science College, Kokrajhar adheres to the rule, regulation and time table set by the Bodoland University. In compliance to the Academic Calander circulated by Bodoland University, The Academic Council prepare an Academic Calander for our college and the same is circulated among the students at the beginning of the session for maintenance of time table by the students as a ready reference. The Academic Calander comprises the class days, holidays, schedules of events (probable) to be organised at the college, assessment days, examination days, etc. In addition to the circulation of the Calander to the students, it is uploaded in the college website for easy access of the students at any instant of time.

Continuous Internal Assessment: As a part of regular assessment, class test, departmental seminar, class interaction by the faculty members is being done. In addition, giving home assignment is also a practice of the faculty members for ensuring study of the students at their residence. An internal examination is conducted for all the students as a part of University curriculum and the marks are send to Controller of Examination to add the same with semester final examination marks. The copies of the internal examinations are discussed with the students and remedial teaching is planned.

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

1.2 Academic Flexibility

1.2.1

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

Response: 32

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

Other Upload Files

1

[View Document](#)

1.2.2

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

Response: 18.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
306	461	7	0	13

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

1.3 Curriculum Enrichment

1.3.1

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

Response:

Value based education is the topmost priority of our institution. As an affiliated college, the college follows the curriculum prescribed by affiliating Bodoland University. However, the college gets adequate representation the University committees for preparation of syllabus and curriculum in which the inclusion of Environment and Sustainability is being done. In addition, while preparation of the syllabus human values are also given first priority in terms of theory as well as practical. Apart from syllabus and curriculum, the professional ethics, human values, gender and environment are also points of discussion with students in classrooms and different occasions as a moral value.

“Environment studies” is included in curriculum by affiliating university and is a compulsory subject in 3rd semester for all students in which the matter of environment and sustainability is being discussed. The students get the opportunity to learn the environment by field based work. A botanical garden in the Botany Department gives the prospect of learning various medicinal and non-medicinal plants. In undergraduate and post graduate some papers offered by department of Botany like “Plant Ecology and phytogeography”, “Plant Ecology, Environment and Resource Management”, "Biodiversity manangement" etc. focus on correlative relationship between human being and the nature. The undergraduate and post graduate syllabi in chemistry offers paper like “Green Chemistry”, “Environmental Chemistry”. , in department of Physics there was a SEC paper of 'Renewable Energy and Energy Harvesting", integrate issues of sustainability and sustainable development of environment. Plagiarism check of all the dissertation of PG courses ensures the professional ethics among the students.

The college gets enrollment of nearly equal boys and girls’ students and the authority and all the faculty members take care of gender equality and human values among the students. Regular events and activities by different cells/departments make students aware about gender equality, human value, environment and sustainability and professional ethics.

The institute organizes plantation drive, awareness program, seminar, talk on climate, etc. on world environment day, earth day, water day, etc. every year.

Women cell organizes self defense program for girls' students. Gender sensitization program and women health related program gives a boost in gender equality issues.

Active involvement of the Teacher-in-charge of the students union body as a mentor of all students related activity and program ensures the gender equality, professional ethics, human value and environment.

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

1.3.2

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

Response: 24.51

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

Response: 186

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

1.4 Feedback System

1.4.1

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

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

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 73.91

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

2022-23	2021-22	2020-21	2019-20	2018-19
258	356	334	312	383

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
390	382	510	455	486

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

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

Response: 57.17

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

2022-23	2021-22	2020-21	2019-20	2018-19
22	57	64	72	72

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

2022-23	2021-22	2020-21	2019-20	2018-19
22	106	124	121	129

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

2.2 Student Teacher Ratio

2.2.1

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

Response: 16.5

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

In compliance with its vision to become a Centre of Excellence in science education as well as concerning the present era of ICT in the classroom, our institution also hauling towards that.

Experimental learning:

- **Lab based practical:** All the courses possess lab based practicals in their curriculum and departments have well equipped laboratories for practical learning. Active presence of teachers during practical classes given the students a good practical learning experience.
- **Industrial/field visit:** Most of the departments undertake industrial or field visit for the students for practical exposure. Environmental studies paper contains a field based practical work that gives the students a experimental learning opportunity.
- **Educational excursion:** Department of Botany and Zoology organizes educational excursion for all semester students as a part of their curriculum.
- **Workshop:** Hands-on workshops are organized for the students for practical learning by department of chemistry, Botany and Zoology. DBT funded Biotech Hub also organizes hands-on workshops.
- **Webinar:** Online interactions to different experts are organized during the period of Covid-19 pandemic by all the departments.
- **Sports and cultural activities:** Annual college week comprises sports and cultural activities for the student where they get a platform to perform their expertise.

Participative learning: to ensure the participative learning by the students, departments adopted the following-

- Community survey cum awareness
- Project work as part of curriculum.
- Departmental seminar
- Home assignment
- Departmental events by students
- Campus and locality Cleanliness drive
- Cultural rally during college week.

Problem solving methodologies: The following methods are adopted by the department for experience learning through problem solving

- Practical work
- End semester project
- Assignment
- Group based practical work.

Teachers use ICT enabled tools for effective teaching-learning process: The effective use of ICT in teaching learning process is one of the priorities area for all the teachers. Following methods ensures the same-

- Digital interactive panel in all the departments for ICT enable teaching learning process.
- LCD projector in all department for power point (PPT) presentation

- Use of Google classroom during Covid-19 pandemic.
- Interaction through WhatsApp.
- Audio-visual teaching aids
- YouTube channels
- Internet connectivity in the library for the students.
- E-resources and e-Journal
- Software's
- National Digital Library and N-List subscription
- Wi-fi

Mentor-Mentee: A mentor-mentee setup to guide the students personally by the mentor teacher gives a participative learning experience.

