

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

KAKOJAN COLLEGE, JORHAT, ASSAM - 785107
(Assessment Period: 2023 - 2024 & 2024 - 2025)



Prepared By:

Internal Quality Assurance Cell (IQAC)

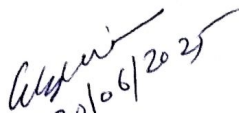
Kakojan College, Jorhat, Assam

Academic and Administrative Audit (AAA) Report of Kakojan College
Kakojan, Jorhat, Assam – 785 107

The report prepared is the result of the inspection/examination of the facts and documents as regards the Academic and Administrative Governance of the college. The committee has examined and cross-verified the records and the facts that are prepared by the college is strict adherence to the Terms of Reference (ToR) given by the AAA Committee. Upon through going checks and verification, the committee has recorded/endorsed few observations and recommendations, including suggestions as ameliorative measures which are given in the tableau.

It is to be noted that the records presented by the college authorities bear testimony of the facts. The committee has testified what are presented in the college and found worth it.


Prof. S. C. Kakaty
Member
Academic & Administrative
Audit Committee

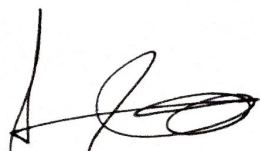
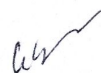

Prof. G. C. Hazarika
Chairperson
Academic & Administrative
Audit Committee

**Terms of Reference: Quality Parameters Recommended by NAAC
Institutional Profile**

BASIC INFORMATION	
Name and Address of the institution	Kakojan College, Jorhat, Assam Pin-785107
URL of Website:	kakojancollege.edu.in
E- Mail :	kakojancollegeadm@gmail.com
Phone number :	9854055331
Year & Date of Establishment	24th July, 1967
Deficit System of grant-in-aid	01 - 09 – 1981
Date of UGC Registration	12th December, 1998
Date of Provincialization	1st December, 2005 by the Govt. of Assam
Affiliating University	Dibrugarh University (Assam) Link for Affiliation Certificate: https://kakojancollege.edu.in/admin/documents/Downloads/University%20Affiliation%20Certificate/647488bd38b27.pdf
Type of Education	Co-education
Re-accredited by NAAC (3rd Cycle)	A Grade (2023) with CGPA 3.18 Click the link for Certificate: https://kakojancollege.edu.in/admin/documents/IQAC/Certificate%20of%20Accreditation/64ff6d9d014ee.pdf
Certified by ISO	9001: 2015
AISHE Status	Data submitted for last assessment period (2023-24) Link for details: https://kakojancollege.edu.in/admin/documents/AISHE/AISHE_2023-24_DATAS/6774d96e115ad.pdf
NIRF	NIRF 2025 data submitted Link for details: https://kakojancollege.edu.in/admin/documents/NIRF/KAKOJAN%20COLLEGE_COLLEGE_DATA_NIRF_2025/676b0a9c40ccb.pdf
Name of the Principal, email, and mobile Number	Dr. Rashmi Rekha Saika Email: rrsaikia@yahoo.in Mobile Number: 9954462421
Name of the IQAC	Mr. Dhrubajyoti Saikia




Coordinator, email, and mobile Number	Email. Dhrubajyotisaikia03@gmail.com Mobile Number: 8638039062
INFRASTRUCTURAL DETAILS	
Total number of Classrooms	31
Number of Laboratories	10 (Science-9 Arts-1)
Number of classrooms with ICT facilities	14
Number of seminar halls	1
Central Library (College)	01 (Every Department has its own library)
Auditorium:	01
Girls' Hostel:	01 (Capacity: 38 Seats)
Boys' Hostel	Under construction
Canteen	01
Parking Place	01
Number of computers	98
Number of computers available for the students	33
Total number of sanctioned posts	42
Total number of teachers against the sanctioned post	41
Total number of full-time regular teachers	45 (2023-24), 44 (2024-25)
Number of Library Staff	4
Number of non-sanctioned teachers	4
Number of guest faculties	6
Total number of non-teaching staff	18
Students (2024-2025)	968
Assessment Period for AAA	Two Years, 2023-24 & 2024-25
Date of visit of the Team	30-06-2025
Composition of the Peer Team that undertook the on-site visit	
Chairperson	Prof. Dr. G. C. Hazarika
Member	Prof. Dr. S.C. Kakaty

SECTION 1

A. The Academic and Administrative Report

Academic and Administrative Audit (AAA) is very essential for excellence in Higher Education. These are interrelated concepts. Thus, in order to have a quality-oriented academic, there should be a strong administrative background.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of the academic process in the institution. It is related to the quality assurance and enhancement of the quality of academic activities in HEIs.

Administrative Audit: - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system, etc.

Major objectives of AAA:

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units, and to suggest the methods for improvement by overcoming the weaknesses;
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms, and examination reforms, etc..
3. To evaluate the optimum utilization of financial and other resources;
4. To suggest the methods for continuous improvement of quality, keeping in mind the criteria and reports by NAAC and other bodies.

B. Kakojan College: A brief Introduction

Kakojan College is a premier higher educational institution located 16 kilometers away from Jorhat town, Assam. It was established on 24th July, 1967 as a result of the exertion of educationists, social workers, and a host of conscious people of Kakojan. Since its inception, it has steadily risen to prominence and accumulated remarkable momentum over the past 50 years, garnering recognition as a reputed educational institution. The College is affiliated to Dibrugarh University and is recognized by the University Grants Commission under Section 2(f) and 12(B), and also re-accredited by the National Accreditation and Assessment Council (NAAC), Bangalore with "A" grade of its 3rd Cycle of accreditation in the year 2023. It offers 2 Undergraduate (UG) Courses (B.A. and B.Sc.) and a Higher Secondary Course (HS) in both Arts and Science Streams. The college has two Study Centers of Open and Distance Learning (ODL) under Krishna Kanta Handiqui State Open University (KKHSOU) and Dibrugarh University. The Institution provides a conducive environment for the holistic development of the students. The College provides a platform to the students to focus on the Co-scholastic Activities, takes the responsibility of organizing community development programmes for the socio-economic development of the neighborhood, and contributes towards sustainable ecosystem and nation building.

