

KHARUPETIA COLLEGE

**784115, KHARUPETIA
DARRANG, ASSAM**



7.2.1- Best Practices

TWO BEST PRACTICES

Best practice -I

Title of the Practice: Career Guidance and Counseling Initiatives

Best practice -II

Title of the Practice: Institutional Initiation on Gender Sensitization.

BEST PRACTICE -I

Title of the Practice: Career Guidance and Counselling Initiatives

The career and guidance cell of the college plays an active role in providing the proper guidance regarding the progression of higher education and career options of the students.

Objective:

1. To inform career choices.
2. Providing information for current job awareness.
3. Identifying a suitable career.
4. To enhance the student's skills and employability as per the demand of the job market.
5. To build up a level of confidence to face challenges in life.

Context:

The college is situated in a minority-dominated socio-economically backward area. Most of the students are first-generation learners so it is more important on the part of the institution to provide knowledge on their career formation during the period of their stay in the institution. Proper information in this regard will help the students to develop their careers in progression to higher education as well as placement opportunities.

The initiatives taken on career guidance for the students of the institution have also shown a positive progression trend towards higher education.

The practice:

The Career Guidance and Counselling Cell of the institution initiated 22 awareness programmes in collaboration with an NGO, Divine Trust (an MoU signed with the college) during the last five years. The institution initiated 10 programmes in its own and 12 programmes with the NGO on the college campus. The awareness programmes were mostly counseling on careers on various competitive examinations like APSC, UPSC, DEFENCE, CAREER, and registration for AGNIVEER, PHYSICAL and YOGA TRAINING and HOW TO FACE INTERVIEW.

The cell conducted physical training for both girls and boys of the institution for defense jobs.

Evidence of success:

As a result of the endeavor made by the college in this area, through the career guidance and counseling cell, altogether 22 students were placed in defense jobs in various capacities. Out of the 22 placements, 15 numbers are boys and 7 numbers are girls students. The significant dimension of the initiatives of career counseling awareness is that the selection and placement of the seven girls' students may be viewed as one of the major achievements of the institution. This

is because the college is situated in a socio-economically backward and minority-dominated area where the social taboos regarding gender norms are very strong and it is very difficult to get through it.

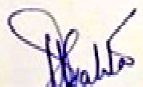
The co-ordinator of the career guidance cell Zakir Hussain Ahmed also rewarded by various organisations for his contribution to helping the students inside and outside campus.

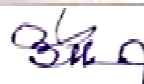
List of Students Appointments in various sectors:

List of Placement of the students after counseling with the help of Career Guidance and counseling Cell , Kharupetia College for the session 2021 to 2023--



Sl No	Name	Post	Recru. Agency	ID No	Year	Gender
1.	Saidul Islam	Asstt Teacher	Director Elementary	NLP1580896540	2020-21	Male
2.	Asad Ali	Constable UB	SLPRB	KJR/RO/2022/6994	2021-22	Male
3.	Saddam Hussain	Constable AP	SLPRB	1003370	2021-22	Male
4.	Hasen Ali	Constable AP	SLPRB	1001337	2022-23	Male
5.	Umme Kulsum	MTS	SLRC (ADRE01)	602660	2022-23	Female
6.	Yasmina Khatun	MTS	SLRC (ADRE01)	603680	2022-23	Female
7.	Samsul Hoque	MTS	SLRC (ADRE01)	603309	2022-23	Male
8.	Mukhtar Hussain	MTS	SLRC (ADRE01)	UP/Gen/2023/1672	2022-23	Male
9.	Imran Hussain	MTS	SLRC (ADRE01)	1001445	2022-23	Male
10.	Anowar Hussain	MTS	SLRC (ADRE01)	600293	2022-23	Male
11.	Azizul Hoque	Forest Gaurd	SLRPB	3000614	2022-23	Male
12.	Janif Ali	Forest Guard	SLRPB	3001139	2022-23	Male
13.	Umme Habiba	MTS	SLRC (ADRE01)	602659	2022-23	Female
14.	Sheikh Mohammed	MTS	SLRC (ADRE01)	603425	2022-23	Male
15.	Nureda Khatun	MTS	SLRC (ADRE01)		2022-23	Female
16.	Khadiza Begum	MTS	SLRC (ADRE01)	601849	2022-23	Female
17.	Muntaz Ali	MTS	SLRC (ADRE01)	602393	2022-23	Male
18.	Mustafizur Rahman	MTS	SLRC (ADRE01)	602409	2022-23	Male
19.	Minuwara Begum	MTS	SLRC (ADRE01)	23123316	2022-23	Female
20.	Abaidur Rahman	Constable	SLRPB	1000001	2022-23	Male
21.	Alom Tara Begum	MTS	SLRC (ADRE01)	600180	2022-23	Female
22.	Shahanur Akhtar	Constable AB	SLPRB	APRECE0961002452	2023	Male
23.						