Remedial class for slow learner as well as interaction in local language in addition to English gives them a perspective environment for growth.

Course for competitive examination: Department of Chemistry organizes course to help the students in appearing in different competitive examinations.

MoUs are signed with following institutes:

- BN College, Dhubri, Assam, India
- Kokrajhar Govt. College, Kokrajhar
- Kokrajhar Medical College and Hospital, Kokrajhar
- Vijnana Bharati, NESM, India
- Royal Global University, Guwahati, Assam, India

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

2.4 Teacher Profile and Quality

2.4.1

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

Response: 89.81

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

2022-23	2021-22	2020-21	2019-20	2018-19
53	53	53	53	53

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

2.4.2

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

Response: 41.18

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

2022-23	2021-22	2020-21	2019-20	2018-19
20	21	18	19	20

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

2.5 Evaluation Process and Reforms

2.5.1

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

Response:**Internal Assessment:**

- The tentative dates of internal examinations are published at the beginning of the year in the Academic calendar.
- Scheduled display of course syllabus of sessional examination.
- The internal examination marks are counted as per the instruction laid down by the affiliating university that comprises- (i) Marks obtained in sessional examination, (ii) Class attendance, (iii) Departmental assignment/group discussion/seminar, etc.
- The timely display of result of sessional examination and discussion with the students regarding their checked answer script.
- Students can learn about the mistakes under taken and steps to be taken for final examination by reviewing the checked answer scripts.
- The above mentioned points ensure the transparency in internal examination.

External assessment:

- External examination is conducted by the affiliating university.
- Well planned seat arrangement is prepared by the exam cell and displayed for easy access by the student.
- Deputation of Supervising Officer by the university makes the system more transparent.
- Experienced internal examiner ensures the transparency.
- The affiliating university declares the result with the option of recheck by the students if there is any doubt about their copy checking.

Grievance Redressal

- The grievance raised by the students are addressed and redressed as early as possible. The mechanism of grievance redressal is displayed in the college notice board.
- Grievances raised by students regarding administrative affairs are to be addressed to Head of the Departments followed by Vice-Principal and then Principal.
- For internal examinations related grievances-
 - The answer scripts are shown to the students after the assessment by the concern teachers.
 - Unit test and class test copies are given back to the students.
- For external examinations related grievances-
 - The grievance related to external examinations are collected from the students are forwarded to the affiliating university for redressal.
 - For any other grievance the students are instructed to address to the Vice-Principal or Principal.

It is encouraging to mention that the number grievances raised by the students are negligible in comparison to the total number of students

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

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The college is affiliated to Bodoland University and adheres the rules and regulation set by the University. The affiliating university set the Programmes out come and Course out come of all the programmes and courses designed. In the syllabus of all the programmes and courses, the programmes out come and courses out come are mentioned. The college displayed the syllabus of all programmes and courses in the institutional website as well as make aware the students regarding availabiliy of the syllabus and detail regarding POs and COs in the university website.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The college evaluates the programmed outcomes and course outcome of all the courses.

The academic council and the IQAC of the College monitor the learning outcomes. The academic council takes up appropriate measures for any shortfalls in consultation with the department. The teachers are advice to cope with the advancement of the course and apply modern technologies.

At the end of each semester, the individual department analyzes the student performances like overall attendance and their participation in courses like attendance, their subject interest, understanding and results and feedbacks. After reviewing all, steps are taken by the department teachers for further improvement.

Academic councils review the data and reflect on the effectiveness of the teaching and learning processes. Annual academic audit report is prepared after the end of the session. Annual report is prepared and displayed on the official website of the college.

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

2.6.3

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

Response: 57.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
160	192	131	115	109

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

2022-23	2021-22	2020-21	2019-20	2018-19
232	237	240	240	285

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

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 24.64

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)

2022-23	2021-22	2020-21	2019-20	2018-19
12.18	2.00	2.5	2.5	5.46

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

3.2 Innovation Ecosystem

3.2.1

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

Response:

Incubation Centre, Science College, Kokrajhar

Institutional Biotech Hub and the Central Instrumentation Centre of the college have been playing a crucial role to acquire thought, idea and experience that has gained through hands-on practical sessions. The primary aim of establishment of the said Incubation Centre is to encourage the student, research scholar and faculty member of the college to involve in science learning and dissemination of knowledge. Activities carried out during 2018-2023 is presented in below headings-

Institutional Biotech Hub:

The Institutional Biotech hub, Science College, Kokrajhar was established in, 2013 with the financial assistance of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India under