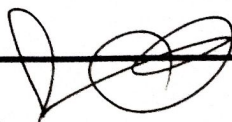
To promote democratic, aesthetic values, the institution celebrates various days of national and international importance. The Centre for Women Studies (Women's Cell) of the institution acts as a support system and organizes gender sensitization programmes. The Information and Career Guidance Cell (ICGC) strives to create awareness regarding various career opportunities amongst the students and acquaint them with the new world of business and entrepreneurship. It also monitors the self-funded Add-on courses offered by the Institution. The college has been registered under the Institution Innovation Council (IIC), NISP, MGNCRP under MHRD, and NYSP under the Ministry of Parliamentary Affairs, Govt. of India. To inculcate democratic values and principles, elections of the Students' Union are held in a parliamentary procedure.

VISION

The vision of the college is to make all-round development of the human resources through 'Quality Education' under the guidance of the affiliating University, UGC, NAAC, and the Govt of Assam. The institution upholds the highest standards for instruction in arts and sciences through career-oriented programmes. Along with academic excellence, the institution puts emphasis on integrity, democracy, cooperation, and cultural sensitivity so that students may best serve society, the nation, and the world. The institution also cherishes a vision to impart education to those learners who have been deprived of a formal system of higher education because of age, economic background, etc., through the Open Distance Learning (ODL) System.

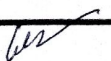
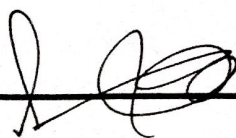
MISSION

- 1) Imparting quality education of national standard and imbibing skills for solving real-life problems.
- 2) Inculcating a global perspective in attitude.
- 3) Creating leadership qualities with a futuristic vision.
- 4) Fostering a spirit of entrepreneurship and the realization of social responsibilities.
- 5) Cultivating adaptation of ethics, morality, and healthy practices in academic and professional life.
- 6) Inculcating the spirit of social development through the study of language and culture.
- 7) Instilling the habit of continual learning.
- 8) Encouraging and supporting a creative and research temperament
- 9) Establishing and promoting linkages with the institutions and organizations of national and international levels.
- 10) To introduce job-oriented and vocational programmes for professional and academic development.
- 11) To organize community development programmes for the socio-economic development of the neighbourhood.



Total Campus Area

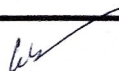
As the institution comprises of three sectors (Sector A- main Building, Sector B-Extended area with a Model Organic Garden, and Sector C Girls' Hostel), so land use pattern varies according to its location. Its land use in Sector A (2 Acres) is such that about 25% of the total area is occupied by Open Land and Plantation, which generates a better sustainable campus environment. Sector B is comprised of 20 bighas, while Sector C is comprised of 2 kotha.



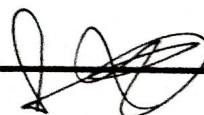
SECTION 2

2.1. CURRICULAR ASPECT

2.1.1 Curricular Design and Development:	● As an affiliated Institution, Kakojan College has no autonomy to prepare the curriculum, and it follows the curriculum prepared by its parent institution (Dibrugarh University). ● It offers B.A. and B. Sc. Programmes deploying the Choice Based Credit System (CBCS) and the recently introduced NEP programme. ● The syllabus of the Skill Enhancement Course on Organic Farming as per NEP2020 under Dibrugarh University is prepared by the Department of Botany of the Institution. ● The institution has study center of K.K. Handiqi State Open University and Directorate of Distance Learning, Dibrugarh University under ODL mode. ● Optimum Use of ICT-based teaching, learning, and evaluation process ● Kakojan College has been publishing its Prospectus, containing all information related to curriculum delivery. ● Kakojan College prepares an academic calendar based on the academic calendar of the affiliating University.
2.1.2 Academic Flexibility:	● The college has offered 9 Add-on courses in the year 2023-24 and ● In the year 2024-25, the College has offered self-funded 14 Add-on Certificate courses. ● The institution has also provided inter-disciplinary courses under CBCS and NEP (Viz. AEC, SEC, GE, etc.) ● The institution conducts or maintains academic council meetings, teaching plans, class routine, assessment and results. ● The institution conducts other supplementary enrichment programmes like Webinar, Popular Talk, Workshop etc. ● Besides using traditional classroom teaching methods, the institution promotes digital learning through different digital aids like WhatsApp, Google Meet, Smart TV, Projectors, and an e-learning portal.
2.1.3 Curriculum Enrichment:	● Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum ● Emphasis on experiential learning- Field Trip, Student Exchange, Project Work, and Internship. ● Apart from observing several important and significant days, the Institution organized various programmes to create awareness amongst the student community in the year 2023-24. ● 2 National Seminars ● 7 awareness programmes ● 7 workshops ● Interactive sessions ● Career counselling programmes ● 2 Cleanliness drives were conducted ● 3rd Lachit Borphukon Memorial Lecture under the aegis of Lachit Moidam Sangrokhon Samiti in collaboration with District Administration ● A Plantation Drive as a part of Amrit Brikshya Andolan on 17th September, 2023



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| | <ul style="list-style-type: none">● In the year 24- 25, apart from celebrating various important days, the institution organized several significant events such as:<ul style="list-style-type: none">• One online Faculty Development Program• One lecture program• Career counseling program• 2 workshops• 2 Awareness programs• Outreach programs• 2 Plantation drives• 1 Flood relief camp• One health camp |
|--|---|



2.1.4 Feedback System:

- The institution obtains feedback on the syllabus and its transactions at the institution from the students, teachers, non-teaching staff, and Alumni Feedback are collected, analyzed, and actions are taken.
- The report of feedback is available on the website.

