

SELF - STUDY REPORT

OF

KHARUPETIA COLLEGE

PART - I & PART - II

2003

Submitted to
National Assessment and Accreditation Council
Bangalore.

Prepared by
Steering Committee for preparation of
SELF-STUDY REPORT
Kharupetia College
Kharupetia, Darrang, Assam.

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KHARUPETIA COLLEGE

P.O. : Kharupetia -784 115

Darrang : Assam

Estd. - 1981

To

The Director,
National Assessment and Accreditation Council
2/4, Dr. Rajkumar Road, P.O. Box No. 1075
Rajaji Nagar, Bangalore - 560010

Dated Kharupetia the 24th December, 2003.

Subject : Submission of Self-Study Report for assessment of Kharupetia College.

Sir,

With reference to the subject cited above I have the honour to state that the Governing Body of Kharupetia College vide Resolution No. 21 dated 04-7-02 has decided to get the college assessed and accredited by NAAC. Accordingly the Self-Study Report has been prepared as per proforma supplied by NAAC.

The Self-Study Report accompanied by necessary documents is forwarded herewith for favour of your kind perusal and necessary action.

Yours faithfully

Principal
Kharupetia College



(B.M. Hamidur Rahman)

Principal

Kharupetia College

Enclosure :

A Translated copy of Resolution No. 21 is annexed herewith.

PRESIDENT GOVERNING BODY
KHARUPETIA COLLEGE

P. O. KHARUPETIA - 784 115
DARRANG (ASSAM)
ESTD -1981

Date

The translated copy of **Resolution No. 21** adopted by the Governing Body, Kharupetia College dated 04-7-03 under the Presidentship of S. A. Taimur.

Resolution No. 21 : This meeting unanimously decides to get the college assessed and accredited by NAAC and authorises the principal cum secretary of the college to take necessary steps in this regard.

Sd/
President
Governing Body,
Kharupetia College


Principal
Kharupetia College

SELF-STUDY REPORT OF KHARUPETIA COLLEGE

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Kharupetia College



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PART - I

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Bangalore.

Prepared by
Steering Committee for preparation of
SELF-STUDY REPORT
Kharupetia College
Kharupetia, Darrang, Assam.

Part - I

Format for Self-Study

1. Profile of the College

1. Name and Address of the College : **KHARUPETIA COLLEGE**
P.O. Kharupetia, Dist. Darrang (Assam).
Pin- 784 115.
2. For communication :

Office

Name	Area/ STD code	Tel. No.	Ext. No.	Fax	e-mail
Principal : B.M. Hamidur Rahman	03713	255583	nil	nil	nil
Vice Principal :					
Steering Committee Co-ordinator : Deepak Kalita	03713	255583	nil	nil	nil

Residence

Name	Area/ STD code	Tel. No.(s)	Fax	e-mail
Principal : B.M. Hamidur Rahman	03713	222026	nil	nil
Vice Principal :				
Steering Committee Co-ordinator : Deepak Kalita	03713	230827	nil	nil

3. What are the goals and objectives of the institution and where are they stated ?

The goals and objectives of the institution is to spread up higher education in this socially and economically backward area . The goals and objectives of the college has been stated in a resolution adopted in the public meeting which was held on 01-01-1981 to establish the College.

4. What major considerations (that is education; training; employment; equal opportunities) are addressed by the goals and objectives ?

To impart higher education, access equal opportunity and training facility.

5. Financial category of the college :

Grant-in-Aid ☒

self-financing ☐

Government funded ☐

6. Type of college :

Affiliated ☒ Constituent ☐

7. Date of establishment of the college : Month & Year

(01 - 1981)

8. Dates of UGC recognition : The college is yet to get UGC recognition.

	Month & Year (mm- yyyy)
i Under 2f	
ii. Under 12B	

9. Does the University Act provide for autonomy ?

Yes ☐ No ☒

10. Campus area in acres : 2.59 acres → 15.4 acres.

11. Location of the college :

Urban ☐

Semi-urban ☐

Rural ☒

Tribal ☐

Any other (specify)

12. Current number of academic programmes offered in the college under the following categories
(enclose the list of academic programmes offered)

Programmes	Number
UG (Major + General)	8 + 14 = 22
PG	
Certificate Course	

Diploma	
PG Diploma	
M. Phil.	
Ph. D.	
Any other (specify)	
Total	22

(Annexrure - I)

13. Give details of the self-financing courses offered by the institution. Nil

Programmes	Level of study	Cut off marks at entry level in %	Student Strength

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college (details may be enclosed).

The teachers are appointed as per UGC norms by inviting applications through the leading daily news papers of the state.

(Details of the procedures are enclosed as Annexure II)

15. Number of permanent and temorary members of the teaching staff at present :

	Female	Male	Total
Permanent teachers (Total)	07	22	29
No. of teachers with Ph.D. as the highest qualification	---	---	---
No. of teachers with M.Phil as the highest qualification	01	---	01
No. of teachers with P.G. with highest qualification	06	22	28

Temorary teachers (Total)	01	08	09
No. of teachers with Ph.D. as the highest qualification	---	---	---
No. of teachers with M.Phil as the highest qualification	---	----	---
No. of teachers with P.G. with highest qualification	01	08	09
Part-time teachers * (Total)	---	---	---
Part-time teachers with Ph.D. as the highest qualification	---	---	---
Part-time teachers with M.Phil as the highest qualification	---	----	---
Part-time teachers with P.G. with highest qualification	---	----	---

16. Number of members of the non-teaching staff of the college at present :

	Female	Male	Total
Administrative staff	-----	11	11
Tecnical staff	-----	----	----

17. Number of students enrolled in the college for the current academic year according to regions and countries : 2003-2004 Session.

Students enrolement	UG			PG			M.Phil.			Ph.D.			Diploma/ Certificate			Self- financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located	275	96	371															
No. of students from other states																		
No. of N.R.I. students																		
No. of overseas students																		

18. Detail of the last two batches of students :

	Batch I			Batch II		
	Year of entry : 1999-2002			Year of entry : 2000-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	205	----	205	154	-----	154
Drop outs						
* Within four months of joining	87		87	78		78
* Afterwards	71	---	71	34	-----	34
Appeared for the final year	47	----	47	42	-----	42
Passed in the final examination	36	----	36	22	-----	22
Passed in first class	2	---	2	----	-----	---
Ranks, if any						

N.B : The reasons for the high drop out rates are due to financial problems of the students, social factors like early marriage of the girl students and failed candidates in the Part-I examination have been included as dropped candidates in Part-II examinations. (A detailed report of drop out analysis is enclosed as Annexure III)

19. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure.

Enclosed as Annexure IV.

20. What is the institutions 'unit cost' of education ? [Unit cost = Total annual expenditure budget (actuals) divided by the number of students enrolled] unit cost calculated excluding salary component may also be given. **Financial Year : 2002-2003**

1. With Salary : Rs. 9,938.05

2. Without Salary : Rs. 1,218.35

21. What is the tempral plan of academic work in the college :

Semister System

☐

Annual System

☒

Credit based credit system

☐

Any other (specify)

22. Tick the support services available in the college from the following :

Central library	☒
Computer centre	☒
Health centre	☒
Sports facilities	☒
Press	☐
Workshop	☐
Hostels	☐
Guest house	☐
Housing	☐
Canteen	☒
Grievence redressal cell	☒
Non-resident centre	☐

Any other (specify) **Information & Career counselling cell.**

23. How many students have passed the following examinations in the last five years ? **Nil**

UGC-CSIR (NET) Examination

UGC- SLET Examination

GATE

Indian Civil Services Examinations

GRE

TOEFL

GMAT

Any other (specify)

24. How many students UGC-SCIR / GATE qualified candidates have registered for research in the college ?

Nil

25. Furnish the following details (in figures) for the last three years :

* Working days of the college :

2001- 2002 : **242**

2002- 2003 : **271**

2003-2004 : 239

* Working days of the Library : 2001-2002 : 242
 2002-2003 : 271
 2003-2004 : 239

* Teaching days of the college : 2001-2002 : 181
 2002-2003 : 189
 2003-2004 : 180

* Books in the library : 2001-2002 : 222
 2002-2003 : 779
 2003-2004 : 3510

* Journals/ Periodicals subscribed by the library
 National : 2001-2002 : 01
 2002-2003 : 03
 2003-2004 : 15
 International : 2000-2001
 2001-2002
 2002-2003

* Computers in the college : Nil

* Research project completed and their total outlay : Nil

* Teachers who have received national recognition for teaching /research/ consultancy. : Nil

* Teachers who have received international recognition for teaching / research/ consultancy. : Nil

* Teachers who have attended international seminars. : Nil

* Teachers who were resource person at national seminars/ workshops. : Nil

26. Give the number of ongoing research projects and their total outlay.

Nil

27. Does the college have collaborations / linkages with international institutions ?

Yes ☐ No ☒

28. Does the management run other educational institutions besides the college ?

Yes ☐ No ☒

29. Give details of the resources generated by the college last year through the following means :
2002-2003

Source of funding	Quantum (Rs)
i. Donations	Nil
ii. Fund raising drives	Nil
iii. Alumni Association	Nil
iv. Consultancy	Nil
v. Self-financing courses	Nil
Any others	
vi. Land	Rs. 13,620.00

□□□□

II. Criterion-wise Inputs

Criterion 1 : Curricular Aspects

This aspect deals with the mission of the institution, its relevance and translation to the programmes offered. The goals and objectives of the institution, should define its distinctive character and address the needs of the society and students, it seeks to serve. It has to reflect both the tradition of the institution and its vision for the future. It requires information on how the curriculum design of the institution offers diversity and flexibility to learners. It also seeks information on the practices of the institution in initiating and redesigning courses that are relevant to the regional and national needs.

The characteristics related to this criteria are, whether:

- ⇒ *The goals and objectives of the institution are clearly stated, periodically reviewed, and communicated systematically to all its constituencies*
- ⇒ *The programmes of teaching and learning are consistent with the goals and objectives of the institution.*
- ⇒ *Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.*

1. How are institutional mission and goals reflected in the curricula?

As an affiliated college the curriculum is framed by the University.

2. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

The programme options for U.G. level for **General courses** are-

- | | | | |
|----------------------|--------------------------|-------------------|-------------------|
| 1. English, | 2. MIL- Assamese, Hindi, | 3. Education | 4. Economics, |
| 5. History | 6. Political Science, | 7. Sanskrit | 8. Philosophy, |
| 9. Geography, | 10. Mathematics, | 11. Arabic, | 12. Ad. Language- |
| Additional Assamese, | | Additional Hindi. | |

And for **Major courses** are :

- | | | | |
|------------|----------------------|--------------|---------------|
| 1. English | 2. Assamese | 3. Education | 4. Economics |
| 5. History | 6. Political Science | 7. Arabic | 8. Philosophy |

Our institution does not have any provision for certificate and diploma courses.

3. What is the proportion of the following components in the programme options?

Knowledge Skills
70 % knowledge and 30 % skills

4. Are programmes flexible enough to offer students the following benefit ?

- | | |
|--|--------------------------|
| a) Time frame matching student convenience | X |
| b) Horizontal mobility | X |
| c) Elective options | X |
| d) Non-core options | ☐ |

5. How often are the existing curricula for a subject reviewed and updated ?

Once in every 10 years in Arts subjects by the University.

What are the courses introduced by the college during the last three years? Give details. **Nil**

6. How long does it take to introduce a new programme of study after it has been conceptualised?

Normally Gauhati University takes 2 years to introduce a new programme of study after it has been conceptualised.

7. What are the contributions of the institution in the curriculum design of the university?

Nil.

8. Has there been an academic audit by the university?

No. But when the institution opens new subjects/streams and applies for affiliation from the University then inspection is done by the University.

9. Furnish details of the following aspects of curriculum design:

- a) Innovation such as modular curricular

Nil

- b) Inter/multidisciplinary approach

No.

N.B. : The above two provisions are restricted by the University guidelines.

10. Any other highlights.

- **Medium of instruction is English and Assamese.**
- **Students offering Major subjects need not study any other subjects in the final year of the course.**

Criterion II : Teaching-learning and Evaluation

This criterion deals with the efforts of the institution in providing appropriate teaching-learning experiences to learners. It also looks at the adequacy and competency of the faculty who handle the various programmes of study as well as the efficiency of the evaluation methodology of the institution.

The characteristics examined under this criteria are, whether:

- ⇒ *The institution has a transparent admission process.*
- ⇒ *The programmes of teaching and learning cater to individual differences among learners and offers academic flexibility.*
- ⇒ *The institution facilitates the effective running of the teaching-learning programmes.*
- ⇒ *The institution has a well conceived plan for monitoring student progress.*
- ⇒ *The institution has an efficient mechanism to recruit qualified and adequate faculty.*
- ⇒ *The institution has an open and participative mechanism for evaluation of teaching, research and work satisfaction of the faculty.*
- ⇒ *The faculties have opportunity for continued academic progress and professional advancement.*

1. How are students selected for admission into various courses?

- a) through special entrance tests ☐
- b) through interviews ☐
- c) through their academic record ☒
- d) through combination of the above ☐

2. a. Is there a provision for assessing students' knowledge and skills for a particular programme(after admission) ?