NER-BPMC Scheme. Since its inception the Biotech hub is providing laboratory supports to the HS, B. Sc, B. Tech, M. Sc and Ph. D. students to do their project/research work. The primary aim of the Biotech hub is to provide lab facility and make aware the students (UG, PG and Ph. D.) by organization of hands on training in Genetics/Biochemistry/Biotechnology/Bioinformatics/Traditional Knowledge/Lemon topic. Both inhouse as well as outreach hands-on trainings were conducted time to time and invited experts from different Colleges, Universities and Research Institutes for the same. Besides these, the hub conducted research works in time to time on various problems of bio-resource management and utilization. With the outcome of the programmed research, 16 numbers of research articles have been published in the national and international journal during its Phase-I (2013-2019). Meanwhile the Biotech hub has been received Phase-II sanction with three year project grant for a project entitled '**Scientific approaches to develop biopesticide for controlling *Citrus* diseases and standardize the products obtained from *Citrus limon* (L.) Burm f.**' However, the focus has been given to develop a laboratory with basic research infrastructure to be useful for UG and PG students to perform their course practical besides higher research in Cell and Molecular Biology. The activities were conducted mainly in three ways- (i) to facilitate laboratory support to UG and PG students to carry out their practical work, (ii) to organize workshop cum hands-on training for different level of students by inviting learned resource persons from various institutes and (iii) to conduct outreach awareness programme on Biotechnology issues/Lemon topics in secondary and senior secondary schools of Kokrajhar district.

Central Instrumentation Centre (CIC):

Science College, Kokrajhar has CIC with sufficient number of instruments including UV-VS spectrophotometer. It was developed in 2019 with financial support in terms of instrumentation grant of NTPC, Salakati, Kokrajhar, Assam. The Dept. of Chemistry, Science College, Kokrajhar is acted as caretaker department of CIF and a steering committee has been constituted with inclusion of faculty member from in-house departments to look after developmental activities of CIC. It is worth mentioning that another assignment for seeking financial grants for purchasing total 16 nos of equipments has submitted to NTPC, Salakati, Kokrajhar on 23.11.2022. The CIC provides instrument facility to the student and faculty member of Chemistry/ Botany/ Zoology/Physics/Mathematics/Physiotherapy department to do their practical work and higher research.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship conducted during the last five years**Response: 35****3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	7	11	2	2

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

3.3 Research Publications and Awards**3.3.1****Number of research papers published per teacher in the Journals notified on UGC care list during the last five years****Response: 1.11****3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
26	15	17	18	15

File Description	Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.29**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	7	0	3	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

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

A total number of 32 extension programs were carried out by inhouse departments alone or in association with other organizations either through offline or online mode in five years duration (2018-2023). Based on the nature of activity it can be grouped into five types- 1. Workshop and Training, 2. Seminar and Webinar, 3. Capacity building to the faculty, 4. Awareness creation among the mass, 5. Entrepreneurship development and 6. Immunity development through organized physical activity. Capacity building program: Aiming to capacity build up of the faculty members in classroom teaching there were four number of workshop organized by IQAC of the College on 7/9/2018, 21/2/2019-27/2/2019, 11/5/2020 and 6/10/2023-12/10/2013 where attended in average 50 teacher and they became confident to use online teaching techniques. Immunity development program: An Immunity Development Centre has been developed in the College on 21/08/2020 with inclusion of the activities - Yoga, Zumba dance, Cycling, Walking, Running, Badminton, Gym and Meditation to help students for maintenance their physical as well as mental health during Covid-19 pandemic period. A total of 285 students from HS, UG and PG classes have been joined in 2020-2021 periods and subsequently 310 no. in 2021-2022. The registered students were attended in physical activity classes as conducted by experienced instructors regularly and they have been benefitted a lot. Workshop on grassroots innovation: Organized two workshops in

association with NIF-India on 6/11/2020 and 21/12/2022 where a total 58 healers and innovators were participated and displayed their innovations in front of the gathering. Awareness program: A total number of 15 awareness program was organized in five years duration where 824 no of students and stakeholders participated. It may be mentioned that the NSS unit of the College has been organized 13 no of awareness programs alone or in association with other organizations basically on Environmental, Social and Health Issues. Similarly, the Dept. of Physiotherapy has been organized a program on 'Communicable and non-communicable diseases'. Moreover, the Dept. of Zoology has also been organized a day long awareness program at nearby school on available floral and faunal resource exploration and conservation topic in relation to International Day for Biological Diversity. Participants became aware about the issues as mentioned above. Entrepreneurship development: Organized hands on training program on 'Identification, Propagation, Plantation, Product development and use of ICT skills for entrepreneurship development on Lemon' on 28/11/2023-30/11/2023 by inviting 25 no of UG & PG students. They have been gained knowledge and idea about the process of entrepreneurship development. Seminar and Webinar: Altogether 8 no of national and international level webinar were held on different topics with having research scope during lockdown period and about 883 participants benefitted from the discussion that has been accomplished by learned resource persons. Moreover, exposure has been given to the students by organizing departmental seminars time to time.

File Description	Document
Upload Additional information	View Document

3.4.2

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

Response:

Award and reorganization received in 2018-2023 are as follows-

1. Honorary appreciation presented to Mr. Sanjoy Thakur, Coordinator, NSS Unit, Science College, Kokrajhar by Indian Society for Training and Development, Guwahati Chapter and Association of Reformers for Healthy Advancement of Nation for his outstanding contribution towards the humanitarian cause and exemplary work done at the frontline of Covid Pandemic.
2. Miss Neha Thapa, B. Sc 6th Semester Student has been received the best District Youth Parliament by Kokrajhar district, BTR, Assam under Ministry of Youth & Sports, GoI
3. Miss Neha Thapa, B. Sc 6th Semester Student has been awarded as the Best Debater in debate competition held at Kokrajhar, Organized by Assam Police, Bodoland Student Union and CIT, Kokrajhar separately.
4. Recognized as 1st & 3rd rank holder of two students representing Science College, Kokrajhar by NSS Gauhati University

5. Many students were participated in different completion held in the college on various occasion and received medal and prize.