URL for Feedback Report 23-24:

<https://kakojancollege.edu.in/admin/documents/Curricular Aspects/1.4.1.%20Feedback%20&%20Action%20Taken%20Report%202023-24/6766ff3a50790.pdf>

URL for Feedback Report 24-25:

<https://kakojancollege.edu.in/admin/documents/Curricular Aspects/Feedback%20report%202024-25/685baf536046e.pdf>

2.2 TEACHING-LEARNING & EVALUATION:

2.2.1 Student Enrolment and Profile:

- The academic sessions 2023–24 and 2024–25 witnessed a steady and encouraging rise in student enrolment, reflecting growing interest in education and institutional development. During 2023–24, enrolment figures showed a significant improvement compared to previous years. Factors such as better infrastructure, digital learning tools, and inclusive policies contributed to the positive trend. Special attention was given to marginalized groups, ensuring improved gender balance and access for economically weaker sections.
- For the academic session 2024–25, the momentum continued with a further increase in student admissions. Institutions introduced new courses, enhanced learning facilities, and adopted hybrid learning models to attract more learners. The implementation of the National Education Policy (NEP) 2020 also began to influence enrolment patterns, with more flexibility in subject choices and emphasis on vocational training. Additionally, awareness campaigns and scholarship programs played a vital role in encouraging school and college enrollment.
- Overall, the growing numbers for both sessions highlight a positive shift in educational engagement and signal a broader commitment to academic growth and inclusivity. These trends are promising indicators of India's progress toward equitable and quality education for all.

2023-24	Total Students Enrolled: 348	
	B.A.	250
	B.Sc.	98

2024-25	Total No. of Students Enrolled: 479	
	B.A.	363
	B. Sc.	116

- Student enrolment for the academic years 2023–24 and 2024–25 was carried out in accordance with the government's reservation policy. Seats were allocated to various categories, including SC, ST, OBC, EWS, and persons with disabilities, ensuring equitable access to education and promoting social inclusion across all academic levels.

2.2.2 Catering to Student Diversity:

- In the academic sessions 2023–24 and 2024–25, the college took proactive measures to identify both slow and advanced learners through regular assessments, class participation, and faculty feedback. Slow learners were supported with tailored strategies such as extra remedial classes, personalized attention, and regular class tests to strengthen their understanding and improve academic performance. These initiatives aimed at bridging learning gaps and building student confidence.
- On the other hand, advanced learners were identified based on academic

	excellence and active classroom engagement. To motivate and guide them, the ICGC (Institutional Career Guidance and Counseling) cell organized various career counseling programs, workshops, and interactive sessions with professionals. These initiatives helped students explore higher education opportunities, competitive exams, and career pathways. By adopting differentiated teaching-learning strategies, the institution ensured inclusive education that addressed diverse student needs, promoting overall academic excellence and personal growth for all learners.
2.2.3 Teaching-Learning Process:	● The Teaching-Learning process at Kakojan College is designed to provide a holistic and engaging academic experience, blending traditional methods with modern pedagogical approaches. Classroom teaching remains the foundation, where lectures are supplemented by interactive methods to encourage student participation and critical thinking. ● Experiential learning is a key component, enabling students to learn through practical experiences such as field visits, project work, surveys, and hands-on activities. These methods help bridge the gap between theoretical knowledge and real-world applications. The college also integrates Information and Communication Technology (ICT) in teaching, utilizing smart classrooms, digital presentations, online resources, and educational videos to enhance understanding and accessibility. ● Regular seminars, group discussions, popular talks, and micro-teaching sessions are conducted across departments to develop communication skills, subject knowledge, and peer learning. These activities create a dynamic learning environment that encourages curiosity, dialogue, and deeper comprehension of topics. ● Furthermore, the faculty adopts diverse teaching-learning methods, including problem-solving tasks, case studies, collaborative learning, flipped classrooms, and learner-centric approaches, to cater to different learning styles. The college is committed to continuous improvement in pedagogy, fostering intellectual growth, creativity, and overall personality development of the students. ● The mentoring system is one of the important components of the teaching learning process. During the academic session 2023–24, Kakojan College had 892 students and 45 full-time teachers, resulting in a mentor-mentee ratio of 45:892 which is approximately 1:20. In the 2024–25 session, with 968 students and 44 faculty members, the ratio became 44:968, which is roughly 1:22. This balanced mentor-mentee ratio ensures personalized attention, effective academic guidance, and overall support for student development through regular mentoring sessions and close faculty-student engagement




2.2.4 Teacher Quality:

- The college is proud to have 15 full-time teachers holding Ph.D. degrees, reflecting a strong academic foundation. Their expertise and research experience contribute significantly to quality teaching, curriculum development, and mentoring, thereby enhancing the overall academic environment and promoting a culture of inquiry and excellence among students.
- 11 teachers are pursuing Ph.D. programme under various Universities.
- Moreover, the teachers attend Induction Programmes, Orientation Programmes, Faculty Development Programmes, Short Term Courses, Seminar, Workshop, etc. at regular intervals to update their professional competence.

2.2.5 Evaluation Process and Reforms:

- Kakojan College follows a transparent and systematic evaluation process conducted department-wise to assess students' academic performance effectively.
- Each department adopts a continuous internal assessment system, which includes class tests, assignments, presentations, and attendance. The evaluation criteria are clearly communicated to students in advance, ensuring transparency and accountability.
- Departments also conduct regular tutorials and remedial sessions to address student difficulties. Internal marks are displayed before submission, allowing students to raise queries if needed. Additionally, the college adheres to the guidelines set by the affiliating university for semester-end examinations, ensuring fairness and consistency in the overall academic evaluation process.