Yes ☒ No ☐

If yes, cite examples.

For example, the students who want to offer major in any subject will have to appear in a Major Test conducted by the respective departments.

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes ☒ No ☐

If yes, cite examples.

After each Unit Test, the academically weak students are given special attention by taking more tutorial classes.

c. How are advanced learners challenged to work ahead of the rest?

By providing books/ suggestions/ helping them to go through reference books

3. Does the college encourage the teachers to make a teaching-plan?

Yes ☒ No ☐

If yes, give details.

By distributing the syllabus separately for each teacher for the whole year, so that the teachers can complete the course within the stipulated time

4. Are syllabi unitised according to a teaching schedule through the semester/year?

Yes ☒ No ☐

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

The Head of the concerned department makes periodic review of the unitized syllabi to ensure timely completion of the allotted course. Besides there is a provision for taking monthly progress report from the concerned teachers.

5. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?

By discussion inside and outside class room, quizzes, interaction etc. with students.

6. Is there a facility to prepare audio visuals and other teaching aids?

Yes ☐ No ☒

If yes, give details.

7. Furnish the following : 2003-2004 Session

- Teaching days **180 days including Internal Examinations**
- Working days **239 days**
- Work load **3 - 4 hours per day**
- Ratio of full-time teachers to part-time teachers (last two years): **Nil**
- Ratio of teaching staff to non-teaching staff (last two years):

2003-2004 Session : 2.11 :1

2002-2003 Session : 2.11 :1

Percentage of classes taught by full-time faculty 100%

8. Are evaluation methods communicated to students at the beginning of the year?

Yes ☒ No ☐

If yes, give details.

This is done through the prospectus of the institution.

9. Does the college monitor the overall performance of students at the end of the year?

Yes ☒ No ☐

If yes, give details:

Internal examinations are held periodically to monitor the overall performance of the students.

10. How are teachers recruited? When and how are new teaching positions created? Give details.

Teachers are recruited by the Governing Body of the institution. Governing Body normally decides to make an advertisement of the post in leading daily News papers of the State. Candidates for the posts have to appear before a Selection Committee. On the basis of the recommendation of the Selection Committee, Governing Body gives the appointment letter to the selected candidate and later on D.H.E. (Directorate of Higher Education) gives approval to it.

New teaching positions are created when a new programme is introduced in the institution.

In the case of colleges where appointment is made by the college, give the following details for the last two years:

Month and Year of				
Self-funded (S) or Government Funded (G) S/G	Advertisement	Appointment of selection committee	Selection Committee Meeting	Appointment letter to candidates
S	02-2002	08-2002	09-2002	11-2002

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
01	Nil	Nil

12. Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes ☒ No ☐

If yes, give details.

Our institution makes the payment for the temporary teachers from its own resources.

If no, how are additional projects/expansion managed?

13. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years: Nil 01

	Participants	Resource persons
National level	01	
International level		

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes ☒ No ☐

If yes, how are teachers encouraged to use the feedback?

Teachers are encouraged to rectify their weaknesses/ shortcomings if any on the basis of the feedback received through self appraisal method.

15. Does the college follow any other teacher performance appraisal method?

Yes ☒ No ☐

If yes, give details of the same and state how the results of the appraisal are used.

Students feedbacks are taken on the performance of the teacher, the result of the students feedback is communicated to the teachers by the authority to rectify his/her shortcomings and improve his /her performance.

(Annexure – V)

16. Does the college collect student evaluation on campus experience?

Yes ☒ No ☐

If yes, what are the significant feedback from students and how have they been used?

After analyzing the feedback necessary remedial measures are taken by the authority. (An analysis of such feedback is enclosed as Annexure – VI)

17. Does the college conduct refresher courses/seminars/conferences/symposia/workshops/programmes for faculty development?

Yes ☒ No ☐

If yes, give details.

**Our institution conducts departmental seminars regularly.
(A list of seminar papers is enclosed as Annexure –VII)**

18. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years:

Faculty Development Programme	No. of Beneficiaries
Orientation Programme	07
Refresher Courses	09

(A list of beneficiaries is enclosed as Annexure – VIII)

19. How many members of faculty have received teaching awards?

Nil

20. Give details of the contribution of the faculty in different committees.

A list of different committees is enclosed as Annexure- IX

21. Furnish information about significant teaching innovations of the college.

Nil

22. What are the national and international linkages established for teaching and/or research?

Nil

23. Any other highlights?

Teachers take classes in +2 stage (Higher Secondary) without taking payment as community service.

Criterion III: Research, Consultancy and Extension

This criterion seeks information on the activities of the institution with reference to research, consultancy and extension. It also deals with the facilitating aspects of the institution to promote the same and their outcome.

- ⇒ The characteristics judged under this criteria are, whether:
- ⇒ *The institution promotes research culture among faculty and students.*
- ⇒ *The institution has a vigorous and well scrutinized publication programme and actively encourages faculty and students to publish in academic forum.*
- ⇒ *The institution promotes faculty participation in consultancy work.*
- ⇒ *The institution is responsive to community needs and conducts relevant extension and awareness programmes.*

1. Is research a significant activity of the college? No

2. How does the college promote research?

- PG Students doing project work No
- Teachers are given study leave No
- Teachers provided with seed money No
- Research Committee for submitting project proposals No
- Adjustment in teaching schedule No

3. Is the college a recognized center for Ph.D.? No

4. What percentage of teachers are engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

Nil

5. How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

full-time	Nil
part-time	04

6. How many Ph.D.s have been awarded during the last five years? Nil

7. Does the college provide financial support to research students?

Yes ☐ No ☒

8. Provide details of the ongoing projects: Nil

Total no of projects	
Total outlay in Rs.	

9. Give details of ongoing projects funded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any

10. Does the college publicise the expertise available for consultancy services?

Yes ☐ No ☒

If yes, give details.

11. Does the college have a designated person for extension activities?

Yes ☒ No ☐

If yes, indicate the nature of the post.

Full-time ☐ Part-time ☐ Additional charge ☒

12. Indicate the extension activities of the college and its details:

- | | | | |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i. Community development | ☐ | ii. Social work | ☒ |
| iii. Health and hygiene awareness | ☒ | iv. Medical camp | ☒ |
| v. Adult education and literacy | ☐ | vi. Blood donation camp | ☐ |
| vii. AIDS awareness | ☐ | viii. Environment awareness | ☒ |

Any others :

ix.

x.

13. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes ☐ No ☒

14. How are students and teachers encouraged to participate in extension activities?

Students are motivated to participate in extension activities by explaining the various benefits of such activities. Besides, there is provision for issuing certificates of recognition to the best social worker among the students by the authority.

15. Does the college work and plan the extension activities along with NGO's and GO's?

Yes.

16. Any other highlights:

Criterion IV: Infrastructure and Learning Resources

This aspect requires data on the adequacy and optimal use of the facilities available in the institution to maintain the quality of the academic and other aspects of campus life. It also seeks information on how every constituent of the institution - students, teachers and staff, benefit from these facilities.

The features addressed in this criteria are, whether:

- ⇒ *The institution has adequate library and computer facilities with easy access to all its constituencies.*
- ⇒ *The institution has adequate physical facilities to run the educational programmes and administrative functions efficiently.*
- ⇒ *The growth of the infrastructure keeps pace with the academic growth of the institution.*
- ⇒ *The institution has effective mechanisms for maintenance and optimal use of infrastructure.*

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

A copy of master plan is enclosed as Annexure -X

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

The college plans to meet the need for augmenting the infrastructure to keep with the academic growth in the following ways.

- **By spotting the new sources of resource mobilization.**
- **By utilising potential resources for essential teaching materials like-Laboratory, Library etc.**

3. How does the college maintain its infrastructure?

By utilising local funds and other related resources.

4. How does the college ensure optimum utilisation of its infrastructure facilities?

By full utilisation of its resources.

5. Does the college encourage use of the academic facilities by external agencies?

Yes ☒ No ☐

If yes, give details.

The Institution provides the facility for holding Hindi examination by the Assam Rastra Bhasa Prachar Samity and there is also provision for providing facilities for organizing seminars, workshops etc. by the N.G.O.s. Besides this, the institution has extended necessary accommodation for opening a computer education center by C-DAC. (A proof copy of Hindi Examination Centre is enclosed as Annexure -XI)

6. What efforts are made to keep the campus beautiful and pollution free?

Plantation and occasional cleanliness programmes are undertaken.

7. Is there an advisory committee for the library ?

Yes ☒ No ☐

8. Is the library interconnected with other libraries for inter-library borrowing ?

Yes ☐ No ☒

9. Is there a book bank facility in the central library?

Yes ☐ No ☒

10. Are the following activities of the central library computerised? No

- | | | | |
|---------------------------------------|--------------------------|-----------------------|--------------------------|
| i. Lending of books | ☐ | ii. Purchase of books | ☐ |
| iii. Lending of audio-visual material | ☐ | iv. Book bank | ☐ |
| v. Stock verification | ☐ | | |
| Any others | | | |
| vi. | | | |
| vii. | | | |

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	The Year before last		The Year before	
	Number	Total cost	Number	Total cost
i. Text books	156	16,526.00	575	20,277.00
ii. Other books	66	4,400.00	204	9,911.00
iii. Journals/ periodicals				
Any others				
iv.				
v.				

12. Does the library have the following facilities? No.

- Reprography ☐
- Computers ☐
- Audio & Video Cassettes ☐
- Internet ☐
- Any other (specify) ☐

13. Furnish the following details : 2003-2004 Session

- Working days of the library 239 days
- Working hours of the library 9 A.M. to 4 P.M.
- Total no of books in the library 3510
- Journals/periodicals subscribed 15
- Titles in the library Kharupetia College Library

14. Is there a central computer facility in the college?

Yes ☐ No ☒

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours.

6 (Six) hours daily for 6 (six) days in a week

16. How many departments have computers of their own ? Give the configuration and other details.

Nil

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

Nil

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

The computers of the computer center are maintained by the company itself (C-DAC)

19. Does the college make use of the services of inter-university centers like IUCAA, IAS, INFLIBNET etc? No

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

First Aid facilities are available. Moreover, monthly health check up programmes are undertaken for the students and teachers. The college has appointed a doctor as Health Supervisor to look after the health & hygiene of the students and staff.

21. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

We have the following facilities in our institution :

- Out door play ground.
- Traditional swimming pool.
- Various out door and indoor sports materials.

22. What are the incentives given to outstanding sports persons?

Provision for free admission to the students showing outstanding performance in the district level and above.

23. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

	Participation of students	Outcome
State	Drama competition in the Youth festival of Gauhati University, 2003	Gold medal for best team, Gold medal for best actor in the competition
Regional		
National		
International		

N.B. : A copy of certificate of proficiency from the University is enclosed as Annexure – XII

24. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

Nil

25. What percentage of students have hostel accommodation?

Nil

26. Give details of the hostel facilities available in the campus?

Nil

27. Any other highlights :

Criterion V: Student Support and Progression

The highlights of this criterion are the efforts of the institution to provide the necessary assistance for good student experiences in the campus and to facilitate their progression. It also seeks information on the student and alumni profiles.

The information sought under this criteria relate to, whether:

- ⇒ *The institution has sufficient and well-run support services to ensure the physical and intellectual health of all its constituencies.*
- ⇒ *The institution has an effective mechanism to use student feedback for quality enhancement.*
- ⇒ *The prospectus of the institution gives clear guidance to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services.*
- ⇒ *The institution offers competent academic counseling and placement services to its students.*
- ⇒ *Financial aid to students is fairly distributed.*

1. Furnish the following details: **2002-2003**

- Percentage of students appearing for the qualifying exam after the minimum period of study 49.35% $\frac{76}{154} \times 100$
- Drop out rate 72.72%
- Progression to employment and further study (UG to PG or PG to Ph.D.)

2. How many students have passed the following examinations in the last five years?

Nil

UGC-CSIR(NET) Examination

UGC-SLET

GATE

Indian Civil Services Examinations

GRE

TOEFL

GMAT

Any others

3. Does the college publish its updated prospectus annually?

Yes ☒ No ☐

If yes, what are the contents of the prospectus?

(List of the contents is enclosed as Annexure -XIII)

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

Our institution gets financial aids in the form of Scholarship from Central / State Government only. The college has a students' aid fund from which financial assistance is provided to the needy students.