File Description	Document
Upload Additional information	View Document

3.4.3

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

Response: 19

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	4	2	5	3

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

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

Response: 5

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

Response:

The college is dedicated to the well-being of its stakeholders by cultivating an excellent learning environment. The campus spans 14,284 square meters, with a built-up area of 12,856 square meters, housing eight departments, each focused on enhancing the teaching-learning process. The college's infrastructure includes the following:

Classrooms:

- Total number of classrooms: 22
- ICT-enabled classrooms: 11
- LCD/LED projectors: 09

Laboratories:

- Total well-equipped laboratories: 18
- Physics: 03
- Chemistry: 04
- Mathematics: 01
- Botany: 03
- Zoology: 03
- Computer Science: 01
- B.Sc. IT: 01
- Physiotherapy: 02

Computer equipment:

- Total number of computers: 83
- Computers for students and faculty: 64
- Printers: 20
- Scanners: 04
- Card printers: 01
- Xerox machines: 03

Seminar/Conference hall: There are 2 gallery-style classrooms and 2 conference halls that are used for seminars, guest lectures, meetings, conferences, and video conferencing.

Institutional Biotech Hub: The college has a DBT-funded Institutional Biotech Hub providing laboratory support for students and faculty projects and research work.

Central Instrumentation Facility(CIF): To strengthen the infrastructure for advanced research among faculty members and students, the CIF was established.

Day Care Centre: The college has a Day Care Center for the children of the staff, equipped with sports materials and a caretaker.

Extension Service: The college has established a study center for Krishna Kanta Handiqui State Open University (KKHSOU) to offer various distance education programmes.

Hostel: The college has one well-furnished boys' hostel, accommodating 54 boys, and three girls' hostels, accommodating 114 girls.

Digital Physiotherapy Clinic: The college's Digital Physiotherapy Clinic aims to make physiotherapy services accessible to remote areas while providing learning and research opportunities for students.

Library: The college boasts a well-equipped Central Library, fully automated with the integrated library management software Soul 2.0.9. A RFID system is installed for self-return and anti-theft purposes. Additionally, each department maintains its own library with a diverse collection of books.

Additional Physical facilities are –

- Wi-fi- enabled campus
- 10 CCTV surveillance to ensure safety and security
- Generator for an uninterrupted power supply
- Biometric system for attendance
- Water testing facility
- Separate common rooms for Boys and girls
- Separate washrooms for boys and girls
- Separate washroom for both male and female teaching and non-teaching staff
- Fire Extinguishers
- First aid facility
- Canteen
- Green House.

Facilities for cultural and sports facilities: The college emphasizes the importance of co-curricular activities for the holistic development of students. To encourage participation in cultural and sports activities, the following facilities are available:

Sports facilities:

- An indoor Stadium spanning 3000 square feet provides space and equipment for students and faculty for indoor games like badminton, table tennis, carom, and chess.

- Gymnasium equipment
- A playground for outdoor games, like cricket, volleyball, kabadi, races, and more along with sports materials.

Cultural facilities: The college has a strong tradition of cultural activities in drama, dance, music, literary events, and fine arts. It provides the following facilities to support and nurture its budding artists.

- Auditorium with a seating capacity of 400 and equipped with a sound and light system
- Musical instruments like Tabla, Guiter, Harmonnium, Dhol etc. are made available for students

File Description	Document
Upload Additional information	View Document

4.1.2

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

Response: 10.59

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

2022-23	2021-22	2020-21	2019-20	2018-19
14.6	44.5	28.9	82.6	43.8

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

4.2 Library as a Learning Resource

4.2.1

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

Response:

The central library of Science College, Kokrajhar, named Kamal Kumar Brahma Central Library, is a well-equipped and modern facility. It is fully automated with the integrated library management software Soul 2.0.9 (Software for University Libraries), which includes an OPAC (Online Public Access Catalog) feature. The library is equipped with an RFID system for self-return and anti-theft purposes.

The library is centrally air-conditioned and offers ample reading space. In addition, each department maintains its own library with a diverse collection of books. The library's collection consists of 10,305 books, including textbooks, reference materials, and periodicals on various subjects. It subscribes to NLIST and is a member of the National Digital Library of India. A dedicated website (<https://sites.google.com/view/kkbcl>) provides access to several online databases. Services offered by the library include circulation, cataloging, OPAC, reference, referral, and internet access.

The digital library section houses a collection of e-books, e-journals, and other digital resources, offering remote access to users. Additionally, the library has established an institutional repository to archive and preserve the research output of the college's faculty members. Faculty members and students extensively use the library facilities, benefiting from its comprehensive resources and services.

Name of ILMS software: SOUL (Software for University Libraries)

Nature of automation: Fully automated

Version: 2.0.9

Year of Automation: 2015

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

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

In our college, we recognize the importance of maintaining up-to-date IT facilities to support the academic and administrative needs of our faculty, students, and staff. Our commitment to providing robust IT infrastructure ensures that our community has access to reliable and high-speed internet connectivity, essential for modern educational and research activities.

IT Facilities Overview:

Wi-Fi Connectivity: Our campus is equipped with comprehensive Wi-Fi coverage, enabling seamless internet access across all academic and administrative buildings. We routinely upgrade our Wi-Fi infrastructure to keep up with technological advancements and growing user demands.