Principal
Kharupetia College


Coordinator
Career Guidance and Counseling Cell
Kharupetia College
CO-ORDINATOR
CAREER GUIDANCE & COUNSELLING CELL
KHARUPETIA COLLEGE

Appointment Letters of Students:

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS & HEAD OF
FOREST FORCE, ASSAM: ARANYA BHAWAN;
PANJABARI, GUWAHATI-781037
Phone No. 0361-2541319 Email: hoff-assam@gov.in
O.O. No: 73- Forest Guard-2023-97-M Dated, Guwahati, the 11th May/2023

ORDER

As per recommendation of the State Level Police Recruitment Board for Class III Posts, the following candidate is appointed to the post and vacancy as shown below against his/her name with effect from the date of joining in the scale of pay as shown below, subject to fulfillment of the following terms and condition and subject to satisfactory Notarized Affidavit submitted by the candidate as per the Personnel (B) Department O.M. No. ABP/78/2021/01, dated 18/11/2021 in the format prescribed there in regarding character and antecedents and subject to satisfactory verification of documents and undertakings submitted by the candidate.

The services of the newly appointed Forest Guard shall be governed by the "Assam Junior Forest Service Rules, 2005", notified vide Govt. Notification No.FRE-1/94/190, dated 04.01.2006.

The candidate so appointed will not be governed by the existing Assam Services (Pension) Rules, 1969 and orders issued there under from time to time, He / She will be governed by a new set of Pension Rules under the "New Defined Contribution Pension Scheme".

SEQ No.	Name and Address of the Candidate	Roll No.	Name of the Post	Scale of Pay	Initial Place of Posting
73	JANIF ALL VILL NADIRMUKH PO KHARUPETIA, DARRANG, 784115	3001139	Forest Guard	PB-2 Rs.1400 0-60500 GP- Rs. 5600	O/o The Divisional Forest Officer, Sonitpur West Division, Tezpur

The following are the Terms and Conditions of service for the appointee:

- During his/her service period, he/she may be deputed or his/her services may be placed on attachment or on Secondment basis to any other department/ sub-ordinate office/ public sector undertaking / society/ Mission under the State Govt. within and outside the State having the same pay scale and Grade pay for a period decided and specified by the State Govt.

While on such Deputation or on attachment or placed on Secondment basis he/she shall continue to be guided by the Assam Civil Services (Conduct) Rules, 1965 and Assam Services (Discipline & Appeal) Rules, 1964.

OFFICE COPY

GOVERNMENT OF ASSAM
STATE LEVEL POLICE RECRUITMENT BOARD, REHABARI
GUWAHATI, ASSAM-781008
Telephone: 0361 2970059, E-mail: slprbassam@gmail.com

INTIMATION LETTER FOR APPOINTMENT TO ASSAM POLICE



To,

ABAIDUR RAHMAN
Roll Number: 1000001

Sub: - INTIMATION LETTER FOR APPOINTMENT TO ASSAM POLICE.