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last (2001-02)	Year before (2002-03)
i. Merit scholarship		
ii. Merit-cum-Means		
iii. Students aid fund		
iv. S.C. Scholarship	24	24
v. S.T. Scholarship	-	04
vi. OBC Scholarship	77	76
	32	13

6. Does the college have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

No.

i. Employment cell: ☐

Role:

ii. Placement officer: ☐

Role:

N.B. : The institution does not have an employment cell as such but an Information and Career Counselling cell has been set up through which students are provided information about various career and employment opportunities. A teacher is given the additional charge to look after it.

7. Do teachers participate in academic and personal counselling? Give details.

Yes ☒ No ☐

- Teachers help the students through outside class room discussion and personal counselling when aspirant students come to seek help from them.

8. How many students were employed through placement service during the last year?
Nil.

	UG students	PG students	Research scholars
i. Local firms/companies			
ii. Central government			

iii. State government			
iv. Public sector undertaking			
v. Private sector			

9. Does the employment cell motivate the students to seek self-employment?

Yes ☐ No ☒

If yes, how many are self-employed?

10. Does the college have an Alumni Association?

Yes ☒ No ☐

If yes, indicate the activities of the Alumni Association.

Alumni Association was formed on 13th September, 2003. (A copy of the aims & objectives of the Association is enclosed as Annexure –XIV)

11. How are the policies and criteria of admission made clear to prospective students?

The policies and criteria of admission are stated in the prospectus of the college.

12. State the admission policy of the college with regard to overseas students.

Nil.

13. What are the support services given to overseas students? **Nil**

i. One window admission service	☐	ii. Overseas students office	☐
iii. Special accommodation	☐	iv. Induction courses	☐
v. Socio-cultural activities	☐	vi. Welfare programme	☐
vii. Police clearance	☐		
Any others			
viii.			
ix.			

14. What are the recreational / leisure time facilities available to students?

i. Indoor games	☒	ii. Outdoor games	☒
iii. Nature Clubs	☐	iv. Debate Clubs	☒
v. Student Magazines	☒	vi. Cultural Programmes	☒
vii. Audio Video facilities	☐		
Any others			

Any other highlights :

Criterion VI: Organisation and Management

This criterion requires data on the policies and practices of the institution in the matter of planning, human power requirement, recruitment, training, performance appraisal and finance management.

The characteristics examined under this criteria pertain to whether :

- ⇒ *The offices and departments of the institution are governed on the principles of participation and transparency.*
- ⇒ *Academic and administrative planning in the institution move hand in hand.*
- ⇒ *Management techniques and technologies, to the extent possible, are used by the institution for efficient running of every administrative and academic decision-making.*
- ⇒ *The institution practices relevant welfare schemes for all its constituencies.*
- ⇒ *There are fair and expeditious grievance redressal mechanisms at all levels of the institution's functioning.*
- ⇒ *The finances of the institution are judiciously allocated and effectively utilized to make its programmes and functioning cost-effective.*
- ⇒ *The institution has imaginative and effective resource mobilization and management strategies.*
- ⇒ *Budgeting and auditing procedures are regular and standardized.*

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

Yes ☒ No ☐

If yes, give details.

The Principal of the Institution plays a vital role in co-ordinating with the teaching staff in academic matters and also monitoring the activities of the non-teaching staff. Principal also co-ordinates with the Governing Body for smooth functioning of the institution and takes action as the secretary of the Governing Body if and when necessary.

2. Were any committees/external agencies appointed during the last three years to improve the organisation and management ?

Yes ☐ No ☒

If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☒ No ☐

Give details.

The principal himself does overall monitoring of the work efficiency of the non-teaching staff.

4. Is there a special committee for preparing the academic calendar?

Yes ☒ No ☐

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes ☒ No ☐

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes ☒ No ☐

If yes, give details

So far only one training programme was organised with the help of some specialised persons for professional development of non-teaching staff of the college.

7. What is the current tuition and other fee structure in government supported and self-financing courses?

Government supported

S. No.	Programme	Tuition	Library	Labor atory	Others	Hostel	Mess
1	B.A. Major	840.00	100.00	25.00	585.00		
2	B.A. General	720.00	100.00	25.00	585.00		

Self-financing : Nil

S. No.	Programme	Tuition	Library	Labor atory	Others	Hostel	Mess

--	--	--	--	--	--	--	--

8. Have there been changes in the tuition and other fees during the last three years, give details.

Except tuition fees, other fees have been revised from time to time for the last 3 years. But the tuition fees have been revised from this session (2003-2004).

(Copies of old and revised fee charts are enclosed as Annexure –XV)

9. Furnish the amount spent under the various heads of expenditure last year.
2002-2003

Head of Expenditure	Budget provided	Amount actually spent in Rs.
Honourarium to Non-Sanctioned staff	60,000/-	53,670/-
Fee deposited to G.U./AHSEC	35,000/-	38,466/-
Travelling Expenditure	20,000/-	25,882/-
Furniture	25,000/-	12,830/-
Printing & Stationery	20,000/-	28,588/-
College Week, Freshmens Social & festivals	70,000/-	77,623/-
Internal Audit Expenditure	3,000/-	3,000/-
Construction & Repairing	45,000/-	30,139/-
Electrification & Telephone Bill	12,000/-	10,094/-
Library	30,000/-	34,485/-
Incentives to poor students	4,000/-	4,125/-
Sports Items	4,000/-	3,763/-
Repayment of previous Temporary Loan	7,876/-	7,876/-
Contingency & other	18,000/-	20,149/-
Examination	3,50,000/-	3,86,412/-
Salary	41,19,500/-	52,75,416/-

10. During the last two years did the college have deficit budget?

Yes ☒ No ☐

11. Is there an internal audit mechanism?

Yes ☒ No ☐

12. What are the various welfare programmes of the college? Give details.

Provision of financial aid to poor students.

13. Is there a grievance redressal cell in the college?

Yes ☒ No ☐

If yes, how does it deal with grievances of the employees and others?

Detailed procedures of dealing with the grievances is enclosed as Annexure-XVI

14. List the various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

There is a co-operative society for teaching and non-teaching staff in our institution. To avail the loan facility from the society one should obtain the membership of the society. Besides this internal loan facility, the teaching and non-teaching staff of the institution can obtain loan from the outside sources, i.e. Commercial Banks and other financial agencies. In this case authority acts as the guarantor for the employees of the institution. Teachers and employees can also seek loans from their respective C.P.F. accounts.

(Bye-laws of the co-operative society of the college is enclosed as Annexure – XVII)

15. What is the procedure of the college to purchase major items?

Necessary items of the institution are being purchased directly from the local firms. There is no purchase committee.

16. Any other highlights :

Criterion VII : Healthy Practices

This criterion focus on the innovative and unique practices of the institution that add to its academic ambience. Healthy practices vary from institution to institution.

This criteria ascertains, whether :

- ⇒ *The institution displays sensitivity to changing educational, social and market demands.*
- ⇒ *The institution is geared to promote an ambience of creativity and innovations.*

1. Has the college adopted any mechanism/ process for internal quality checks?

Yes **X** No ☐

If yes, give details.

The institution has opened an Internal Quality Assurance Cell. This cell takes necessary measures for academic quality enhancement.

2. Is the College sensitised to latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

Yes **X** No ☐

3. Does the college have

- ⇒ Twinning programmes ☐
- ⇒ Student Exchange Programmes ☐
- ⇒ MoU's with
 - Industries ☐
 - Research organisations ☐

4. What are the national / international linkages established by the college for training and research?

Nil

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non-formal mode and distance education?

Our institution does not have any provision for self financing courses. But the lecturers adopt non-formal mode to strengthen the regular academic programmes. Moreover the institution has recently taken steps to open study centres of IGNOU and Gauhati University Post Graduate Correspondence School.

6. What are the practices of the college to impart value based education?

The institution imparts value based education by organizing lectures on the philosophy of great men's life. Moreover occasional Yoga sessions are also organised through the extension education cell.

7. How does the college inculcate civic responsibilities among the students?

Through various extension education programmes.

8. What are the efforts of the college towards allround personality development of the learners?

The institution endeavours to ensure personality development of the students by encouraging curricular and various co-curricular programmes. Moreover, the extension education cell of the institution organizes various personality development programmes for the students.

9. How is the college geared to achieve its specific goals and objectives?

Through teaching and extension activities. The institution is also trying to develop its infrastructure by mobilising resources for opening up new courses to cater to the educational needs of the community.

10. What are the efforts of the college to bring in "community orientation" in its activities?

The institution makes effort to bring in community orientation through the various extension activities from time to time by the extension education cell of the institution

11. Indicate the efforts to promote general / transferable skills among the students such as

a. Capacity to learn

Yes (Through teaching-learning method)

b. Communication skills

Yes (Debate club, Extempore Speech etc.)

c. Numerical skills

No

d. Use of information technology

No

e. Work as a part of a team and independently

Yes (Excursion, Field work)

12. Any other college specific innovations, which have contributed to its growth.

A computer agency named C-DAC tied up with the institution to open a computer education center through which computer education is imparted.

III. Inputs from the Departments :

1. Name and address of the department : **ENGLISH**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	250
B.A. Major	U.G.	45 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	02	01	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	02	01	03
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☐	☒
Finance	☐	☒

If yes, what extent ?

i) Selection of students for admission to the Major course.

ii) Holding departmental examinations.

8. Number of students in the department during the current year. : **2003-2004**

	Female	Male	Total
Students from the same state where the college is located	48	131	179
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	48	131	179

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

10. Furnish the following details (in figure) :

- * Books in the department library : **87**
- * Journals/ Periodicals subscribed by the department : **Nil**
- * Computers in the department : **Nil**
- * Research projects completed during the last three years and there total outlay : **Nil**
- * On going research projects : **Nil**
- * Teachers who have attended national/ international seminars during the last two years : **Nil**
- * Teachers who have been resource persons at workshops/ seminars during the last two years : **Nil**

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	205	----	205	154	----	154
Drop outs	100	----	100	78	----	78
Appeared for the final year exam	105	----	105	76	----	76
Passed in the final exam	72	----	72	48		48
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Abdur Rahim	Lecturer	M.A.B.Ed	Literature	44	M
2. Abdul Awal	Lecturer	M.A.B.Ed.	Literature	33	M
3. Mrs. Mala Chakraborty	Lecturer	M.A	Literature	45	F

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Abdur Rahim	10 Yrs.				
Abdul Awal	7 Yrs.				
Mala Chakraborty	6 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects funded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

12 hours.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2(two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Yes, holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities? Give details.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	63.2 %		
Progression to higher education rate	10 %		
Employment rate	12 %		
Ratio of part time teachers to full time teachers	0 : 3		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

- * Ratio of students to teachers (2003-2004) : **101.7 : 1**
- * Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **ASSAMESE**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. : **Adjusted with the teachers common room.**
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	250
B.A. Major	U.G.	45 %	20
Additional Assamese	U.G.	30 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	02	03	05
Teachers with Ph.D. or equivalent as the highest qualification. M.Phil		01	01
Teachers with P.G or equivalent as the highest qualification.	02	03	05
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☒	☐
Finance	☐	☒

If yes, what extent ?

i) Selection of students for admission to the Major course.

ii) Holding departmental examinations.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	99	273	358
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	99	273	358

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☐ No ☒

10. Furnish the following details (in figure) :

- * Books in the department library : 88
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	192	----	192	143	---	143
Drop outs	100	----	100	78	---	78
Appeared for the final year exam	92	----	92	65	---	65
Passed in the final exam	72	----	72	48	---	48
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links/ collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

	Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.	Kanaklata Saikia	Lecturer	M.A. M.Phil	Literature	44	F
2.	Nazir Hussain Sarkar	Lecturer	M.A.	Language	43	M
3.	Asman Ara Begum	Lecturer	M.A.	Literature	40	F
4.	Alam Ansari	Lecturer	M.A.	Language	39	M
5.	Misira Parbin	Lecturer	M.A.	Literature	35	F

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Kanaklata Saikia	18 Yrs.				
Nazir Hussain Sarkar	17 Yrs.				
Asman Ara Begum	15 Yrs.				
Alam Ansari	11 Yrs.				
Misira Parbin	9 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil.

18. List the major thrust areas within the subject in which research activities are being persued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortam facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

17 hours.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

4 (four) hours with the students and 2(two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities? Give details.

By Participating in Refresher and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☒ No ☐

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	73.48%	,	
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : **71.6 : 1** ✓

* Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **HINDI**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. (M.I.L)	U.G.	30 %	20
Additional Hindi	U.G.	30 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	0	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	03	0	03
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

Yes No

Academic matters ☒ ☐

Administration ☐ ☒

Finance ☐ ☒

If yes, what extent ?

Holding departmental examination.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	07	10	17
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	07	10	17

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

Holding periodical Unit Tests and giving special coaching.

10. Furnish the following details (in figure) :

- * Books in the department library : 70
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

- [illegible]

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	13	----	13	11	----	11
Drop outs	0	----	0	0	----	0
Appeared for the final year exam	13	----	13	11	----	11
Passed in the final exam	10	----	10	07	----	07
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 02

Filled : 02

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links/ collaborations for teaching, research or both ?