Computer Labs: The college maintains 3 computer labs equipped with the latest hardware and software. These labs are available for use by students and faculty for research, coursework, and other academic activities. Each lab is connected to the internet, providing users with access to online resources and tools necessary for their studies and research.

Smart Classrooms: Our 11 number of classrooms are equipped with smart boards, projectors, and audio-visual systems that facilitate interactive learning. Among these smart classrooms, 7 are integrated into the college's IT network, allowing for easy access to online content and digital resources during lectures.

Administrative Systems: The college's administrative offices are fully digitized, utilizing integrated management software for efficient operation. This includes automated systems for admissions, attendance, examinations, and library management. Our administrative staff regularly receives training to ensure they are proficient in using these systems. Additionally, intercom facilities are available among the departments and offices to facilitate smooth communication.

Library IT Facilities: The Kamal Kumar Brahma Central Library features a digital library section with e-books, e-journals, and other digital resources. The library's IT facilities were updated in January 2021, incorporating new digital access points and an improved user interface for easier navigation of digital resources. The RFID system, implemented for self-return and anti-theft purposes, ensures smooth and secure operations.

Internet Bandwidth:

To support the extensive use of internet-dependent activities, our institution provides a high-speed internet connection with sufficient bandwidth to meet the needs of our large user base. As of June 2024, the available internet bandwidth is 30 Mbps, which is distributed across the campus to ensure consistent and fast internet access for all users. This bandwidth allocation supports the simultaneous use of the internet by hundreds of users, facilitating activities such as online research, virtual classrooms, video conferencing, and access to cloud-based applications.

These updates reflect our ongoing efforts to enhance the IT infrastructure of Science College, Kokrajhar, ensuring that our community has access to the best technological resources available. Our continuous

investment in IT facilities underscores our commitment to providing a conducive environment for learning, teaching, and research.

File Description	Document
Upload Additional information	View Document

4.3.2

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

Response: 11.86

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

Response: 64

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 12.71

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)

2022-23	2021-22	2020-21	2019-20	2018-19
42.9	98.6	13	86.46	16.45

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 35.18

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

2022-23	2021-22	2020-21	2019-20	2018-19
144	510	350	105	405

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document

5.1.2

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

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

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

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

Response: 4.32

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

2022-23	2021-22	2020-21	2019-20	2018-19
22	26	20	90	28

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

5.1.4

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

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

Response: A. All of the above

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

5.2 Student Progression

5.2.1

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

Response: 44.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
93	123	154	80	100

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

2022-23	2021-22	2020-21	2019-20	2018-19
232	237	240	240	285

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

5.2.2

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

Response: 2.78

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

2022-23	2021-22	2020-21	2019-20	2018-19
1	3	2	12	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities**5.3.1**

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.3.2**

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

Response: 230

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

2022-23	2021-22	2020-21	2019-20	2018-19
450	0	0	350	350

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.4 Alumni Engagement****5.4.1**

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association is traditionally a crucial component of any educational institution, acting as a

bridge between the past and present, fostering a spirit of camaraderie, and contributing to the development and progress of the institution. However, the scenario at Science College Kokrajhar presents a unique challenge. Despite having a registered Alumni Association, there has been no substantial financial or other support from alumni to the college. This situation, while challenging, offers an opportunity to explore and address the potential roles and strategies the association can adopt to enhance its contributions.

The Alumni Association of Science College Kokrajhar is a registered entity, which implies it has a formal structure and a foundational framework in place. This registration is a critical first step, as it provides the association with legal recognition and the ability to operate formally. Despite this structured presence, the association's activities and contributions to the college have been minimal. This lack of support could stem from several factors, including alumni awareness, engagement, and the perceived value of their contributions.

While the Alumni Association of Science College Kokrajhar currently faces the challenge of minimal support from its members, there is immense potential for growth and impact. By employing strategic initiatives to enhance alumni engagement and contribution, the association can become a pivotal force in the institution's development. Strengthening this bond between alumni and the college not only benefits the current students and faculty but also upholds the legacy and prestige of the institution for future generations.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

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

Response:

Vision of the College: To become a centre of excellence in science education.

Mission of the College:

- To create students of science with good quality, positive attitude and perfect blend of knowledge.
- To create good citizens of tomorrow, with their dedication to excellence.
- To support the students to bloom their dreams.
- To create healthy students - centered teaching-learning environment.
- To make research a momentous activity involving society and teaching- learning community.
- To provide infrastructure and learning resources required for quality education and research activities.
- To sustain academic excellence.

The college has put emphasis on the student-centric infrastructural support for the smooth conduct of teaching learning process. To make research a momentous activity involving society and teaching learning community, the students are encouraged to do different types of project works. The college has adequate laboratories along with Biotech Hub and Central Instrumentation Facility for catering the practical and research need of the faculties. The college tries to fulfill its vision and mission by adopting various measures from time to time as per requirement and implement them through the process of delegation with higher authority and participative measures are adopted by various Committees, subcommittees, Cells and Centres. In the various academic and administrative activities, the effective leadership in various institutional practices through decentralization and participative management is visible.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is

effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The college designed an organogram for effective and efficient functioning of the institutional bodies. The academic administration is looked after by the Vice-Principal through all the Head of Departments. For smooth performance of various curricular and co-curricular activities sub-committees are constructed with different faculty members as convenor and member of the team.

To look into the matter of quality sustenance in various academic and administrative activities as well as for effective planning to execute, IQAC has assigned seven criteria coordinators for all the criteria's prescribed by NAAC.