2.2.6 Student Performance and Learning Outcomes:

Results

2023-24	Total No. Students Appeared	Total No. of Students Passed	Pass Percentage
	274	217	79.19

2024-25	Total No. Students Appeared	Total No. of Students Passed	Pass Percentage
	278	235	84.53

Students of Kakojan College consistently demonstrate strong academic performance and active participation in co-curricular activities. The learning outcomes reflect improved critical thinking, communication skills, and subject knowledge. Regular assessments, mentoring, and skill-based programs contribute to holistic development, preparing students for higher studies, competitive exams, and diverse career opportunities.

2.3 RESEARCH, CONSULTANCY & EXTENSION:

2.3.1 Promotion of Research:

- 14 Seminars/Workshops were organized by the Institution in the last two academic years (2023-24 & 2024-25)
 - An ICSSR-sponsored two-day National Seminar was organized on 14th and 15th March, 2024.
 - A Two-Day National seminar on interdisciplinary research was organized on

	22nd and 23rd December, 2023. - One Week-long Online FDP on Social Science Research was conducted from 3rd to 9th October, 2024. - One National Webinar on FYUGP was held on 12th October, 2023 - Various workshops for teachers and students during these two academic years were conducted. ● MoUs have been signed with 19 different organizations for collaboration in the field of research as well as academic exchange programmes. ● The Institution encourages the students to do their project work/field work in nearby research institutions. ● The Institution encourages Teachers to apply for Research Project Grants and for hoisting National/International Seminars. ● The Institution encourages Teachers to do and publish their research works in reputed books and Journals. ● Student seminars are organized by the Departments for inculcating the research aptitude in the students.
2.3.2 Resource Mobilization for Research:	● Rs. 1,00,000/- Grant received from ICSSR for Two Day National Seminar has been duly utilized and Utilization Certificate submitted. ● To inculcate the scientific attitude and research mindset among the students special talks/popular talks by prominent personalities are being conducted by the various Departments of the Institution under the financial support of the Institution.
2.3.3 Research Facilities:	● Access to quality e-resources is facilitated by the Kakojan College Central Library's linkage to N-List and NDLI ● New books are purchased from time to time so as to keep the Library Book resource updated for research and learning.
2.3.4 Research Publications and Awards:	● 41 research papers have been published in reputed journals {13 in (2023-24) & 28 in (2024-25)} ● 100 Number of books and chapters in edited volumes/books or papers published in national/ international conference proceedings by the teachers during the period: 17 in (2023-24) and 83 in (2024-25)
2.3.5 Consultancy/Counseling:	● The Institution arranges Student Counselling sessions related to career, competitive examinations, job, entrepreneurship, mental and psychological well-being, etc., from time to time. ● The Institution also arranges counselling sessions in nearby schools and the adopted village on pertinent issues like eradicating superstitious beliefs, women's health and hygiene, etc.
2.3.6 Extension Activities and Institutional Social	● The Institution initiates extension and social service activities such as free health check-up camp, flood relief camp, plantation drives, cleanliness

Responsibility:	drives, cloth donation, etc., from time to time. ● Number of Extension Activities by NSS / NCC / Eco Club / Teacher's Unit / Students' Union / Women Cell / Science Club, etc. conducted in last two years: 22 (2023-2024) & 24 (2024-2025) ● The Students' Union and the Teachers' Unit of the College arrange fund raising drives for the treatment of needy people suffering from diseases. This aims to nurture the feelings of humanity and to develop social responsibility. ● As part of Institutional Social Responsibility, the Institution organizes various awareness programmes on issues like snake bite and venom treatment, anti-tobacco, AIDS, environmental protection, etc., at the Institutional and community level.
2.3.7 Collaborations	● Number of Collaboration activities conducted in the last two years: 03 (2023 - 2024) 12 (2024 - 2025) ● The College has signed 19 MoUs with various national and regional-level organizations and institutions. All 19 MoUs are functional at present. ● Regular Activities under MoU/ Collaboration are conducted for the benefit of the Teachers and Student community.
2.4 INFRASTRUCTURE AND LEARNING RESOURCES	
2.4 Infrastructure and Learning Resources:	Kakojan College's Infrastructure and Learning Resources at a glance: ● Total Classrooms: 32 - ICT-based: 14 ● Conference Hall: 01 ● Laboratory: 10 (Science: 09, Arts: 01) ● Central Library (College): 01 (<i>Every Department has its own library</i>) ● Auditorium: 01 (Open Hall) ● Girls' Hostel: 01 (Capacity: 38 Seats), ● Boys' Hostel: Under construction ● Canteen: 01 ● Parking place: 01
2.4.1. Physical Facilities:	Kakojan College has a campus area encompassing 9.02 acres and 6313.831 sq m of built-up space and sufficient physical facilities for academic and other activities. The institution utilizes various infrastructure and physical facilities to maintain teaching and learning, and keeps provisions for future upliftment. The facilities under this head include: ● Three campuses: Sector A -Existing College, B- Extended Campus, C- Girls' Hostel. ● 32 classrooms, including 14 ICT-enabled classrooms. ● Laboratories for Education, Computer and Science Departments, and one ICT-enabled Conference Hall. ● IQAC Room, Principal's, Vice-Principal's chamber, administrative office, staff room, rest room for boys & girls, Canteen. ● KKHSOU, DODL & NIOS OFFICE, and CONFIDENTIAL ROOM, EXAMINATION. ● Central Library and 12 departmental libraries.

- Student Union office, First-Aid center, Day-Care Centre, NCC office, NSS Room, Institution's Innovation Council, Alumni Association Office, and Museum.
- CCTV cameras, 6 Water-Purifiers, Incinerator in Girls' Common Room.
- Central Sound System.
- 25 KW Transformer, 62.5 KVA Generator.
- Wi-Fi Facilities under BSNL Optical Fibre Line in Principal Office/ Office Building, Conference Hall, Central Library, and KKHSOU Centre.
- 98 Computers, printers, photocopy machines.
- 20 Solar Lights, a Rainwater Harvesting Plant, Systematic Drainage for Groundwater Recharge, and 10 Fire Extinguishers.
- Vermicompost Pit/ Production Unit, Eco-Brick Production Unit, and LED Bulb Production Unit.
- Bird Feeder, Medicinal Garden, and Model Organic Garden.