No.

- 15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Md. Abdul Matin	Lecturer	M.A.	Literature (Hindi)	39	M
2. Sikdar Anowarul Islam	Lecturer	M.A.	Literature (Hindi)	35	M
3. Mostafa Nuruz Zaman	Lecturer	M.A.	Literature (Hindi)	31	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Md. Abdul Matin	14 Yrs.				
Sikdar Anowarul Islam	6 Yrs.				
Mostafa Nuruz Zaman	6 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortam facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

14 hours and 25 minutes.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities ? Give details.

Participating in Refresher course and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil.

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : 2003-2004

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	63.63 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	Nil		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : 5.3 : 1

* Number of research papers published : Nil

32. Has the department received any special support for teaching or research ?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **SANSKRIT**
Kharupetia College, Kharupetia,
Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. (General)	U.G.	30%	40

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	01	01	02
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	01	01	02
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

Yes No

Academic matters ☒ ☐

Administration ☐ ☒

Finance ☐ ☒

If yes, what extent?

i) Selection of students for admission to the course.

ii) Holding departmental examinations.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	20	06	26
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	20	06	26

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes ☐ No ☒

10. Furnish the following details (in figure) :

- * Books in the department library : 100
- * Journals/ Periodicals subscribed by the department : 1
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	09	----	09	08	----	08
Drop outs	03	----	03	04	----	04
Appeared for the final year exam	06	----	06	04	----	04
Passed in the final exam	03	----	03	04	----	04
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 02

Filled : 02

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

- 15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Parimal Kumar Dutta	Lecturer	M.A. M.Ed	Literature (Sanskrit)	47	M
2. Aparajita Devi	Lecturer	M.A. B.Ed	Literature (Sanskrit)	36	F

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Parimal Kumar Dutta	6 Yrs				
Aparajita Devi	5 yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

15 hours.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

Joining Refresher Course and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	100 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	0 : 2		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : **1 : 13**

* Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

Most of the students never studied sanskrit in their school curriculum. So most of the students have not any background in sanskrit. Inspite of the lack of sanskrit background most of the students did well in the examinations. This department always tries to encourage students for better results and extends all possible helps to sanskrit students.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **ARABIC**
Kharupetia College, Kharupetia,
Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. (Major)	U.G.	40 %	20
B.A. (General)	U.G.	30 %	30

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	04	0	04
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	04	0	04
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☒	☐
Finance	☐	☒

If yes, what extent ?

- i) Selection of students for admission to the course.
- ii) Holding departmental examinations.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	01	13	14
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	01	13	14

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☐ No ☒

10. Furnish the following details (in figure) :

- * Books in the department library : 50
- * Journals/ Periodicals subscribed by the department : 1
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	05	----	05	02	---	02
Drop outs	03	----	03	0	---	0
Appeared for the final year exam	02	----	02	02	---	02
Passed in the final exam	02	----	02	02	---	02
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

	Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.	Md. Nur Jaman	Lecturer	M.A.	Literature (Arabic)	33	M
2.	Zakir Hussai Ahmed	Lecturer	M.A.	Literature (Arabic)	32	M
3.	Md. Imran Ali	Lecturer	M.A.	Literature (Arabic)	32	M
3.	Md. Jaber Ahmed	Lecturer	M.A.	Literature (Arabic)	30	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Md. Nur Jaman	11 Yrs.				
Zakir Hussain Ahmed	8 Yrs.				
Md. Imran Ali	8 Yrs.				
Md. Jaber Ahmed	5 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

12 hours.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

4 (three) hours with the students and 1 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities ? Give details.

Joining Refresher Course and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	60 %		
Progression to higher education rate	50 %		
Employment rate			
Ratio of part time teachers to full time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : ~~4:1~~ 4:4 3:5 ' 1

* Number of research papers published : Nil

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **POITICAL SCIENCE**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. : **Adjusted with the teachers common room.**
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details rerquired below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	100
B.A. Major	U.G.	45 %	40

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	----	03
Teachers with Ph.D. or equivalent as the highest qualification.	---	---	----
Teachers with P.G or equivalent as the highest qualification.	03	----	03
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☒	☐
Finance	☐	☒

If yes, what extent ?

i) Selection of students for admission to the Major course.

ii) Holding departmental examinations.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	63	186	249
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	63	186	249

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☐ No ☒

10. Furnish the following details (in figure) :

- * Books in the department library : 71
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	133	----	133	125	---	125
Drop outs	106	----	106	105	---	105
Appeared for the final year exam	27	----	27	20	---	20
Passed in the final exam	21	----	21	16	---	16
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links/ collaborations for teaching, research or both ?

Nil.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

	Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.	Md. Nurul Islam	Lecturer	M.A. B.Ed	Group - A	37	M
2.	Md. Habibur Rahman	Lecturer	M.A.	Group- B	44	M
3.	Roopjyoti Prasad Dutta	Lecturer	M.A.	Group- C	34	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Md. Nurul Islam	12 Yrs.				
Md. Habibur Rahman	15 Yrs.				
Roopjyoti Prasad Dutta	06 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. **Nil**

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

22 classes of 45 minutes of duration per teacher per week.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

4 (four) hours per day with the students and 2(two) hours with the committees on academic matters.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding Major tests Unit tests etc.

26. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

By Participating in Refresher and Orientation Programmes conducted by Academic Staff College of different Universities under UGC.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	80%		
Progression to higher education rate	----		
Employment rate	---		
Ratio of part time teachers to full time teachers	----		
Ratio of academic staff to administrative staff	----		

31. Furnish the following data :

- * Ratio of students to teachers (2003-2004) : **83 : 1** ✓
- * Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **ECONOMICS**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. : **Adjusted with the teachers common room.**
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30%	60
B.A. Major	U.G.	45 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	02	01	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	02	01	03
Teachers with other specific eligible qualification (specify) NET	01	0	01
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☐	☒
Finance	☐	☒

If yes, what extent ?

The department enjoys autonomy in offering major to the students and holding departmental tests.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	09	35	44
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	09	35	44

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

After each unit test, department looks for enrichment of the students and arranges special classes (tutorial) for those students whose performance in the unit test is poor.

10. Furnish the following details (in figure) :

- * Books in the department library : 57
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	33	----	33	20	---	20
Drop outs	28	----	28	17	---	17
Appeared for the final year exam	05	----	05	03	---	03
Passed in the final exam	05	----	05	03	---	03
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Deepak Kalita	Lecturer	M.A.	Demography	39	M
2. Mausumi Saha Kalita	Lecturer	M.A. LL.B	Demography	38	F
3. Mizanur Rahman	Lecturer	M.A.		34	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Deepak Kalita	12 Yrs.				
Mausumi Saha Kalita	11 Yrs.				
Mizanur Rahman	08 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

23 classes of 45 minutes duration per week per teacher.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Students will have to appear in a major test for offering major. Department holds unit test for 3 times in a year. Internal assessment system is not followed in the Department.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Teachers update themselves by participating refresher courses and orientation courses under academic staff college of different universities from time to time.

27. What is the annual budget allocation of the college to the department?

No annual budget allocation in the department.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒

If yes, how much has been earned during the last two years?

30. Furnish the following details: **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	100%		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	Nil		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) :

**~~14:6~~
3.5 : 1 14'6 : 1**

* Number of research papers published :

Nil

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Students will have to appear in a major test for offering major. Department holds unit test for 3 times in a year. Internal assessment system is not followed in the Department.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Teachers update themselves by participating refresher courses and orientation courses under academic staff college of different universities from time to time.

27. What is the annual budget allocation of the college to the department?

No annual budget allocation in the department.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒

If yes, how much has been earned during the last two years?

30. Furnish the following details: **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	100%		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	Nil		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data:

* Ratio of students to teachers (2003-2004) : **$\frac{146}{3.5} = 14.6 : 1$**

* Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **GEOGRAPHY**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1996**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	0	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	03	0	03
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☒	☐
Finance	☐	☒

If yes, what extent ?

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located.	0	07	07
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	0	07	07

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

10. Furnish the following details (in figure) :

- * Books in the department library : 48
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : National seminar attended by B. Borah held at Mangaldai College, Mangaldai.
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	01	-----	01	04	----	04
Drop outs	----	----	----	04	----	04
Appeared for the final year exam	01	-----	01	----	----	----
Passed in the final exam	Nil	-----	Nil	----	----	----
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

	Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.	Bhupendra Nath Borah	Lecturer	M.A.	Agriculture	32	M
2.	Hitesh Kr. Kataki	Lecturer	M.A.		32	M
3.	Kalidas Sarmah	Lecturer	M.A.		38	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Bhupendra Nath Borah	7 Yrs.				
Hitesh Kr. Kataki	5 Yrs.				
Kalidas Sarmah	5 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being persued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortam facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

15 classes of 45 minutes duration per teacher per week.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities ? Give details.

Participation in Refresher and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : 2003-2004

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	Nil		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	Nil		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) :

$\frac{23}{35} : 1$

* Number of research papers published :

Nil

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **PHILOSOPHY**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1994**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	40
B.A. Major	U.G.	45 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	02	01	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	02	01	03
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☒	☐
Finance	☐	☒

If yes, what extent ?

i) Selection of students for admission to Major course,

ii) Holding departmental examinations.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	02	06	08
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	02	06	08

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

10. Furnish the following details (in figure) :

- * Books in the department library : 55
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

- [illegible]

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	04	---	04	02	---	02
Drop outs	03	---	03	02	---	02
Appeared for the final year exam	01	---	01	---	---	---
Passed in the final exam	01	---	01	---	---	---
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 02

Filled : 02

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

- 15.
- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Jyotish Saharia	Lecturer	M.A.	Logic	34	M
2. Pranati Dutta	Lecturer	M.A.	Logic	39	F
3. Jakir Hussain Choudhury	Lecturer	M.A. B.Ed.	Logic	28	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Jyotish Saharia	07 Yrs.				
Paranati Dutta	09 Yrs.				
Jakir Hussain Choudhury	01 Yr.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

12 classes of 45 minutes duration per week per teacher.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging their teaching / research responsibilities ? Give details.

Participating in Refresher/ Orientation courses.

27. What is the annual budget allocation of the college to the department ?

Nil.

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	25 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	Nil		
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : **2.7 : 1** ✓

* Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **EDUCATION,
Kharupetia College,
Kharupetia, Darrang, Assam.**
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. Major	U.G.	45 %	30
B.A. General	U.G.	30 %	100

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	01	04
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	03	01	04
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☐	☒
Finance	☐	☒

If yes, what extent ?

i) Selection of students for Major course,

ii) Holding departmental examination.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	69	185	254
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	69	185	254

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

10. Furnish the following details (in figure) :

- * Books in the department library : 70
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : Batch-1 : 1999-2002
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	134	---	134	121	---	121
Drop outs	96	---	96	100	---	100
Appeared for the final year exam	37	---	37	21	---	21
Passed in the final exam	31	---	31	16	---	16
Passed in first class	02	---	02			
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15. β_1 = the effect of additional years of experience on age

15. a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).
- | | Highest | Speciali- | Age | Sex |
|--|---------|-----------|-----|-----|
|--|---------|-----------|-----|-----|

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Abul Bashar Ahmed	Lecturer	M.A.	Education	33	M
2. Mrs. Jahida Sultana	Lecturer	M.A., B.Ed.	Education	33	F
3. Md. Amjad Hussain Mazumdar	Lecturer	M.A., B.Ed.	Education	33	M
4. Md. Lutfur Rahman	Lecturer	M.A.	Education	33	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Abul Bashar Ahmed	8 Yrs.				
Mrs. Jahida Sultana	6 Yrs.				
Md. Amjad Hussain Mazumdar	6 Yrs.				
Md. Lutfur Rahman	6 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

12 hours and 37 minutes.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Holding tests.

26. How do the teachers update themselves for discharging there teaching / research responsibilities ? Give details.

Joining Refresher course and Orientation Programmes.

27. What is the annual budget allocation of the college to the department ?

Nil.

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	81 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers			
Ratio of academic staff to administrative staff	Nil		

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : **1 : 63.50 ; 1** ✓

* Number of research papers published : **Nil**

32. Has the department received any special support for teaching or research ?

Yes ☐ No ☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **HISTORY**
Kharupetia College, Kharupetia,
Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1981**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. (General)	U.G.	30 %	60
B.A. (Major)	U.G.	45 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	03	0	03
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	03	0	03
Teachers with other specific eligible B.Ed. qualification (specify)	01	0	01
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic matters	☒	☐
Administration	☐	☒
Finance	☐	☒

If yes, what extent ?

To offer major in the department we are enjoying autonomy in holding departmental tests.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located	06	31	37
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total	06	31	37

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses ?

Yes ☒ No ☐

Holding Unit test and taking tutorial classes for the weaker students.