To build leadership quality among students, the College has a Student Council, named as "Science College, Kokrajhar Students' Union" elected by the students. They perform various activities related to students throughout year. Students' representation to various committees of the college also encourages the students in building leadership quality.

In case of new appointment, the college follow the Govt. guidelines and rules. Also the Govt. service rules and procedures are followed.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

At the Institutional level, the College has a performance appraisal system for the teaching and non-teaching staff, which is done by the employer through analysis of feedbacks received from the stakeholders viz. students, alumni member and parents. These feedbacks are analyzed properly and the institution as a whole works on the required improvement on the basis of obtained feedback approved by the Board of Management. Besides the feedback system, the College follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the CAS promotion based on performance of the permanent teaching faculty members on the basis of API scores.

The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director Higher Education, Government of Assam.

The College has adopted some welfare measures for all the teaching and non-teaching staff to provide a good professional relationship and balance with employee's work and their personal life style. Some of these welfare measures are mentioned below:

1. Fully equipped library with Internet facility.
2. To keep on monitoring the health of its employees, a equipped gymnasium, with many modern amenities, is set up for workouts.
3. Maternity leave are granted when required.
4. The Day Care Centre provides a facility to the employees for keeping their children during the working hours.
5. As the institution has a multicultural environment in the campus, the management ensures celebration of most of the festivals.
6. Faculty members are constantly supported by the authority for their development in professional career.
7. Some professional developmental programmes are conducted for both the teaching and non-teaching staff.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)

6.3.3

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

Response: 50

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

2022-23	2021-22	2020-21	2019-20	2018-19
24	34	12	28	21

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

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

Response:

The College mobilized funds primarily from Government of Assam, RUSA and BTC on various heads of expenditure. Funds received had been spent on payment of salary. The college also mobilized its resources from the self-financing and professional courses namely Master Degree, BPT and B.Sc. I.T. courses. The auditorium is given on rent for public uses. Resource mobilization is also carried out by Students fees, etc. The amounts were used for maintenance and development of the college. Each and every amount received is utilized ensuring accountability and transparency.

The maximum utilization of resources was ensured through

1. Allocation of budget for effective teaching learning practices.
2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
3. Up gradation of laboratory and library facilities.
4. Funds were also utilised for development and maintenance of infrastructure of the college.
5. Some funds were allocated for annual requirement of Equipments and Chemicals for the Laboratories.

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the

quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Contribution of IQAC in quality assurance and strategies:

- Organized seven days Faculty Development programme on Use of ICT Tools for Classroom Teaching for faculty members
- Due to the demand of IQAC, the authority completed the construction of New Classroom building and accordingly separate building is provided for Zoology Department for smooth functioning of PG and UG classes
- Participated in NIRF India's Ranking 2019 and uploaded data on AISHE portal.
- Constructed and initiative taken for up-gradation of Central Instrumentation Facility
- Demanded and authority completed the construction of Chemistry General Laboratory 2021-22
- Upgradation of Central Instrumentation Facility (CIF) by inclusion of Soxhlet apparatus, Magnetic stirrer and Distillation unit.
- Organized a one day “workshop on Latex” in collaboration with Research Cell on 19/10/2019
- Conducted a one day workshop “ How to Handle Digital Board and Webex for Online Class” on 18/05/2020
- Participated in NIRF India ranking 2020 and uploaded the data on AISHE portal.
- Fulfilling the demand of IQAC, Department of Chemistry and NSS unit prepared Sanitizer and conducted mass Sanitization Programme.
- Encouraged and conducted webinar for the students and faculty in collaboration with all the departments and Library
- Organized Covid-19 awareness programme online for the students.
- Fulfilling the demand of IQAC, Department of Chemistry and NSS unit prepared Sanitizer and conducted mass Sanitization Programme
- Takes initiative in industry interaction and collaboration with NTPC, Bongaigaon and IOCL, Bongaigaon Refinery.
- Communicated with IIT, Bombay for online Faculty Development Program for teaching staff and other online courses for students.
- Communicated with NTPC for upgradation of Central Instrumentation Facility (CIF) by providing sophisticated equipments from CSR fund.
- Taken initiative in industry interaction and collaboration with NTPC, Bongaigaon and IOCL, Bongaigaon Refinery, ASTEC, Guwahati, IASST, Guwahati, NECTAR, Shillong and VIBHA, India and SBI.
- One FDP on Moodle Learning Management System was organized in collaboration with Spoken Tutorial Project, IIT Bombay for Faculty members.
- Communicated NTPC Ltd. Bongaigaon with revised proposal for upgradation of Central Instrumentation Facility (CIF) by providing sophisticated equipments from CSR fund.
- Organized webinar jointly with Library in collaboration with Librarians association. Also organized awareness programme in collaboration with National Digital Library.
- Scheduled and initiated all the steps for organization of National Conference on "Science & Technology for Sustainable Development, jointly with VIBHA-NESM in collaboration with IASST, Guwahati and NECTAR, Shillong.