Ref: - Advertisement No. Constables (AB & UB) advertisement dated 25-04-2018 & Notice / Addendum dated 19-12-2019

You are provisionally selected for appointment to the post of Constable (AB) in Assam Police subject to satisfactory completion of formalities as mentioned in the Advertisement.

You are directed to report at Police Reserve of Darrang on or before 16th May, 2022. This would be only for the purpose of reporting. The place of posting and training would be intimated later, if all formalities are found correct.

(Dr. D.P. Ghanawat, IPS)
Asst. Inspector General of Police (A), Assam
Ulubari, Guwahati

Mr. ABAIDUR RAHMAN
Roll Number : 1000001
S/o: ABDUL AKHER
Address: MUAMARI, PO-KHARUPETIA, PS-Kharupetia
Pin Code: 784115

GOVERNMENT OF ASSAM
STATE LEVEL POLICE RECRUITMENT BOARD, REHABARI
GUWAHATI, ASSAM-781008
Telephone: 0361 2970059, E-mail: slprbassam@gmail.com

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Roll Number : 1000001
S/o: ABDUL AKHER
Address: MUAMARI, PO-KHARUPETIA, PS-Kharupetia
Pin Code: 784115

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF ELEMENTARY EDUCATION, ASSAM
KALIPARA, GUWAHATI-19
Website: dees.assam.gov.in

Dated Kalipara, the 25th May/2023

ORDER

No. EAA/SEU/2023/PL/343

As per recommendation of the State Level Recruitment Commission for Class IV Post, the following candidate is appointed to the post and vacancy as shown below against his/her name with effect from the date of joining in the scale of pay as shown below, subject to fulfillment of the following terms and conditions and subject to satisfactory Notarized Affidavit submitted by the candidate as per the Personnel (B) Department O.M. No. ABP/78/2021/01, dated 18/11/2021 in the format prescribed there in regarding character and antecedents and subject to satisfactory verification of documents and undertakings submitted by the candidate. The candidate so appointed will not be governed by the existing Assam Services (Pension) Rules, 1969 and orders issued there under from time to time. They will be governed by a new set of Pension Rules under the "New Defined Contribution Pension Scheme".

Name and Address of the Candidate	Roll No.	Name of the Post	Scale of Pay	Name of Office with the Vacancy against which the candidate is appointed and posted
OMME HABIBA DALGAON DALGAON DARRANG 784116	602659	Grade-IV School Chowkidar (MTS)	Pay Band - 1 (PB-1) @ Rs. 12,000/- to Rs. 52,000/- plus Grade Pay and other allowances as admissible as per "The Assam Services (Revision of Pay) (Amendment) Rules, 2019"	Rajkhatolpad Mahamoyee Me Sch Gowahati Ch Ray

The following are the Terms and Conditions of service of the appointee:

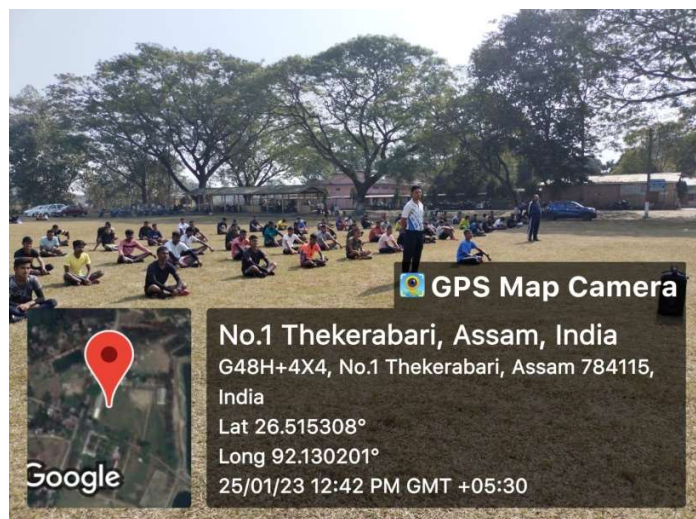
- During his/her service period, he/she may be deputed or his/her services may be placed on attachment or on secondment basis to any other department/ sub-ordinate office/ public sector undertaking / society/ Mission under the State Govt. within and outside the State having the same pay scale and Grade pay for a period decided and specified by the State Govt.
- While on such Deputation or on attachment or placed on Secondment basis he/she shall continue to be guided by the Assam Civil Services (Conduct) Rules, 1965 and Assam Services (Discipline & Appeal) Rules, 1964.
- The services of any selected candidate found to have furnished false/ falsified information regarding educational qualifications/ caste/ gender/ EWS status etc. as in his application and detected subsequently, will be terminated and legal action will also be taken as per law.
- Any selected candidate for Class IV Post found to be overqualified/ found to have suppressed information about over educational qualification, in terms of the advertisement during entry in the service, his/her service will be terminated and also legal action will be taken as per norms.
- If a candidate or any of his/her family members is availing benefits under the Orissa Scheme at the time of the appointment, he/she or the concerned family member shall voluntarily opt out of the Scheme, as per Orissa Guidelines for getting appointment to the post.
- The appointee shall also have to furnish a signed undertaking/ affidavit at the time of joining in "I, _____ (Name), appointed as _____ (Designation) in _____ Department of Government of Assam do hereby solemnly affirm and declare that, I voluntarily and without duress agree to the terms and conditions mentioned in the appointment order. I also solemnly affirm and declare that I satisfy all the qualifying criteria of the post to which I am appointed. I also declare that I do not have more than one wife living (applicable for male candidates) / have married a person who has wife living (applicable for female candidates). I also further declare that I do not have more than two living children on or after 01-01-2021 from a single or multiple partners. In case of any direction to the contrary in due course, I shall be summarily discharged from the service."
- Further, the appointee shall also have to submit a Notarized Affidavit as per provisions of the Personnel (B) Department O.M. No. ABP/78/2021/01, dated 18/11/2021. Format of the affidavit is available on the official website of DEE, Assam (dees.assam.gov.in).
- The expenditure will be debitable under the Head of Accounts, -2202-General Education-01-Elementary Education-101-Govt. Primary Schools-0165-Govt. Middle School-0009 (No Sub Sub Head)-01-Salaries-01 Pay (EP) 2023-24.
- The appointee shall have to join in their respective place of posting from 1st June to 15th June, 2023 positively without fail.

Memo No. EAA/SEU/2023/PL/343-A
Copy to:-

- The A.G. Assam, Madhupur, Beldanga, Guwahati - 29 for kind information.
- The Secretary to the Govt. of Assam, Department of School Education, Dispur, Guwahati-6 for kind information.
- The Sr. Standing Counsel, Education Department, Hon'ble Gauhati High Court, Guwahati for kind information.
- The District Elementary Education Officer, Dibrugarh for information and necessary action.
- The Joint Director of Health Services, Dibrugarh for information and necessary action.
- The Deputy Inspector of Schools, concerned for information and necessary action.
- The Block Elementary Education Officer, concerned for information and necessary action. He/ She is requested to ensure furnishing of the necessary undertaking as per terms and conditions of the appointment order. It is also requested to forward the joining report along with undertaking and other relevant documents through hr@assam.gov.in for releasing first salary of the new appointee.
- The Treasury Officer, Dibrugarh (B) for information and necessary action.
- The Head Teacher / Head Master, RAJAKALIPAT PAIDMAMOHYEE ME SCH for information and necessary action. He/ She will verify all the original testimonials of the new appointee before joining in the assignment and appraise the nearest higher authority if otherwise found any discrepancies. File will also be maintained at school level.
- OMME HABIBA for information.