Games & Sports: Kakojan College provides all facilities and sports accessories to the students under RUSA grant. The College has no permanent Sports Complex and uses the playground of Kakojan Sports Association as per MoU with Kakojan Sports Association for outdoor games and arranges a temporary platform to organise indoor games and other events. The Institution has a First Aid Center for on-the-spot assistance. The college has been organising Intercollege sports events under Dibrugarh University since 2017 as assigned by the Sports Board, Dibrugarh University. The students are also provided opportunities to participate in various inter-college sports events and have a record of successful performances.

Gymnasium: The institution has arranged a room for the purpose of Gymnasium and provided Gymnasium Accessories under RUSA grant.

Yoga Centre & Auditorium: An Open Stage is accommodated for Auditorium purposes. The institution has no permanent Yoga Centre, but the yoga programs are organized in the open stage periodically by making suitable arrangements.

Cultural Activities: During college week events the classrooms and seminar hall/ conference hall are allotted to organize various cultural activities among the students. The students of the institutions are also provided financial support to participate in the Inter College Competitions of various cultural activities during Youth Festival under Dibrugarh University every year.

2.4.2. Library as a Learning Resource:

- The library is centrally located with an open access system, providing the necessary impetus for the intellectual progress of the students, teachers, and others around. Kakojan College Library has been using SOUL ILMS since 2008 to Dec 2018, KOHA ILMS since Jan 2019. Barcode technology, a reading room with an 80+ seating capacity for library patrons. A separate reading area for the faculty members. The library is an active member of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) and the National Digital Library of India (NDLI). The library patrons can access 1,99,500 + E-books and 6,000+E-journals available in the N-LIST database and 8,78,67,300 + E-books through NDLI.

Other facilities:

- A distinct digital library section Five computers connected to the internet through which users can access E-resources.
- CCTV cameras for surveillance and the entire library complex is Wi-Fi

	enabled. • The Library also offers reprographics service. • Online Public Access Catalogue (OPAC). • D-Space digital library software. • 12,979 nos. of textbooks 1,997 nos. of reference books 15 nos. of journals/magazines and 06 newspapers.
2.4.3. IT Infrastructure	● Kakojan College's IT infrastructure comprises of computing equipment, servers, software, and internet facilities. Kakojan College executes E-Governance Policy to secure and ensure proper use of the campus's Information Technology infrastructure. The Technical Maintenance Committee handles issues relating to IT infrastructure. The available facilities are: • All departments have desktop computers with adequate LAN and Wi-Fi internet connectivity. • A total of 98 computers out of which 33 are well connected with internet access. • One ICT-enabled Conference Hall. • 14 classrooms with LCD projectors, smart boards, and LED smart TVs. Both the Language and Literature Hub, and the IQAC Room have LED smart TVs. • The college website, www.kakojancollege.edu.in, is administered and updated regularly. • The college conducts Admission Procedures through Samartha Portal of Govt. of Assam. • The whole campus of the institution is covered with Wi-Fi facility with BSNL Optical Fibre connection of a speed of 300 Mbps in office cum principal building, 100 Mbps in Conference Hall, 100 Mbps in KKHSOU centre and 100 Mbps in Central Library. • The institution has three cloud servers: - Student Management Server, D-Space, Kakojancollegelearning.in. • Attendance of teaching and non-teaching staff is recorded in a biometric machine. • Software: Microsoft Window, MS. Office, MATLAB, SCILAB, KOHA ILMS. • Outsourcing Technical Personnel are engaged for maintenance.
2.4.4 Maintenance of Campus Facilities:	● The Principal, Vice Principal and IQAC coordinator maintains and utilize Physical, Academic, and support facilities with the help of faculty members, non-teaching staff, and library staff. ● The laboratories are monitored and maintained by the departmental faculty members with the help of laboratory bearers and Grade IV employees. ● The librarian maintains and supervises the library with the help of library staff. The in-charge of the Digital Library section maintains the Digital Library Section. ● The college has no permanent Sports Complex and uses the playground of the Kakojan Sports Association as per the MoU with the Kakojan Sports Association. The playground is in front of the institution and is utilized by the institution in any sports events of the institution as well as competitions under the parent University. ● The Computer Laboratory has been maintained by the Computer Facilities. Special technicians are invited in need for maintenance of computers. ● The classrooms are used for regular classes and it has been maintained by the Grade IV employees. Apart from regular classes, the classrooms are

utilized by the Study Centre of Krishna Kanta Handique State Open University (KKHSOU) on Sundays. The classrooms of the institution have been used for various competitive examinations like Civil Service Examination, Written Selection test for various government jobs on holidays.