10. Furnish the following details (in figure) :

- * Books in the department library : 102
- * Journals/ Periodicals subscribed by the department : Nil
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	24	----	24	13	---	13
Drop outs	15	----	15	4	---	4
Appeared for the final year exam	09	----	09	09	---	09
Passed in the final exam	06	----	06	06	---	06
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 03

Filled : 03

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Abdul Karim	Lecturer	M.A.	Modern Group	39	M
2. Jalal uddin Ahmed	Lecturer	M.A.	Modern Group	35	M
3. Abdul Hannan	Lecturer	M.A.	Ancient Group	35	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Abdul Karim	12 Yrs.				
Jalal uddin Ahmed	10 Yrs.				
Abdul Hannan	8 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

16.5 hours.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters ?

3 (three) hours with the students and 2 (two) hours (approx) with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments ?

Yes ☒ No ☐

If yes, give methods and details of assessment.

The department has the system to hold Major test for offering major and hold unit tests in 3 times in a year. Internal assessment system is not followed in the department.

26. How do the teachers update themselves for discharging there teaching/ research responsibilities? Give details.

By participating Refresher Course and Orientation Programmes under Academic staff college of different Universities.

27. What is the annual budget allocation of the college to the department ?

No annual budget allocation in the department, but the college authority appreciated us in purchasing the departmental books.

28. How much of research funding has been generated by the teachers from other agencies ?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes ☐ No ☒

If yes, how much has been earned during the last two years ?

30. Furnish the following details. : 2003-2004

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	66.6 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	0 : 1		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

* Ratio of students to teachers (2003-2004) : 12.33 : 1 ✓

* Number of research papers published : Nil

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

□□□□

III. Inputs from the Departments :

1. Name and address of the department : **MATHEMATICS**
Kharupetia College,
Kharupetia, Darrang, Assam.
2. Telephone number/s :
3. Date of Establishment : **1996**
4. Built-up area of the department in sq.m. :
5. List of different programmes (Level of Study = Certificate/ Diploma/ UG/ PG Diploma/ PG/ M.Phil / Ph.D. etc. or equivalent) offered by the department together with the details required below : **2003-2004**

Programme	Level of Study	Cut-off marks at entry level in %	Student Strength
B.A. General	U.G.	30 %	20

6. Number of teaching, technical and administrative staff of the department :

	Male	Female	Total
Total no. of teachers	02	0	02
Teachers with Ph.D. or equivalent as the highest qualification.			
Teachers with P.G or equivalent as the highest qualification.	02	0	02
Teachers with other specific eligible qualification (specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☒	☐
Administration	☐	☒
Finance	☐	☒

If yes, what extent?

- i) The department enjoys the freedom to select students for various courses of study,
 ii) to hold departmental exam etc.

8. Number of students in the department during the current year. : 2003-2004

	Female	Male	Total
Students from the same state where the college is located		07	07
Students from other states	Nil	Nil	Nil
N.R.I. students	Nil	Nil	Nil
Other overseas students	Nil	Nil	Nil
Grand Total		07	07

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes ☒ No ☐

10. Furnish the following details (in figure) :

- * Books in the department library : 100
- * Journals/ Periodicals subscribed by the department : 1
- * Computers in the department : Nil
- * Research projects completed during the last three years and there total outlay : Nil
- * On going research projects : Nil
- * Teachers who have attended national/ international seminars during the last two years : Nil
- * Teachers who have been resource persons at workshops/ seminars during the last two years : Nil

11. Details of the last two batches of the students : **Batch-1 : 1999-2002**
Batch-2 : 2000-2003

	Batch- 1			Batch- 2		
	UG	PG	Total	UG	PG	Total
Admitted to the Programme (entry year)	02	----	02	02	----	02
Drop outs	02	----	02	0	----	0
Appeared for the final year exam	0	----	0	02	----	02
Passed in the final exam	0	----	0	02	----	02
Passed in first class						
University Ranks, if any						

12. What is the sanctioned teaching staff strength and the present position ?

Sanctioned : 01

Filled : 01

13. How often were national / international seminars, workshops etc. organised at the department ?

Not yet organised.

14. Are there any international or national links / collaborations for teaching, research or both ?

No.

- 15.

- a) List the teaching staff, with their designations, fields of specialisation, years of experience, age and sex (in the descending order of seniority).

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Abdur Rahman	Lecturer	M.Sc.		35	M
2. Afzal Hussain	Lecturer	M.Sc.		34	M

b) Experience of the teachers :

Name of the Teacher					Research
	UG	PG	UG	PG	
Abdur Rahman	7 Yrs.				
Afzal Hussain	6 Yrs.				

16. How many from the teaching staff have received / international recognition as fellows, awardees etc. ?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly etc.) ?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil

19. Give details of ongoing projects founded by external agencies. Nil

Funding agency	Amount (Rs.)	Duration (years)	Collaborations, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post mortem facilities experimental surgery and medicine facilities etc.) acquired over the years ?

Nil

21. What is the total number of publications (add the list) of the department in the last five years ?

Nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable ?

No

23. What is the average work load in terms of actual contact lectures per week per teacher ?

22 classes of 45 minutes duration per week per teacher.

24. What is the average time spent by a teacher with students and how much time spent on committees that deal with academic matters?

3 (three) hours with the students and 2 (two) hours with the academic committees.

25. Does the department monitor overall performance of the students through regular assessments?

Yes ☒ No ☐

If yes, give methods and details of assessment.

Through unit tests, home assignments.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Through Refresher/ Orientation course.

27. What is the annual budget allocation of the college to the department?

Nil.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes ☐ No ☒

If yes, how much has been earned during the last two years?

30. Furnish the following details: **2003-2004**

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results) : 2002-2003	66.6 %		
Progression to higher education rate			
Employment rate			
Ratio of part time teachers to full time teachers	0 : 1		
Ratio of academic staff to administrative staff			

31. Furnish the following data:

* Ratio of students to teachers (2003-2004) :

1:4 3:5:1 ✓

* Number of research papers published :

Nil

32. Has the department received any special support for teaching or research ?

Yes

☐

No

☒

33. Any other information which highlights the unique achievements of the department.

Part time teaching in Economics department in Major Class.

□□□□

SELF - STUDY REPORT

OF

KHARUPETIA COLLEGE

PART - II

Submitted to
National Assessment and Accreditation Council
Bangalore.

Prepared by
Steering Committee for preparation of
SELF-STUDY REPORT
Kharupetia College
Kharupetia, Darrang, Assam.

Part II Analysis

Preface

Kharupetia College is one of the important institutions of higher education in Darrang district. The college was established in the year 1981 by some far-sighted local people with the aim of dissemination of higher education in this socially and economically backward region. The college was taken over by the Govt. of Assam under deficit system of Grant-in-Aid w.e.f. 25 - 3 - 1998. Kharupetia College is affiliated to Gauhati University which has affiliation to the Association of Indian Universities.

The college is situated at a distance of about 17 Km. from District Head Quarters and 1 Km. from Kharupetia (a semi-urban centre). It is encircled by 6 (six) Mauzas i.e. i) Kharupetia, ii) Shyamabari, iii) Pub Dalgaon, iv) Paschim Dalgaon, v) Pub Sialmari and vi) Paschim Sialmari. The college has 48 bighas of land area (30 bighas allotted, 18 bighas under possession) besides two big fisheries.

The institution has grown slowly to have at present 12 departments in undergraduate level having Major (Honours) facilities in eight departments (Political science, Education, History, English, Assamese, Economics, Arabic and Philosophy). There are about 600 students on its roll with 38 teachers and 18 non-teaching staff (including the librarian). **The institution is yet to receive any financial grants from the UGC.**

The whole infrastructural development of the institution depends on the revenues earned by way of fees and other means, donations received from the public, the teaching and non-teaching staff. Area development funds of the M.L.A. and M.P.s have also contributed to its growth. Despite facing many problems in the way of growth, the institution is making effort to impart quality education and helping the community of this backward region to get the fruits of civilization. The institution has made preparation to assess its strength and weaknesses to keep pace with the changing scenario of the 21st century. The institution desires to play a positive role in this context. The institution has decided to approach NAAC to get itself assessed and accredited, so that, it can put itself on the path

of continuous quality improvement in academic and administrative activities. As per guidelines of the NAAC, the institution formed a steering committee consisting of 12 (Twelve) members under the co-ordinatorship of Sri Deepak Kalita, Head, Department of Economics to prepare Self Study Report and analyse its strengths and weaknesses (SWOT analysis is enclosed as Annexure- XVIII). The whole responsibility of data collection and preparing the documents lies with the steering committee. Our perception of strengths and weaknesses (Criterion-wise) are as follows.

1. CURRICULAR ASPECTS :

Kharupetia college is an affiliated college under Gauhati University, Assam. Being an affiliated college our institution follows the syllabi prescribed by the University for Arts Stream at the under graduate level. The institution offers 12 (twelve) programmes in U.G. level. Moreover, the college imparts education at (+2) stage as a community service for which no additional posts are sanctioned. Almost all the programmes are conventional in nature.

The institution has taken initiative in providing computer knowledge to the students by opening computer centre in the campus with the help of C-DAC (An agency of computer education). The institution is yet to introduce relevant, inter-disciplinary and need based courses. Since the institution is situated in agriculture based area, it has the scope to initiate efforts to exploit the advantage of introducing vocational courses having relevance to agricultural needs of the area and the state as a whole.

It takes two years to introduce a new programme within the regulations of the present University system. Since the institution functions under an affiliating system, it does not enjoy freedom to introduce innovations such as modular curriculum. Of course, the students can avail several options in selecting their Major (Honours) and Elective subjects within the discipline. The curriculum of Gauhati University does not provide opportunities for field work/ practical works in humanities. There is no provision for internal assessment in the evaluation process in the Arts stream.

CRITERION II : **TEACHING, LEARNING AND EVALUATION.**

Kharupetia College plays a pivotal role in spreading up higher education in this backward area. Students from remote area come to have education despite facing many problems. Admission is made on the basis of merit. It is observed that most of the students are drawn from the Higher Secondary Schools of the same district.

Besides lecture method of teaching, the institution encourages the students to follow "learning by doing" method. Students take part in seminars, group discussions etc. There is also provision for giving home assignments, laboratory work. Teachers prepare a teaching plan in the beginning of the academic session (**A format of teaching plan is enclosed as Annexure XIX**). The syllabi are unitised according to the teaching plan. The students are made aware of the evaluation methods in the beginning of the year through the college prospectus which is published and updated annually (**prospectus of the college is enclosed as Annexure XX**). Periodic Unit Tests have enabled the institution to monitor the overall performance of the students. The teachers are appointed as per UGC norms by inviting applications through the leading news papers of the state. The institution has the freedom to appoint and pay the non-sanctioned and temporary staffs. Although the institution does not conduct refresher courses on its own, it encourages the teachers for faculty development by allowing them to participate in refresher course/ orientation course conducted by different Indian Universities under the UGC. The college follows the self appraisal method to evaluate the performance of the teachers. Students feedback on the teachers performance and the campus experience help the teachers to identify their weaknesses, if any, and improve their standard by rectifying it (**enclosed a format of self-appraisal as Annexure XXI**). The college has made provision for tutorial classes, but the number of such tutorial classes are not sufficient. The teacher of the institution are involved in guiding the students outside the classroom, spending considerable time with them. The institution does not have national and international linkages. The learning process of the institution gets disturbed to some extent due to frequent "Bandh" calls given by various political and non-political organisations from time to time.

CRITERION III : RESEARCH CONSULTANCY AND EXTENSION.

As an affiliated college, the institution does not enjoy the status of a research institution. Hence this institution is not in a position to guide Ph. D. students or to award Ph.D. degrees. At present four lecturers of the college are involved in research activities and Govt. registered as part time research scholars under Gauhati University, Assam and North-East Hill University, Meghalaya.

The college has an extension education cell which undertakes various extension activities. The teachers and students extend active co-operation to the cell in this respect. Free Health check-up Camps are organised from time to time. Plantation programme, cleanliness drive etc. are organised at the initiative of the extension education cell. The institution hopes to put more effort in extension activities in collaboration with local N.G.O.s and G.O.s in future. The institution does not have the units of N.C.C. & N.S.S. In absence of these organisations, the institution faces some problems in undertaking the developmental programmes. Of course, at present initiative has been taken to overcome these difficulties by applying for opening branches of N.S.S., N.C.C. and Scout & Guide in the institution.

CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES.