(Dr. D.P. Ghanawat, IPS)
Director,
Elementary Education, Assam
Kalipara, Guwahati-19

Photos of Programmes organized by Career Guidance and Counseling Cell:



List of Awards to Co-ordinator Career Guidance and Counseling Cell

List of Awards to Co-ordinator, Career Guidance and Counselling Cell, Kharupetia College in appreciation for outstanding contribution and excellence service to the students as well as community through Career Guidance and Counselling Cell:

1. Letter of Appreciation was awarded by AAMSU (Sonitpur, Biswanath, Udalguri an Darrang District Unit) on 21st September 2021.



2. Assam Aditya Award 2022 is awarded by “Cultural Assam” a pioneering social and cultural association of Assam, Guwahati on 15th May, 2022 in Tirthanath Sarma Bhavan, Nijarapar Chandmari, Guwahati.



3. Barluit Sanman -2022 (Great Brahmaputra Hounour -2022) was awarded by North-East Plus a registered portal of Ministry of MSME on 17th July in Kumar Bhaskar Natya Mandir, Uzan Bazar, Guwahati.



4. Mahabanga National Excellence Award conferred by Mahabanga Sahitya Parishad Charitable Trust, Kolkata , govt. Reg No. 190304654, 27 States road , Kolkata on 23rd December 2023 in Rabindra Sadan Nandan Chattar, Kolkata.



Problems encountered and resources required

It is observed that initially in all the awareness programmes including the physical fitness training, the attendance of students is high but gradually it falls as they, irrespective of gender, cannot continue attending the physical training due to their poor health status backed by poor economic family background. For physical training, intake of balanced nutrients is important but due to paucity of funds, the institution cannot provide support to the students in this regard.

BEST PRACTICE -II

Title of the Practice: Institutional Initiation on Gender Sensitization.

Objectives of the Practice:

- Equal opportunities in academic activities
- Equal opportunities in non-academic activities
- To promote the perception of 'gender sensitization issues' among the students
- To promote gender sensitized, secured eco-friendly environment.

The Context:

The Constitution of India enshrines the proposition of gender parity in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy. Kharupetia College is highly sensitive to dealing with gender issues. Gender sensitization is now considered an inevitable part of the education system. So, the students must be made aware of the gender issues and are encouraged to tear down the social taboos. The Principle of "Equal opportunities" must be given by the institute. The institution has adopted several measures to implement to achieve its goal.

The Practice:

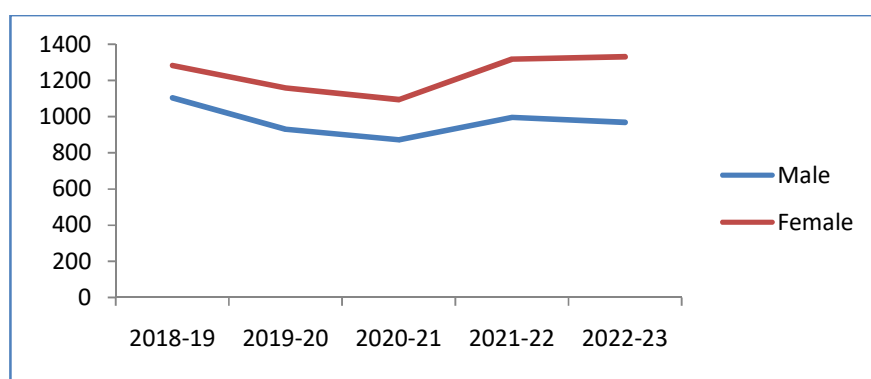
- Creating awareness about equal rights and opportunities through various gender sensitization programmes during the last five years by various cells/committees of the institution.
- Encourage equal participation of all students regardless of gender in the college week and other non-curricular activities by the institution.
- The facility of availing CCL and maternity/paternity leaves for the teaching and non-teaching staff.
- Good facility for girls' common room with attached spacious washrooms.
- Installed Vending machines in the girls' washrooms.
- The establishment of an "Internal Complain Committee" (ICC) has given the platform where the girls students /female teaching staff and non-teaching staff can have direct access to address sexual abuse on the campus.
- "Women Cell" was formed to initiate awareness programmes on women's rights and help to develop a culture of respect and equality for women.
- The provision for Gender Audit.
- Installation of CCTV cameras on the campus ensures institutional governance for a safe environment.