2.5 Student Support and Progression:

2.5.1 Student Mentoring and Support:	● There are provisions for various scholarships in the College, both at the institutional level and from the government. Students are encouraged to apply for various Scholarship schemes through the NSP portal. ● The Institution provides Memorial Awards for meritorious students ● 492 students benefited from the Free ship provided by the Government of Assam in the year 2023-24 ● During the Academic Year 2023-24, a total of 137 students availed Post Matric Scholarship, and 113 students benefited from the Ishan Uday scholarship ● 420 students benefited from the Free ship provided by the Government of Assam in the year 2024-25 ● During the Academic Year 2024-25, a total number of 159 students availed Post Matric Scholarship and 79 students benefited from the Ishan Uday scholarship, and 283 students and number of students availed the Nijut Moina Scheme. ● Faculty members always encourage the students to take various competitive examinations. Students from Chemistry, Zoology, Assamese, Political Science, Education, History, and Sociology have been found to qualify for the National Eligibility Test and State Level Eligibility Test. ● The institution has very good records of placements in prominent institutions of the state. ● The names of the top 50 University Rank Holders are published in the college prospectus each year to encourage the students to excel careers in the future and to motivate the newcomers to achieve their goals they dreamed. ● The institution recognizes the academic achievement of the advanced learners in the form of awards to position holders and also those who secured the highest marks in different subjects. These initiatives motivate the other students to do better. ● The institution has an effective Student Mentoring System to provide information, advice, and emotional support to the students. ● Capacity building, skill enhancement, Career Counseling, and coaching for administrative services are initiatives to make students competent. ● To clear the grievances of students, the Grievance Redressal Cell, Anti-Ragging Cell exist.
2.5.2 Student Progression:	● The Information and Career Guidance Cell (ICGC) regularly organizes career counseling programme for the benefit of the students. A total 10 numbers of programmes were organized during the last two years. ● 114 students progressed to higher education during the last two years.
2.5.3 Student Participation and Activities:	The students regularly participate in the sports and cultural events organized by the institution and by other institutions. In the year, 2023-24 ● 13 number of students participated in Inter College Volley Ball (M)

	Tournament held at Sibsagar Commerce College. ● 11 number of students participated in Inter College Volley Ball (W) Tournament held at Sibsagar Commerce College. ● 3 number of students participated in Inter College Taekondo (M/W) Competition held at Dibrugarh University. ● 18 number of students participated in Inter College Football (W) Tournament at Dibrugarh University. ● Number of Students participated in College Week - Games & Sports: 250 - Literary Competition: 91 - Cultural event: 106 ● 24 number of students participated in Youth festival In the year 2024-25 ● Number of students who participated in the Indoor games held in College Week: 195 ● Number of Students participated in outdoor games held in College Week: 325 ● Number of Students participated in Literary Competition held in College Week: 67 ● Number of Students participated in Cultural events held in College Week: 103 ● Students participated in the Youth festival: 14 ● The institution has a gym, an open auditorium, a Literary Club, a Movie Club, a Cultural club, and a Sports Club etc. Students are encouraged these facilities for their holistic development.
2.5.4 Placement	● The institution has very good records of placements in prominent institutions of the state. ● 55 students were placed in different sectors during last two years.
2.5.5 Awards	● 14 awards were received by the students of the institution in university-level sports and cultural competitions during the last two years. ● The team from Kakojan College achieved 3rd position in Youth Festivals 2024-25 under Dibrugarh University, organized by SPP College, Namti, from 21st January to 24th January, 2025. ● Priyanka Rani Gogoi, Jyotika Mili, and Himakshi Bora, students from the institution represented Dibrugarh University and participated in the East Zone Inter-University Football (Women) Tournament held at Manipur University ● Himadri Bora, a student of Kakojan College, participated Republic Day camp in New Delhi. She was one of the five selected NSS volunteers from the State of Assam. Earlier, she also participated in the East Zone Pre-Republic Day Parade Camp held at Bhubaneswar, Odisha.
2.5.6. Students qualifying for state/national /international level competition	● 18 students qualified at the State/ National/ International levels of Examinations in the last two years
2.6. Governance, Leadership and Management	
2.6.1. Institution Vision and Leadership	● The vision of the college is to make the all round development of the human resources through Quality Education under the guidance of Affiliating University, UGC, NAAC, Govt. of Assam. The Institution upholds the highest standards of instruction in Arts and Science along with Vocational Courses. The Institution emphasizes on democracy, co-operation and cultural sensitivity so that the students may best serve the

	Society, Nation and the World. The Institution also cherishes vision to impart education to those learners who have been deprived of formal system of higher education because of age, economic background etc. through Open Distance Learning (ODL) system. ● The Authority and IQAC has successfully led the entire family of Kakojan College where all stakeholders participate in decision making and decision execution process . ● The formal and informal arrangements in the institution to coordinate the academic and administrative planning and implementation reflects the institution efforts in achieving vision .
2.6.2. Strategy Development and Deployment	● IQAC in reciprocity with committees and cells constituted by college authorities work for the development of the college. All the decisions are taken using a transparent mechanism. ● IQAC formulates future plan for the upcoming years. The academic calendar is prepared for the academic years. ● E-Governance is implemented in – Admission, Feedback, Examination, Salary, Bill Payment, Scholarship etc..
2.6.3 Faculty Empowerment Strategies	● Institution encourages faculties to take part in different Faculty Development Programmes, Workshops, and Seminars etc organized by college and other institutions. ● Faculties are promoted to higher stage following the Annual Performance Indicators System according to DHE Regulation.
2.6.4 Financial Management and Resource Mobilization	● External Financial Audit is done and utilization submitted for the years – 2023-2024 and 2024-2025. ● Fund of Rs. 50,00000/- (Rupees Fifty Lakhs only) received from State Government has been utilized in new Construction at Sector-B of Kakojan college. ● Fund of Rs. 45,000/- (Rupees Fourty Five Thousand only) received from Assam Science Technology and Environment Council (ASTEC) and Ministry of Environment, Forest and Climate Change ● Fund of Rs. 1,00,000/- (Rupees One Lakh only) received from ICSSR, New Delhi in connection with a Two Day ICSSR Sponsored National Seminar at Kakojan College ● Fund of Rs, 5 Lakhs received from MPLAD
2.6.5. Internal Quality Assurance System	● As per the NAAC guidelines, Internal Quality Assurance Cell (IQAC) was formed in the year 2005, the IQAC of Kakojan College has been striving to provide quality education by institutionalizing the quality assurance strategies and process. It ensures timely, efficient and progressive performance of academic, administrative and financial tasks. At the beginning of each academic session, IQAC formulates plan for the next year as quality initiatives of the institution. ● The most significant contribution of IQAC during the year 2023-24 are : • Organized two (2) National Level Seminar, one (1) National Level Webinar, five (5) State level workshop, various programmes on Environmental Awareness, Gender Sensitization, Competitions for Skill Development and Extracurricular activities of the students, Extension Activities at Adopted Village, Capacity Building, Health Awareness Programme under NDLI Club, Science Club, NSS, NCC, IIC, NIPS etc. • IQAC Organized Career Counselling Programmes, Signed MoU with CAREER TRACK- a leading coaching institute of Jorhat district, collaborative career counselling programme with ICA Edu Skill Pvt.