Situated on a sprawling campus of 48 bighas of land, the institution has a moderate infrastructure to meet the requirements of academic and co-curricular activities. The institution enjoys the privilege of having a calm and quiet atmosphere which is essential for carrying out teaching-learning activities. The institution was recently brought under the deficit system of Grant-in-Aid (1998). The institution is yet to receive grants from the UGC or Government to develop its infrastructure. It is not adequate to meet the requirements of the students. A separate building has been constructed for the computer centre. The master plan has been prepared to show the vision of the institution for the future expansion. It must be admitted that the library facilities of our institution are not adequate. The central library has only 3510 books. Number of journals and magazines are not adequate to meet

the requirements of teaching staff and the students. The departmental libraries also have limited number of books. Paucity of fund has been the major hindrance in purchasing books/ subscribing journals for the library. Of course, efforts are on to improve the dismal conditions of the library. The library is opened from 9 A.M. to 4 P.M. for students. The college premises are made available for holding Hindi examinations of Assam Rastrabhasha Prasar Samity. Besides, local N.G.O.s / Societies are also allowed to use the college building for holding meetings, seminars, cultural programme etc. The institution has tied up with a computer agency and provided accommodation to it for opening up the computer centre in the campus for imparting computer education to the students, teachers and as well as to the public.

The college has a health centre where first aid facilities are available. A doctor has been appointed by the Governing Body of the college to conduct periodic health check up of students. Hostel facilities for the students are not available. There are no quarters for the Principal, teaching staff and the employees of the institution in the campus. The infrastructure for sports and cultural activities are moderate. One out door play ground, two traditional swimming pool and various outdoor and indoor sports materials are available for the students. The college provides special incentives in the form of free admission to outstanding sports persons showing excellence in the district level and above. One of the unique achievements of the college is that our students bagged two Gold medals in the Youth festival organised by Gauhati University in the year 2003. The college team was adjudged the best team in Drama competition and best actor award was also won by our student.

CRITERION - V : **STUDENTS SUPPORT AND PROGRESSION.**

The college has been extending all the needed support for better performance of the students. This is evident from the result of T.D.C. Part-I and Part-II examinations. Two of our students got 1st class in the subject of Education in the year 2002. It may be mentioned that most of the students are not meritorious at their entry point but they exhibit considerable improvement in performance in the final examinations. This improvement in

the performance is largely due to the efforts on the part of the committed teachers of the institution. The enrolment rates are moderate. The drop out rates are high. It is due to the socio-economic backwardness of the locality. Most of the students have to forego their education in the midway due to their financial problems. Besides the pecuniary problems of the students early marriage (during the under graduate level) is considered one of the main hindrances for the girl students to continue their education. Another factor responsible for the high drop out rate is that there are two final examinations in the under graduate level under Gauhati University. Unsuccessful students of the Part-I examination are included in the dropped out candidates in the Part-II examination as they can not appear in the Part-II examination. These make the drop out rates high in the final analysis.

The Alumni Association of the institution was formed on 13th September, 2003. Alumni Association is expected to play an effective role in the growth of the institution. The college does not have any employment cell but it has an Information and Career Counselling Cell, through which students are provided information about various career and employment opportunities. Several awards have been instituted to motivate the students academically. There is provision for extending financial assistance to the needy and deserving students. Teachers provide personal counselling to the aspiring students. Students enjoy annual sports, cultural programmes in the college week and the authority also encourages the students to participate in the various competitions held in the surrounding areas. Remedial teaching is provided to the students who are weak in certain subjects to improve their performance. Unit Tests are held to ensure regular monitoring of the students performance even though that is not imposed by the University.

CRITERION - VI : ORGANISATION AND MANAGEMENT.

The college is managed by a Governing body constituted by the Director of Higher Education, Assam in accordance with Assam Non-Government College Management Rules, 2001 (enclosed as Annexure XXII). The routine activities are managed by the Principal with the help of the faculty. Necessary policy decisions on matters of planing and

development are taken by the Governing Body of the college. Several committees are formed to assist the principal who holds periodic meetings to review the progress and plan academic activities. At present there is no vice principal post in the college. Teachers are required to submit self appraisal reports which are evaluated by the principal. The institution can not provide financial support for various welfare programmes for the faculty for paucity of funds. Teachers and employees of the institution have formed a co-operative society from which they can avail loan. So far only one professional development programme has been organised for non-teaching staff, to improve their work efficiency. The institution has taken initiative to form a grievance redressal cell through which efforts will be made to settle the grievances of the students, faculty and the staff of the college.

The day to day administration of each department is looked after by the concerned Head of the Department who is appointed on the basis of seniority. The departments are not given any separate financial allocation.

The tuition fees of the students are fixed by the Govt. of Assam while the other fees i.e. development fees, building fees, library fees etc. are fixed by the Governing Body of the college. The Bank accounts of the college are operated by the principal who is also the secretary of the Governing Body. The internal audit of the college is conducted annually. Besides, internal audit, there is provision for government audit which is conducted by the Assistance Director of the Local Audits from time to time.

CRITERION - VII : **HEALTHY PRACTICE**

The institution is sensitized to latest managerial concepts such as strategic planning, team work, decision making. Efforts are being made for computerisation and an Internal Quality Assurance Cell has been formed to ensure quality checks in academy matters. The institution has not yet signed any twining programme, MoU with any industries and research institutions. Absence of students exchange programmes self financing courses etc. are one of our major weaknesses. Of course, initiative has been taken to open distance education centre at the college. The college imparts value based education by organising lectures on the philosophy of great men's lives, Yoga session occasionally

through the extension education cell of the institution. The institution endeavours to ensure personality development of the students through curricular and various co-curricular programmes.

SUMMARY

The Institution has been playing an important role in promoting higher education in this socio-economically backward region. It has still a long way to go to fulfil the aspiration of the community. For this purpose the areas of its strengths and weaknesses have been identified. It has been decided to introduce self financing vocational courses like - Horticulture, Pisciculture etc. to meet up the local demand of this agro-based region. It is also proposed to open full time Computer Courses like - BCA, PGDCA etc. in future to keep pace with the I.T. revolution. Few additional subjects will be introduced. The newly introduced Commerce Stream will be strengthened and developed into a full-fledged stream. The college authority also proposes to introduce science stream in future. Efforts will be made to strengthen the students feed back system so as to make it more effective. The internal examination mechanism is to be improved further to ensure close monitoring of students academic standing. Teachers will be encouraged to get involved in research activities. Greater emphasis will be put on learning by doing through seminars, group discussion, field work etc., to supplement the lecture-method of teaching. Initiative will be taken for computerisation of academic and administrative works of the institution. Development of the college library with all modern facilities is also on its agenda.

It is hoped that with concrete efforts and co-operation from all the stakeholders, the institution will be able to achieve higher efficiency, accountability and quality in all spheres of activity.

□□□□

SELF - STUDY REPORT

PART - I & II

ANNEXURES

KHARUPETIA COLLEGE
Kharupetia, Darrang, Assam.

ANNEXURE -- ILIST OF ACADEMIC PROGRAMMES OF KHARUPETIA COLLEGE
(U.G. LEVEL)

Sl. No.	MAJOR	Sl. No.	GENERAL
1.	Education	1.	Assamese (MIL)
2.	Political Science	2.	Hindi (MIL)
3.	History	3.	English
4.	English	4.	Political Scinece
5.	Assamese	5.	Education
6.	Economics	6.	Economics
7.	Philosophy	7.	History
8.	Arabic	8.	Geography
		9.	Mathematics
		10.	Sanskrit
		11.	Arabic
		12.	Philosophy
		13.	Elective Hindi
		14.	Elective Assamese

Handwritten signature
Principal
Kharupetia College

ANNEXURE - II

Norms and Procedures for Recruitment of Teaching and Non-teaching Staff

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM, KAHILIPARA
GUWAHATI, -19.

No.G(B)MISC.5/2003/6 Dated Kahilipara, 25th Feb./2003

From :- Dr. J.K. Saha,
Director of Higher Education, Assam,
Kahilipara, Guwahati, -19.

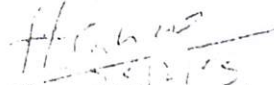
To, The All Principals/Principal Incharge of the
Deficit G.L.A. Colleges of Assam.

Sub :- FRESH GUIDELINES TO BE FOLLOWED FOR SELECTION OF
CANDIDATES OF CANDIDATE OF LECTURESHIP IN DEFICIT
G.L.A. COLLEGES OF ASSAM.

Sir,

With reference to the subject cited above, I have the honour to forward herewith a copy of the Govt. Notification No.B(2)H.242/2002/240 dt. 20.2.2003 for your information and necessary action. Net/SLET is a compulsory requirement to apply for the post of lecturers and Librarians. You are, therefore, requested to submit necessary proposal as per Govt. Guideline.

Yours faithfully,


Director of Higher Education, Assam,
Kahilipara, Guwahati, -19.

Memo No.G(B)MISC.5/2003/6-1 Dated Kahilipara, the 25th Feb./03.

Copy to :-
1. The Commissioner to the Govt. of Assam, Education,
(Hinger) Deptt. Disput, Guwahati-6 with reference
to Govt. letter No.B(2)H.242/2002/240 dt.20.2.2003.


Director of Higher Education,
Assam, Kahilipara Guwahati, -19.

GOVERNMENT OF ASSAM
EDUCATION (HIGHER) DEPARTMENT, DISPUR,
GUWAHATI -6

No. B(2)H 242/2002/240 : Dated Dispur the 20th Feb/2003.

To, The Director of Higher Education, Assam,
Kahilipara, Guwahati -12.

Sub : Fresh Guidelines to be followed for Selection of
candidates for appointment of Principal, Lecturers
etc. in Deficit Grant-in-aid Colleges of Assam.

Sir, The following fresh guidelines and procedures are
framed for ~~the~~ an effective implementation of all
concerned ~~the~~ superseding the earlier Notification EPG/
1021/91/5 dt. 17/6/92 in this regard.

1) A. For selection of candidate for appointment of
Principal, the Governing Body of the College shall constitute
a Selection Committee as follows :-

i) President of the Governing Body- Chairman &
Commissioner

ii) Two members of the Governing Body/Member
Not belonging to the teaching staff).
iii) Secretary of the Governing Body/ Member provided
he/ she is not a candidate for the post of
Principal.

In such case Vice-Principal/ Senior most head
of the Deptt.

iv) Three well known educationists- Member.

v) Two Vice-Chancellors nominees, out of whom one
should be an expert.
Two-third majority will constitute the quorum.
Norms for the post of Principal of a deficit

Grant-in-aid Colleges :-

a) The candidate must be a Selection Grade lecturer.

b) Age above 40 years.

c) The candidate must be empanelled in the select
list prepared by the State Selection Board,
Assam and from valid panel which is approved by
only.

contd. 2/-

-(d). The Marking system of different counts will be as follows :-

Mxm. 65	Mxm. 10	Mxm. 5	Mxm. 5	Mxm. 15	100
(1 pt. in each yr)	1 pt. in each yr	1 pt. in each yr	1 pt. in each yr	1 pt. in each yr	

HSLE M.S. Degree Post Graduate M.Phil Ph.D. Research Papers & Articles.

2nd Divn. or class	5	5	5	7(55-60%)
Distinction	6	6	5	5(50-55%)
3rd Divn.	3	3	3	3(45-50%)

However the credit marks should be provided for H.S.L.C. Examination to those candidates who passed 4 (four) year Higher Secondary examination by calculating average marks of the 3 (three) examination H.S. graduate and Master Degree examination.

1.8. Selection of Lecturer/Librarian :-

1.8. Selection of Lecturer/ Librarian
The College Governing Body shall constitute a Selection Committee for a term of two years i.e. from the date of

The College Governing Body i.e. from the date of
Committee for a term of two years :-
constitution with the following members :-
1) Chairperson of the Governing Body of the College or his/
her nominee to be the Chairperson of the Selection
Committee.

- 2) The Principal of the concerned College.
- 3) The Principal of the Department (of the One Senior Teacher/ Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teachers

4) 10 years of services as a teacher - Chancellor of the affiliating
Two nominees of the Vice-Chancellor should be subject expert.
University of whom one should be connected with the College to
not connected with the Government Body

5) Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor. Two third majority will be constitute the Forum

contd. 3A

(11A)

[Signature]
Principal
Chapel Hill, NC

// 3 //

Norms for the post of Lecturer/ Librarian :-

- Good academic records with at least 55% (no rounding off) of the marks or an equivalent grade of B in the 7 point scale with letter grades D.A., B.C.D.R. and F. at Master Degree level, in the relevant subject from an Indian University or
- Equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET).

- For S.C./S.T. candidate the minimum marks will be 50% (rounding off).
- Age : Maximum 36 years. For S.C./S.T. candidates maximum 41 years or as determined by Govt. of Assam from time to time.
- System will be as follows :-

SEVEN POINT SCALE

Grade	GRADE POINT	PERCENTAGE EQUIVALENT
A+ Outstanding	5.60-5.80	75-100
A Very good	4.50-5.49	65-74
B Good	3.50-4.49	55-64
C Average	2.50-3.49	45-54
D Below average	1.50-2.49	35-44
E Poor	0.50-1.49	25-34
F Fail	0-0.49	0-24

Academic Qualifications	Teaching experience	Knowledge of the subject	Interview	Total
-------------------------	---------------------	--------------------------	-----------	-------

Maximum 65
Maximum 5 (1 point for one year only for complete year for teaching in Govt./Deficit Colleges only)

Marking for academic qualifications :-
H.S. Degree Graduate M.Phil Ph.D. Research paper and Articles

Mxm. 10
10% of the P.C. Obtained in the H.S.L.C. Exams.