Evidence of Success:

- The Gender audit shows a progressively engulfing female students compared to that of male students.
- Pass percentage of girls, the ratio of female graduates, and progression to higher education of girls show a higher trend compared to male counterparts.
- Similarly, the placement records show that a significant number of females have been placed in government jobs across and outside the state.
- The marital status of female students has significantly reduced in the past few years.
- Similarly, it is also observed that the dropout rate of the girls' students comparatively has gone down.
- Initiatives of awareness programmes on gender issues among the students helped to change their perception of gender roles.

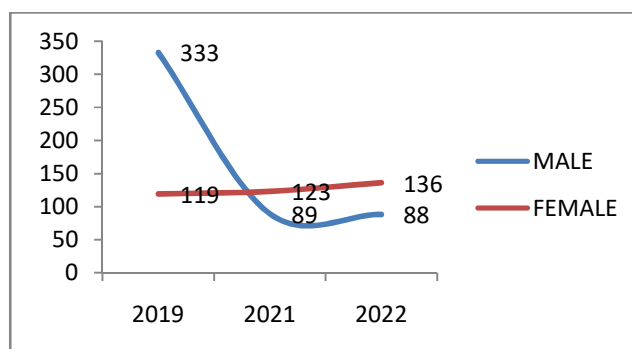
GENDER BALANCE IN STUDENTS ENROLLMENT

Gender segregated data by sex ratio of students at Undergraduate level is listed below:



Graph: showing sex ratio of the BA students (2018-19 to 2022-23)

GENDER BALANCE IN STUDENTS RESULTS:



Graph showing the pass percentage data among male and female students.

Remark: The data of 2020 is missing from the records due to some unavoidable circumstances.

Infrastructure Facilities



Photograph of Women Studies section at Central Library, Kharupetia College



Photograph of Girls' Common Room



Photograph of Napkin Vending Machine, Girls Common Room

ACTIVITIES RELATED TO GENDER SENSITISATION



Workshop on skill development and entrepreneurship on the occasion of International Women's Day, dated: 08/03/2021



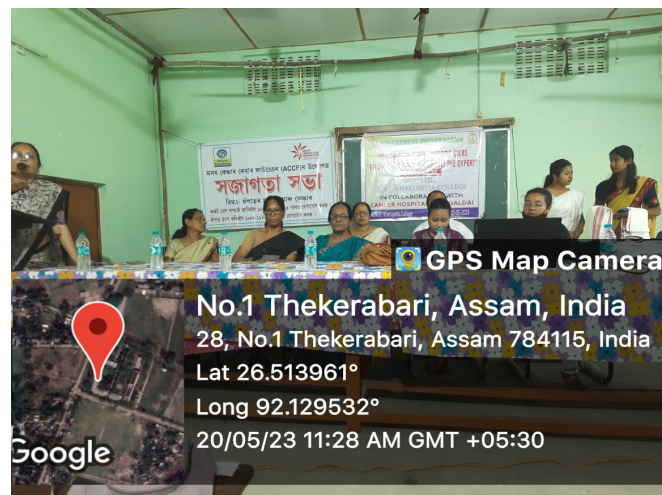
A talk organized on Gender Equality Today for Sustainable Tomorrow on the occasion of International Women's Day 2022.



Outreach programme on the importance of girls' education in our society, dated: 15/05/2023



Observation of International Women's Day 2023, dtd 08/03/2023



Female health camp organized in collaboration with Cancer Hospital, dated 20/05/2023

Problems Encountered:

- In view of the tight academic schedule, a gender action plan cannot be executed fully.
- Due to the pandemic situation, the institution had to restrict the initiatives for the implementation of such programmes.

Resources Required:

The institution needs more funds for the implementation of such programmes.

Shortage of manpower is a long-standing problem.