Ltd, Jorhat and Royal Global University, free coaching for competitive examination for the final year students as an initiative for career advancement of the student community.

- Collaborative activities under MoUs
 - Celebrated 21 important days of national and international importance.
 - Collection of Feedback from Students, Teachers, Employer, Alumni and Conducted Student Satisfactory Survey (SSS).
 - Submission of Data in NIRF and AISHE.
- In the year-24-25 apart from celebrating various important days and dates the institution organized several significant events such as:
 - One Online Faculty Development Program
 - One Lecture Program
 - Career Counseling Program
 - 2 Workshops
 - 2 Awareness Programs
 - Several Outreach programs
 - 2 Plantation drives
 - 1 Flood relief camp
 - One health camp
 - Cloth Donation Drive
- For the last two years, the IQAC has successfully submitted AQAR on time.

2.6.5. Number of teachers attended RC/OC/FDP/STC conducted by UGC, MMTLC

Year	RC	OC/FIP	STC	FDP	WORKSHOP	TOTAL
2023-24	5	3	12	28	1	49
2024-25	1	1	8	1	1	12

2.7 Institutional Values and Best Practices

2.7.1 Environment Consciousness:

- The Institution consistently undertakes green initiatives at various locations, involving educational outreach, tree-growing efforts, and commemorative events focused on ecological themes.
- The Institution has the facilities for alternate source of energy and energy conservation measures
- The Institution manages waste through various targeted measures. Solid waste is segregated into biodegradable and non-biodegradable types; biodegradable waste is used for bio-compost in the organic garden, while recyclable materials are separated from non-degradable waste. Awareness programs encourage waste reduction. Liquid chemical waste from laboratories is safely disposed of through a soak pit. E-waste, though minimal, is properly stored for future maintenance. Additionally, plastic waste is repurposed into eco-bricks for use in small construction and ornamental purpose.
- Quality audits on environment and energy are regularly undertaken by the institution
- The Institution has initiated gender sensitization through co-curricular activities like seminar, webinar, popular talk, online workshop, lecture series, poster competition, training program etc.
- The security and safety of girl students and female staff has been monitoring inside the campus by deployment of security personnel and CCTV camera.

2.7.2 Innovations:

- The institution undertook several innovative activities between June 2022 and May 2024 to promote sustainability, awareness, and inclusive

	development. ● In the institution, LED bulb, eco-bricks from plastic waste are produced for plantation, while a wildlife conservation and indigenous seed awareness program was held on 04-04-2023. ● A six-day NSS camp (27-02-2023 to 04-03-2023) featured activities like health check-ups, cleanliness drives, and gender violence awareness. ● The Mock Youth Parliament on 27-08-2022 familiarized students with democratic processes, and a lecture on cybercrime against women was organized on 04-11-2022. ● In the 2023–24 session, a plastic-free campaign marked World Environment Day on 05-06-2023, followed by an art and cultural event on 14-06-2023 for Children's Day. ● Health awareness on snake bites was conducted on 07-09-2023, and a poetry workshop was held on 03-11-2023. ● Road safety awareness took place on 05-02-2024, while a workshop on the feminist approach was organized on 19-10-2023. ● Model Medicinal and Aromatic Plant ● Implementation of Earn while you learn concept DAPUN - A creative Hub ● Comprehensive Village Development program ● Creation of Village library ● The institution also received green campus certification following an energy and environmental audit during this period. ● These initiatives reflect the institution's commitment to innovation, environmental responsibility, gender equity, and civic education.
2.7.3 Best Practices:	1. Promoting Environmental Sustainability by creating awareness on Organic Agriculture and Production of Organic Inputs with the implementation of Skill Enhancement Course on Organic Farming as per NEP 2020. The objectives of this practice are: ➤ To promote awareness on sustainable agriculture for well being of society. ➤ To raise awareness about the health risks posed by synthetic fertilizers, pesticides, etc., and find an alternative to it. ➤ To create environmental awareness among its stakeholders and community. ➤ To implement the Skill Enhancement Course on Organic Farming as per NEP 2020. 2. Adoption of Schools in the neighbourhood for enhancing the teaching-learning process. The objectives of this practice are: ➤ To enhance the educational experiences and outcomes of the students of the adopted schools. ➤ To engage in community outreach, offer mentorship and contribute to the educational development of the adopted schools.
SECTION 3 (OVERALL ANALYSIS)	
Institutional Strength	1. The only Higher Education Institution located under the Teok assembly constituency with a vision of commitment and dedication. 2. Accreditation by NAAC with A grade in 2023 with a CGPA of 3.18. 3. Average of more than 80% results in the Final Examination in the last two academic years. 4. Automation of library with Koha software and library is an active member of N-LIST, and NDLI for online access of resources. 5. Registered under IIC, Government of India and has been awarded two two-star certificate for creating awareness about innovation and Green Champion Award for MGNCCRE. 6. Notable achievement in Academic qualification under University, Sports,