Mxm. 10
(10% of the P.C. obtained in the H.S. Exams.

Mxm. 10
(10% of the P.C. obtained in the major/ honours subject or 10% of marks in total for not having major/ honours)

Mxm. 10
(for gold medalist 10% of the P.C. Obtained in the exams.

Mxm. 5
(1 point for each publications in reputed journals only)

contd. 4/-

Principal
Kharupeta College

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(115)

However the credit marks should be provided for H.S.L.C. Examination to those candidates who passed 4(four) Year Higher Secondary examination by calculating average marks of the 3(three) examination i.e. H.S. graduation and Master Degree examination.

1.(C) Selection of Non-Teaching staff

There shall also be Selection Committee for Selection of Non-teaching staff. The College Governing Body shall constitute a Selection Committee with the following members for a term of two years with effect from ~~from~~ date of constitution :-

- | | |
|--|----------|
| 1. Principal | Chairman |
| 2. Vice-Principal, or Sr. most Head of the Deptt. of the College | Convenor |
| 3. One member of the G.B./S.B. | Member |
| 4. One member of the G.B. from teaching staff | - Member |

Marking will be as follows :-

Academic qualification for typing etc.	Practical test	experience	Interview	Total
Mxm. 15	Mxm. 20	Mx. 5 (1 pt. for each completed year of service)	Mxm. 10	50

	Academic qualification markings		
	H S L C	H.S.	Degree
1st Division/class	5	5	5
2nd Division/class	4	4	4
3rd Division/class or compartmental	3	3	3 (simple)

The Principal of the College shall notify the number of vacancies to the District Employment Exchange on receipt of the list of candidates supplied from the District employment, the Principal shall issue calling letters only to those enlisted candidates and selection panel of eligible candidates through the Selection Committee.

contd. 5/-

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2. In case of any dispute in the constitution of Selection Committee(s). The Director of Higher Education, Assam's decision shall be final. Similarly, in case of any dispute arises out of the selection of candidates both teaching and Non-teaching) or if any member of the Selection Committee expresses in writing in such matters, the Principal of the College shall immediately refer the matter to the Director of Higher Education, Assam whose decision shall be final.

Accordingly requested to kindly issue detailed instruction to all concerned accordingly for strict compliance.

Yours faithfully,

6d/- Dr. P. Saren,
Commissioner & Secy. to the Govt
of Assam, Education(H) Deptt.

Memo NO B(2)H 242/2002/240 A :Dt. Dispur the 20th Feb/2003.

Copy forwarded to :-

1. P.S. to Minister, Education, Assam for information of th. Minister.
2. P.S. to Minister of State, Education for information of the Minister.
3. Chairman, State Selection Board, Assam for information and necessary action.
4. Inspector of Colleges, office of the Director of Higher Education, Assam for information.
5. The Registrar, Gauhati High Court for favour of information with reference to High court order in W.P(C) No 4243/2000 dt. 25/6/2002 and W.A. No 449/02 dt. 27/8/02.
6. The Secretary, Governing Body, Homo Prabha Barbori Girls' College, Golaghat for information and necessary action. Also, it is informed that age and earlier empanelled list is not a bar for those candidates who appeared earlier for the post of Principal of your College.
7. Registrar, Gauhati University/ Dibrugarh University/ Assam University, Silchar for favour of information and necessary action.

By. order etc.

Deputy Secy. to the Govt. of Assam,
Education (H) Department

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W. P. S. 149
Principal
Krupa College

ANNEXURE--- IIIDROP OUT ANALYSIS
(For the Session 2002-2003)

There are two final examinations - Part I & Part II in under Graduate Level.

To find out the drop out rate we have included the students who could not appear in the Part I and Part II finals. Besides this, the failed candidates in Part I examination have also been included as dropped out candidates in the analysis as they failed to appear in the Part II examination. This is shown as follows :

Total number of students at the entry year (2000) = 154

Number of dropped out in Part I examination (2002) = 78

Number of failed students in Part I examination (2002) = 28

Number of dropped out in Part II examination (2003) = 06

Total drop out = (Actual drop out in the Part I + Part II) + Failed students in Part I.

$$= (78 + 6) + 28$$

$$= 112$$

Therefore, drop out rate for the year 2002-03 = 72.72%

RESULT OF PART I AND PART II EXAMINATION FOR 2000 - 2003 SESSION SHOWN IN
TABULAR FORM

Batch	No. of students	No. of drop out	Passed	Failed
Part I (2000 - 02)	154	78	48	28
Part II (2002- 03)	48	06	22	20

Drop out rate for Part I = 50.65%

Drop out rate for Part II = 12.2%

Over all drop rate for the session = 72.72%

ANNEXURE--- IV**KHARUPETIA COLLEGE**

P.O. Kharupetia, Dt. Darrang (Assam) Estd. 1981

Tentative Budget

for the Year 2002-2003 (Non-Plan)

Expected revenue Receipt			Proposed Expenditure	
1.	Fee Collection	6,00,000/-	1.	Honorarium to N/S staff 60,000/-
2.	Int. on Bank Dep.	1,500/-	2.	Fee deposit to G.U./AHSEC 35,000/-
3.	Lease money on Land	13,630	3.	Travelling Expenditure 20,000/-
4.	Lease money on fishery	16,834/-	4.	Furniture 25,000/-
5.	Recovery on a/c of previous yrs. outs. receivable.	45,000/-	5.	Printing & Stationery 20,000/-
6.	Mise	5,000/-	6.	College Week, Freshmens Social, festival. 70,000/-
7.	Temp. loan	1,922/-	7.	Internal audit expenditure 3,000/-
			8.	Const. & Repairing 45,000/-
			9.	Electricity & Telephone 12,000/-
			10.	Library 30,000/-
			11.	Incentive to poor students 4,000/-
			12.	Sports Items 4,000/-
			13.	Repayment of Previous Temporary loan. 7,876/-
			14.	Contingency & Miscellaneous 18,000/-
			15.	Examination 3,30,000/-
		6,83,876/-		6,83,876/-

ANNUAL BUDGET 2002-2003 (PLAN)				Proposed Expenditure	
Expected Receipt					
1.	Govt. Grant	:	45,23,769/-	1.	Salary - 46,23,769/
2.	70% of Tuition fee	:	1,00,000/-		
			47,23,769/-		46,23,769

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ANNEXURE--- VI**Analysis of students feedback on campus experience taken after final Examination, 2003**

Feedbacks on campus experience were taken from 48 nos. of students after the results of B.A. final Examination were declared. Format No. 5 in which feedbacks were taken has 15 items out of which item No. 5 (Educative value mid-programme placement) and item No. 12 (Hostel facilities) are not applicable as those two facilities are not available in this institution. Students response to the remaining 13 nos. of items are shown below :

Item No.	Description	Very good	good	Average	poor	very poor
1.	Academic Content	32	16	-	-	-
2.	Usefulness of Teaching materials	01	37	10	-	-
3.	Usefulness of study groups in furthering learning	-	15	29	04	-
4.	Timeliness of practical works	01	10	02	-	-
6.	Giving & getting helpful feedback	03	20	21	04	-
7.	Fairness of evaluation	14	28	06	-	-
8.	Interaction with faculties	12	25	09	02	-
9.	Interaction with Administration	06	28	14	-	-
10.	Library facilities	-	04	10	33	01
11.	Computer facilities	-	11	16	14	07
13.	Recreational facilities	-	08	32	06	02
14.	Extra Curricular Activities	01	20	19	06	02
15.	Sports facilities	06	32	06	01	01

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Principal
Kharapetia College

ANNEXURE-VII

Sl. No.	Date	Name of the topic	Name of the Resource person
1.	23.10.02	A study on population growth and development in Assam in the post independence era 1951-2000.	Lect. Mrs. Mausumi Saha Kalita
2.	23.10.02	Problem of child labour- A brief discussion.	Lect. Deepak Kalita
3.	23.10.02	Role of Fate in Sakuntala.	Lect. Sri Parimal Kumar Dutta
4.	23.11.02	অসমীয়া ফকৰা যোজনাত নাৰী চৰিত্ৰ	প্ৰবক্তা আচমান আৰা বেগম
5.	23.11.02	কাৰেঙৰ লিগিৰী নাটকৰ সংঘাত	প্ৰবক্তা মিছিৰা পাৰবীন
6.	23.11.02	Tackling of Terrorism.	Lect. Abdul Karim
7.	09.01.03	Literary aspect of Kalidasa.	Lect. Mrs. Aparajita Devi
8.	09.01.03.	Material conditions of teaching.	Lect. Mrs. Zahida Sultana
9.	09.01.03	Samaj Sudharak ke rup me Kabir Kabya ke prasangikata.	Lect. Sikdar Anowarul Islam
10.	09.01.03	Teacher Education need importance and objective.	Lect. Abul Bashar Ahmed
11.	21.01.03	Hindu Marriage system in ancient India.	Lect. Abdul Hannan
12.	21.01.03	Privatisation and Employment	Lect. Jalaluddin Ahmed
13.	10.02.03	Party system of India	Lect. Nurul Islam
14.	10.02.03	The influence of western poetry particularly, that of Eliot on modern Arabic poetry.	Lect. Nur Jaman
15.	10.02.03	Contribution of Abbasid in the field of medicine, Mathematics and Chemistry.	Lect. Zakir Hussain Ahmed
16.	23.8.03	Rastrabhasa Hindi ki Samashya Is ki Samadhan.	Prof. R.P. Goswami Prof. Narayan Talukdar, Cotton College Prof. Achyut Sarma, Gauhati University
17.	06.9.03	Emergence of regional Politics and their role.	Lect. Parimal Kr. Dutta
18.	06.9.03	Rastrabhasa Hindi Prachar ki Samashya ebang Samadhan	Lect. Abdul Matin

Principal
Kharupetia College

**LIST OF THE TEACHERS PARTICIPATED IN ORIENTATION / REFRESHER
COURSES FOR LAST TWO YEARS**

2001-2002 & 2002-2003

ORINATION COURSE			
Sl. No.	Name of Teachers	Deptt.	Period
1.	Imran Ali	Arabic	30-01-2001 to 19-02-2001
2.	Zakir Hussain Ahmed	Arabic	18-6-2001 to 15-7-2001
3.	Asman Ara Begum	Assamese	18-6-2001 to 15-7-2001
4.	Abdur Rahman	Mathematics	18-6-2001 to 15-7-2001
5.	Nurul Islam	Political Science	18-6-2001 to 15-7-2001
6.	Abdul Karim	History	02-12-2002 to 29-12-2002
7.	Jalal uddin Ahmed	History	02-12-2002 to 29-12-2002
8.	Parimai Kr. Dutta	Sanskrit	21-7-2003 to 17-8-2003
REFRESHER COURSE			
1.	Jyotish Saharia	Philosophy	01-3-2001 to 25-3-2001
2.	Abdul Hannan	History	24-9-2001 to 14-10-2001
3.	Deepak Kalita	Economics	07-11-2001 to 27-11-2001
4.	Bhupendra Nath Borah	Geography	30-01-2002 to 21-02-2002
5.	Parimai Kr. Dutta	Sanskrit	26-6-2002 to 16-7-2002
6.	Imran Ali	Arabic	08-7-2002 to 27-7-2002
7.	Mausumi Saha Kalita	Economics	07-8-2002 to 27-8-2002
8.	Jibendra Mohan Dev Sarmah	Library Science	08-11-2002 to 28-11-2002
9.	Nur Zaman	Arabic	

ANNEXURE--- IXContributions of teachers in different Committees1. Examination Committee :

	<u>Name of the Lecturers</u>	<u>Designation</u>	
a)	Nurul Islam	Lecturer	Convenor
b)	Deepak Kalita	Lecturer	Member
c)	Abdul Karim	Lecturer	Member
d)	Parimal Kr. Dutta	Lecturer	Member
e)	Bhupen Borah	Lecturer	Member
f)	Abdul Rahim	Lecturer	Member
g)	Jyotish Sahariah	Lecturer	Member
h)	Abdul Motin	Lecturer	Member
i)	Mrs. Kanaklata Saikia	Lecturer	Member
j)	Abdur Rahman	Lecturer	Member
k)	Abul Bashar Ahmed	Lecturer	Member
l)	Nur Zaman	Lecturer	Member

2. Admission Committee :

	<u>Name of the Lecturer</u>	<u>Designation</u>	
a)	B. M. Hamidur Rahman	Principal	Convenor
b)	J. U. Ahmed	Lecturer	Member
c)	P. K. Dutta	Lecturer	Member
d)	N. Islam	Lecturer	Member
e)	R. P. Dutta	Lecturer	Member
f)	J. Sahariah	Lecturer	Member
g)	A. Karim	Lecturer	Member
h)	A. Rahman	Lecturer	Member
i)	L. Rahman	Lecturer	Member
j)	A. Hannan	Lecturer	Member
k)	N. H. Sarkar	Lecturer	Member

3. Internal Quality Assurance Cell :

	<u>Name of the Lecturer</u>	<u>Designation</u>	
a)	B. M. Hamidur Rahman	Principal	Convenor
b)	A. Awal	Lecturer	Member

Handwritten signature
Principal
Kharupetia College

c)	P.K. Dutta	Lecturer	Member
d)	A. Karim	Lecturer	Member
e)	N. Islam	Lecturer	Member
g)	D. Kalita	Lecturer	Member

4. Extension Education Cell :

	<u>Name of the Lecturer</u>	<u>Designation</u>	
a)	A. Karim	Lecturer	Convenor
b)	S. A. Islam	Lecturer	Member
c)	P.K. Dutta	Lecturer	Member
d)	B. N. Borah	Lecturer	Member
e)	Z. H. Ahmed	Lecturer	Member

5. Library Committee :

	<u>Name of the Lecturer</u>	<u>Designation</u>	
a)	B.M. Hamidur Rahman	Principal	Convenor
b)	J.M. Devsarmah	Librarian	Secretary
c)	A. Awal	Lecturer	Member
d)	P.K. Dutta	Lecturer	Member
e)	A. Aziz	Lecturer	Member

6. Academic Committee :

a)	President	Principal
b)	Members	All Heads of the Departments.