- Organized a National Conference on Science & Technology for Sustainable Development (STSD-2022), jointly organized by Science College, Kokrajhar & Vijnana Bharati, NESM, in collaboration with IASST, Guwahati & NECTAR, Shillong from 09/09/2022 to 10/09/2022.
- Organized a workshop on Four Year Undergraduate (FYUG) Programme for the HS passed out students on 28/06/2023

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

- Gender equity is the process of being fair to women and men. Our college has always focused on equal treatment to both the genders in terms of rights, benefits and opportunities, so that they achieve academic success as well as become aware of the biased surroundings. The education system has a big role in creating such awareness among the peers and making them responsible individuals in the future.
- Specific facilities provided for women in terms of:

Safety and security –

The security of the women in the campus is strictly monitored by deployment of security persons. Specifically in all the three girls hostel female guards are deployed round the clock. Entry of male member is strictly prohibited except for maintenance and supply with due permission from the respective hostel warden. During such visits female guards accompany the workers. Visiting guardians of the boarders are allowed to the reception of the respective hostels after due approval from the hostel warden. An entry-exit register is maintained in all the hostels where all entry-exits are recorded. Any unlawful act in the college campus is not tolerated owing to strict punishment. The college is under constant CCTV surveillance.

Counselling:

Science College Kokrajhar has always shown utmost concern towards the wellbeing of the students. To address the matters related to students issues two separate cell i.e., Women cell and Grievance Redressal cell is present in the college. The cell plays an active role in counselling both boys and girls individually keeping in mind their best interests. Confidentiality is highly maintained in such regards.

Common rooms:

The institution has separate common rooms for boys and girls.

Day care center:

The college has one day care centre to take care of the young children of the college employees to keep working mothers at ease.

Other facilities available are:

- Gymnasium
- Indoor stadium

File Description	Document
Upload Additional information	View Document

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

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

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

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

Response:

Despite of diversity in religion, culture, and language, Science College, Kokrajhar believes in solidarity. Our campus is occupied by students belonging to various social, economic, linguistic, gender, regional and physical ability backgrounds. To keep students grounded with their roots and culture, our college observes the following memorandum days:

1. Bir Chilarai Divas:

To honor the courageous and heroic deeds of the Great General of Assam, Bir Chilarai Divas is celebrated in the campus every year on 12 February, where candle lighting ceremony is done by the staffs and students.

2. Birth and Death anniversary of Bodofa “Father of the Bodos:

On 31st March every year the college observes Birth anniversary of Upendranath Brahma Bodofa, who is fondly regarded as father of the Bodos. All the staffs and students of the college attends the programme.

3. Celebration of Saraswati Puja:

Basant Panchami is marked with the celebration of Saraswati puja which is considered as a festival dedicated to the goddess of knowledge and wisdom where students and teachers gather to celebrate this auspicious occasion with pomp and happiness.

4. College cultural day

Annual Cultural Day is organized in the college auditorium, where students participate and get a platform to showcase their talents through various programmes.

5. Fresher's day

Through these activities students get acquainted with the different culture of our nation and help to

develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

Further sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities:

Independence Day is celebrated on 15th August in the college every year to highlight the struggle of freedom and importance of Indian constitution with great enthusiasm. It is a day when all staff members and students pay homage to their leaders and those who fought for India's freedom in the past.

Gandhi Jayanti is celebrated on 2nd October every year. This year marked the 152nd birth anniversary of Mahatma Gandhi, who taught Indians the values of truth and non-violence during the freedom movement. To observe this day the union body has organized plantation programme, collection of wastes and bicycle rally.

Republic Day It is celebrated every year on 26th January in the college with great enthusiasm and pride. It is a day to remember when India's constitution came into force on 26th January 1950 completing the country's transition toward becoming an independent republic. All staff members and students share their thoughts about importance of this day in history of our nation and pay tribute to all freedom fighters who sacrificed their lives in order to gain the freedom for the India.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

TITLE OF THE PRACTICE: Semester wise teaching plan and research motivation

Objective:

- Ensure uniform distribution of entire course syllabus for the entire academic session.
- Heads of various departments are asked to keep a check on uniformity in teaching among the staff members so that there is uniform distribution of classes in each semester and courses are completed in time.
- Encourage faculties to do research work and motivate students to actively participate in various research programs

Context and the practice: Semester wise teaching plan

Since the academic session commences from the month of August in every year with each session being divided into two terms i.e., August to December and January to June, the faculty members of each departments has to prepare session wise teaching plan. Here staff members are asked to fill in teaching or lesson plan in the beginning of the semester. At the end of each session teaching plans are submitted to the heads of the department who evaluates and ensures that uniform distribution of topics was distributed among each staff members.

Research motivation: To provide required platform for good research work, teachers and undergraduate/ postgraduate students are motivated to do research works via participating in institutional seminars, national and international seminars, paper or poster presentations and online seminars. Moreover the college library is connected with broadband facility to have access to the internet for the staff members. The institution is also tied up with allied university such as Royal Global University, Gauhati University and Bodoland University. Besides that interactive sessions with other research scholars are also done to innovate research knowledge.

Evidence of Success: Semester wise teaching plan

Entire syllabus with practicals is covered in time causing minimal loss to the students. All the subject topic is covered by particular staffs within that assigned period so that all the required topic is taught and completed in due time.

Evidence of Success: Research motivation

Development of good research papers with students under the guidance of teachers and publication of those articles in reputed journals. Internet facility is also being used by all those who usually intend to pursue research and publish documents.

Problems encountered and resources required:

- It was challenging to design semester wise teaching plan with limited teaching staffs and contractual teachers. However with open talks explaining the advantages of having a term wise teaching plan to the staff members, designing and execution of lesson plan was successfully conducted for each semester for smooth conduction of classes.
- Lack of proper scientific training among undergraduate students. Poor communication and lack of proper guidance. time managements, lack of quality literatures.