	NCC, Fine Arts, and extension activities. 7. A vibrant registered alumni association. 8. Good and sound academic environment and cordial relationship between students and teachers. 9. Offering 14 numbers of self-funded Skill-Based Add-on Certificate courses in collaboration with professional bodies. 10. CCTV surveillance
Institutional Weakness	1. Limited Space in the existing campus area (Sector A). 2. Inadequate number of sanctioned posts in respect of both teaching and non-teaching cadre. 3. Insufficient student support facilities, viz. Gymnasium, Sports field, Lab Infrastructure. 4. Inadequate financial support from the Government. 5. Problems of introducing more self-funded courses, as most of the students belong to economically backward families. 6. Lack of funds to develop the extended area in the Campus (Sector-B).
Institutional Opportunities	1. Scope for the introduction of Commerce and PG courses. 2. Scope for the introduction of courses linked to farming products. 3. Scope for the addition of infrastructure in sector B. 4. Scope for establishing an incubation innovation Centre. 5. Scope for initiating basic research and sending interdisciplinary research projects to funding agencies. 6. Adequate space in sector B for pisciculture, agricultural firms, and other revenue generating units.
Institutional Challenges	1. Bifurcating the higher secondary from the college with separate teaching faculty. 2. Retaining meritorious and talented students in the college as they tend to drift towards the colleges and institutions in city. 3. Ensuring better placement opportunities for students. 4. Obtaining funds from agencies for the upgradation of infrastructure. 5. Non receipt of timely reimbursement of fees under fee waiver scheme of State Government.

Section 4: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language)

(It is not necessary to indicate all ten bullets)

A. Ameliorative Measure suggested

- Basic first: We the teachers, and the College Administration had better reach out to the students.
- Teaching had better be improved to instill in students the critical thinking (the critical bent of mind).
- Steps to be taken to appreciate the quality of overall education and then social returns in terms of quality graduates capable of addressing social concerns and social problems.

Steps may be

- I. Good teaching is the Mantra for an overall quality journey.
- II. Strict vigilance/monitoring in the teaching-learning process.
- III. Fortnightly/monthly in-house workshop/seminar on contemporary/current socio-economic political issues by concerned faculty members.
- IV. Students had better be trained in Grammar, composition, translation etc.
- V. The students had better be trained with writing skills such as a precis/letter (business/communication/advertising etc.), Assignment writing, statement of purpose etc.
- VI. Faculty members of English and Assamese be given space (incentives/time, etc.) to engage in (iv) and (v).
- VII. Attempt be made to instill in students the mindset of entrepreneurship.
 - College academics had better go hand in hand with the Affiliating University and UGC guidelines and reforms especially to address the nitty-gritty and collaterals of the implementation of NEP – 2020.
 - Students had better be trained as how to formulate problems and solve problems (problem solving exercise).
 - Space/opportunity for case studies/empirical studies (in pilot form) be given to students. This in turn will help students address the problems of internship and projects and dissertation.
 - Dissertation be rooted-in through community engagement.
 - Attempt be made to instill in students the exercise – solving – habit (especially in Mathematics and Sciences), and ideation in Social Sciences and Humanities.
 - In addition to physical exercise/sports, Mental sports such as Quiz, Group discussion and debate on topical issues/matters, colloquia etc., be organised (quarterly/monthly) in the college.
 - Academic Audit (present one) is a filliping/stimulating one. It is a prelude to the overall good of the quality journey of the college.
 - A solution to quality education solely lies in how the teachers/educators deliver. So, the total Academia of the college had better reach out to the students.

- Motivate faculty for financial resource mobilization through research and consultancy.
- ICT infrastructure and library services be suitably upgraded to avoid obsolescence and meet the requirement of stakeholders.
- Collaborations with research organisations and universities be strengthened.
- Effects be made to acquire autonomy (Academic) for the growth of the academia of the college
- * Good practices had better be institutionalized/culturized in the college.

B. Recommendations/Suggestions

- Amelioration in Academics and Administration (Academic/Administration) is the need of the day for the greater good of the college.
- A continuous effort must be made to improvise and stimulate the affairs of Academics and Administration.
- * Attempt requires to be made to Disrupt the Status quo, be it in Academic or be it in (Academic) Administration.
- The college requires to Stay the Course as regards the Teaching Learning and Administrative Process.
- Collaboration with social organizations (viz. "PRATHAM", an International NGO), Research organization be encouraged and supported, which will help further the Internship programme.
- College fraternity be requested to go hand-in-hand while prepare SSR to be submitted to NAAC and collectively reply to the queries by External Agencies appointed by NAAC at the time of DVV (Data Verification and Validity).
- A college/university is meant as creator of public good. Autonomy, if granted, be applied logically.
- SSR be crosschecked before presenting it to the NAAC Peer Team.
- To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrator) on the college campus, meaning that college refine to be financially and academically well endowed.
- Internship/Community engagement is an integral component of FYUGP. It is to be implemented meaningfully. Framework of internship/community engagement/programme be prepared in advance.
- Dissertation be prepared prevising on community specific issues/matters.

C. Epilogue

- College regimen is found to be effective in finance/management (Accounts and Audits). Audits reports be made up to date.
- College fraternity is found to be collegial, please keep it up.
- Presentation given by the Principal, IQAC coordinator and Heads of the Department and Librarians refine improvement and the fraternity be requested to prepare presentation over 7 criteria (10 criteria) of NAAC Assessment (NAAC Binary Assessment). Presentation be prepared using the principle "Less is More" and make the presentation "Right Sized".




- College library including digital section is par for the course. It is found to be well equipped.
- Instituting Day Care Centre on the college campus is a welcome step and it is really worth it.
- Administration is found to be functioning a treat.
- * **Opportunities:** The location of the college is good for demographic inclusion i.e. the location has scope for the creation and ensuring of demographic dividends.

Al Sainia
30.06.2025

Signature of the Head of the Institution
Seal of the Institution

Signatures of the Audit Team Members:

Principal
Kakojan College
Jorhat, Assam

Name and Designation

Signature with date

Prof. G. C. Hazarika

Chairperson

G. C. Hazarika
30/06/2025

Prof. S. C. Kakaty

Member

S. C. Kakaty
30/6/25

Place: Kakojan College, Kakojan, Jorhat

Date: 30.06.2025