Outcome:

- Courses completed in time
- Development of good research papers

Best Practice 2

Title of the Practice: Skill development through certificate course

Objective: The main aim of this program is to train students of each department in skill-based development courses so that they can empower themselves to compete in job market.

The Practice: Skill development course is been introduced in each seven departments including English where a group of teachers voluntarily conducted classes without collecting fees and provided training to students to equip them with self-job orientated skills. Hands on training are conducted and the students are made aware of the importance of skill acquisition and the necessity of skill-based programme. Based on curriculum design students can later start or run business and become entrepreneurs or open start up business.

Evidence of success: Since skills and knowledge serve as a driving force for economic and social growth, thus the impact of programme is immense with large number of students intending to join in the programme.

Problems encountered and resources required:

- Problem in fund generation for maintenance and smooth running of the course
- Lack of awareness among students about skill development programs and their benefits
- Lack of knowledge on how to avail opportunities or how to access benefits after completing skill development courses.

Outcome:

- Trainees are confident and equipped with knowledge and skill based techniques.
- Expanded capabilities and self employment generation among the trainees

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness**7.3.1**

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

Response:

The Science College, Kokrajhar has a vision to be a center of excellence for scientific education. The institute is focused on fostering a culture where research is highly valued and integrated into both teaching and learning. This approach is crucial for several reasons: (i) **Relevance to Society:** Research that addresses societal needs and challenges can make a significant impact. By encouraging research, the

institute ensures that its efforts are aligned with real-world issues. (ii) **Professionalism:** Elevating research as a profession emphasizes the importance of rigorous inquiry, critical thinking, and scholarly contributions. This enhances the reputation of both the institute and its faculty. (iii) **Learning Community:** By involving both teachers and students in research, the institute promotes a dynamic environment where knowledge creation and dissemination are ongoing processes. This not only enriches the educational experience but also prepares students to be critical thinkers and contributors in their respective fields; and (iv) **Research Environment:** Creating a supportive research environment involves providing resources, mentorship, and opportunities for collaboration. This encourages faculty and students to engage in meaningful research that can lead to breakthroughs and innovations. Overall, by nurturing a research mindset and providing an enabling environment, the institute is setting a foundation for continuous growth, excellence in education, and impactful contributions to society.

A Central Instrumentation Facility (CIF) has been established to promote the same. In addition, all departments strive for a minimum number of research centers for student-centered research. The DBT-sponsored Biotech Hub provides research facilities for life science students and supports a hand in conducting research. Using available research facilities, faculty are able to published their literature searches in indexed journals. Students and community participate in various organized events such as workshops, seminars, hands-on training, etc. Not only the students of our institution, but also the students of neighboring institutions benefit from the research centers of our institution.

Furthermore, the college organizes various programs to expose students to the labor market competitive and helps them accommodate this changing trend. To expand the interaction with students, the college signed agreements with neighboring colleges in Kokrajhar and Dhubri districts and started student exchange programmes.

As a part of Institutional Social Responsibility (ISR), the college has also established Digital Physiotherapy Clinic. The main objective is to ensure that physiotherapy services are accessible to a broader community, including remote and underserved areas, it also provides learning opportunities for students in physiotherapy and also encourages the students to conduct research studies based on the efficacy of digital physiotherapy treatments compared to traditional methods. The clinic not only addresses the healthcare needs of the community but also fosters innovation and learning within the institution. By leveraging digital technologies, the college can make a significant impact on patient care, education, and research in the field of physiotherapy, ultimately contributing to the overall well-being of society.

The college has also a Soil and Water Testing Center within the campus as a proactive step towards environmental stewardship, scientific research, and community service. It not only serves as a valuable resource for environmental monitoring and research but also reinforces the college's commitment to sustainable development and community engagement. By providing essential testing services, conducting impactful research, and educating future generations, the center plays a pivotal role in promoting environmental health and resilience in the region and beyond. This creates a platform for the students with hands-on learning opportunities in environmental science, chemistry, and biology. The institute also host seminars, webinars, and outreach events to raise awareness about environmental issues and the importance of soil and water quality.

The college's initiatives, including MOUs with Vigyan Bharati of India (VIBHA) and collaboration with Spoken Tutorial, IIT Bombay, are strategically designed to enhance students' knowledge, skills, and opportunities for personal and national development. Through these partnerships, skill-based education, and preparation for competitive exams, the college not only enriches students' academic journeys but also prepares them to contribute meaningfully to national development. The initiatives not only focus on academic excellence but also nurture values of unity, peace, and scientific inquiry, aligning with broader societal goals. By empowering students and faculty alike, these initiatives ensure that the college remains at the forefront of educational innovation and societal impact.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college has achieved the recommendations given by NAAC peer team of 1st cycle and accordingly-

- More reference books and journals are added.
- Department of Physiotherapy is established
- Computer Laboratory for Mathematics department is established.
- Research funds are obtained
- Hostel facilities are improved.
- 11 nos of classrooms with ICT facilities are created.
- Industri Institute Partnership Cell is created.
- Science Labs are upgraded.
- The establishment of Language Lab is under process.

Concluding Remarks :

Under the peer guidance of the Governing Body, Science College, Kokrajhar, IQAC Science College, Kokrajhar has prepared the Self Study Report for 2nd cycle of NAAC assessment. By the active cooperation of all section of the college fraternity the SSR being prepared and ready to submit to NAAC for 2nd cycle of assessment and accreditation.