7. Seminar Committee :

	<u>Name of the Lecturer</u>	<u>Designation</u>	
a)	Nur Zaman	Lecturer	Convenor
b)	Mausumi Saha Kalita	Lecturer	Member
c)	Amzad Hussain Mazumdar	Lecturer	Member
d)	Lutfur Rahman	Lecturer	Member
e)	Zakir Hussain Ahmed	Lecturer	Member

Principal
Kharupetia College

ANNEXURE - X

MASTER PLAN OF KHARUPETIA COLLEGE
(VISION DOCUMENTS)

A. Existing Physical facilities :

1. One big L- shaped building measuring 12,124 sq. ft.]
2. One office room
3. One temporary library apartment
4. One computer centre (C-DAC).
5. One girls' common room.
6. One Boys' common room.
7. Play ground
8. Two numbers of fisheries and traditional swimming pool.
9. Students cycle stand.
10. Canteen.
11. Temporary chowkidar cottage.

B. Future Expansion :

I. Physical facilities :

- i) Two storied library building
- ii) Auditorium / conference hall.
- iii) Vehicle shed.
- iv) Quarter for principal.
- v) Teachers' quarter.
- vi) Chowkidars Quarter.
- vii) Power plant and water supply.
- viii) Concrete boundary wall.
- ix) Park.
- x) Boys' Hostel / Girls' Hostel.
- xi) Gymnasium hall / Indoor Stadium.
- xii) Science Building.

II. Non- physical facilities :

- i) Introducing vocational courses on pisciculture and horticulture.
- ii) Opening up of diploma courses in computer application.
- iii) Opening up of science stream.
- iv) Self-sustaining courses on electricals, T.V. and Radio repairing.
- v) Diploma course on functional English.
- vi) Upgradation of one or two programmes to P.G. level in Arts stream.
- vii) Opening up of socio-economic research centre.

□□□□

तार—Rastravasa

ANNEXURE XI

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असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी



केन्द्र व्यवस्थापक नियुक्ति पत्र

प्रति,

श्री प्रधान शिक्षक/अध्यक्ष,

स्वारूपेटी

ता० 25/3/2021

स्कूल/कॉलेज

महोदय,

इससे आपको सहर्ष सूचित किया जाता है कि संलग्न कार्यक्रमानुसार अनुष्ठित होनेवाली समिति की परीक्षाओं के लिये इस पत्र द्वारा हम आपको स्वारूपेटी केन्द्र के केन्द्र व्यवस्थापक नियुक्त करते हैं।

आशा है कि आपकी देख-रेख में अपने केन्द्र की परीक्षाएँ सुचारु रूप से संचालित होंगी। भवदीय

संलग्न : - परीक्षा कार्यक्रम को दो प्रतियाँ

परीक्षा सचिव

केन्द्र व्यवस्थापक की स्वीकृति

प्रति,

श्री परीक्षा सचिव,

असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी

विषय : - तन्मार्ग की परीक्षाओं के लिए केन्द्र व्यवस्थापक नियुक्ति स्वीकार

महोदय,

आपका केन्द्र व्यवस्थापक नियुक्ति-पत्र ता. 25/3/2021 का प्राप्त हुआ। मैं उल्लिखित पत्र के माध्यम से केन्द्र का केन्द्र व्यवस्थापक पद सहर्ष स्वीकार करता हूँ। मैं इससे आपकी परवास करता हूँ कि मेरी देख-रेख में अपने केन्द्र की परीक्षाएँ अनुष्ठित होंगी। भवदीय

मेधा नारा जिम्मेवारी होगी।

ता. —

पता : —

प्रधान शिक्षक/अध्यक्ष

स्कूल/कॉलेज

गुहर

(139)

Principal
Kharupatia Coll-98

तार—Rastravasa

फोन नं० { 543667
548422

असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी



केन्द्र व्यवस्थापक नियुक्ति पत्र

ता० - 6 NOV 2003

प्रति,

श्री प्रधान-शिक्षक/अध्यक्ष,

.....
खारुपेटिया स्कूल/कॉलेज

महाशय,

इससे आपको सहर्ष सूचित किया जाता है कि संलग्न कार्यक्रमानुसार अनुष्ठित होनेवाली समिति की परीक्षाओं के लिये इस पत्र द्वारा हम आपको खारुपेटिया केन्द्र के केन्द्र व्यवस्थापक नियुक्त करते हैं।

आशा है कि आपकी देख-रेख में अपने केन्द्र की परीक्षाएँ सुचारु रूप से संचालित होंगी। सहयोग की आशा की जाती है।

भवदीय

परीक्षा सचिव

संलग्न : -- परीक्षा कार्यक्रम को दो प्रतियाँ

केन्द्र व्यवस्थापक की स्वीकृति

प्रति,

श्री परीक्षा सचिव,

असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी

विषय : -- सन् माह की परीक्षाओं के लिए केन्द्र व्यवस्थापक नियुक्ति स्वीकार

महाशय,

आपका केन्द्र व्यवस्थापक नियुक्ति-पत्र ता० का प्राप्त हुआ। मैं हलिलखित सत्र के लिए केन्द्र का केन्द्र व्यवस्थापक पद सहर्ष स्वीकार करता हूँ। मैं इससे आपको विश्वास दिलाता हूँ कि मेरी देख-रेख में अपने केन्द्र की परीक्षाएँ अनुष्ठित होंगी, तथा सारी जिम्मेवारी होगी।

भवदीय

ता० —

पता : —

प्रधान शिक्षक/अध्यक्ष

..... स्कूल/कॉलेज

मुहर


Principal
Kharupetia Coll-98

(140)

YOUTH FOR PEACE AND UNITY

INTER COLLEGE YOUTH FESTIVAL, 2003



GAUHATI UNIVERSITY

Gopinath Bordoloi Nagar, Guwahati - 14

ANNEXURE XII

CERTIFICATE OF PROFICIENCY

Whom it is to certify that Sri / Miss.....

representing..... *Khonapetia College*..... was adjudged..... *First*.....

in..... *One Act Play*..... in the Inter College Youth Festival, 2003

held at Gauhati University and organised by the P.G. Classes from 28th January to

31st January, 2003.

Principal

Dr. D. Sin (H. Das) President
Giridh Debn Working President
Abhijit Debn General Secretary
Rajin Chatterjee General Secretary
Organising Committee
All sports board
Principal
Khonapetia College

ANNEXURE -- XIV

AIMS AND OBJECTIVES OF ALUMNI ASSOCIATION

KHARUPETIA COLLEGE

The aims and objectives of the Alumni Association of Kharupetia College are :

1. To promote and foster mutually beneficial interactions among Alumni.
2. To promote and strengthen bond of alumni with the alma mater-the Kharupetia College and to take an abiding interest in the development of the college in its academic intellectual & cultural fields, in their broader perspectives and to relate these to attainment of Social utility of their alma matter.
3. To recognise suitable achievements by students, Scholars & lecturers of their Alm matter in Scolastic, Literary, Scientific, sports and cultural persuits.
4. To acquire, purchase, own or take on lease or hire within Kharupetia or near about any movable or immovable property necessary or convenient for the fulfilment of the objectives of the Association.
5. The aim is to enroll more and more past students of Kharupetia College in the fold of Kharupetia College Alumni Association and promote it's aims and objectives.
6. To invest and deal with the fund of the Association in the best interest of furtherance of the objectives of the Association.
7. To persue all such activities which are conducive or incidental to the attainment of the aboev objectives and or beneficial to the interest of the college and it's Alumni.

The Alumni are the well-wishers of their alma matter and can play important role as a link between the institute and the Governments various funding Agencies, Voluntery organisation etc. for benefit of the institute. The Institute can draw expartise from the Alumni as among them many have experience in administratio, finance, construction, business etc. The alumni may constitute link among them which may guide the institute, if and when necessary. As such, alumni are the most well wishers of an institute who have no other interest other than the well being of the alma matter.

*** *** *** ***

K. K. K.
Principal
Kharupetia College

ALUMNI

Number of Alumni in different positions
(As per the records of the Association)

Sl. No.	Occupation	Numbers
1.	Service	75
2.	Business	55
3.	Agriculture	20
4.	Social worker	10
5.	Students	16
6.	Unemployed	146
Total		322

N.B. : Alumni Association of Kharupetia College was formed on 13th Sept, 2003.


Principal
Kharupetia College

LIST OF SELF EMPLOYED ALUMNIKharupetia College

(As per the records of Alumni Association)

<u>Sl. No.</u>	<u>Name</u>	<u>Place</u>	<u>Business / Cultivator</u>
1.	Matleb Ali Ahmed	Kharupetia	Business
2.	Rofiqul Islam	Niz Kharupetia	Business
3.	Ataur Rahman	Lalpui	Business
4.	Nilomoni Chaudhury	Kharupetia	Business
5.	Amir Hussain	Dhula	Cultivator
6.	Manoj Saha	Dalgaon	Business
7.	Alauddin Paramanik	Galandi	Cultivator
8.	Tafiqul Islam	Balabari	Cultivator
9.	Suleman Ali	Niz Kharupetia	Cultivator
10.	Abdul Khaleque	Bhakatpara	Business
11.	Abdul Khabir	Bhakatpara	Business
12.	Prahlad Ch. Shil	Kharupetia	Business
13.	Gopal Saha	Kharupetia	Business
14.	Nepal Ch. Roy	Kharupetia	Business
15.	Billal Hussain	Kuaripukhuri	Business
16.	Anowar Hussain	Kharupetia	Business
17.	Muslim Uddin Ahmed	Amin para	Business
18.	Abdul Kuddus	Balabari	Business
19.	Jamir Hussain	Mangaldai	Business
20.	Azhar Ali	Dalgaon	Business
21.	Mahibuddin Ahmed	Bechimari	Business
22.	Jainuddin Ahmed	Baruajhar	Business
23.	Fariduddin Ahmed	Dalgaon	Business
24.	Suleman Ali	Dalgaon	Business
25.	Nur Hussain	Dalgaon	Cultivator
26.	Obeidullah	Dalgaon	Cultivator
27.	Mithun Chakraborty	Kharupetia	

Whe
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Kharupetia College

<u>Sl. No.</u>	<u>Name</u>	<u>Place</u>	<u>Business / Cultivator</u>
28.	Rinku Saha	Kharupetia	Cultivator
29.	Habibur Rahman	Kharupetia	Business
30.	Abu Shama	Kharupetia	Business
31.	Jiauddin	Kharupetia	Cultivator
32.	Sanjit Kr. Poddar	Kharupetia	Business
33.	Habibur Rahman	Kuaripukhuri	Business
34.	Jakir Hussain	Balabari	Business
35.	A. Kadir	Bhakatpara	Cultivator
36.	Abdul Mazid	Chamuakhat	Cultivator
37.	Kazimuddin	Niz Kharupetia	Business
38.	Shyamal Kr. Bose	Dhula	Business
39.	Parimal Saha	Kharupetia	Business
40.	Bakul Ch. Saha	Kharupetia	Business
41.	Nowshad Ali Ansary	Jangalpara	Business

□□□□

Principal
Kharupetia College

ANNEXURE -- XV

FEE CHART
Academic year : 2000-2001

Sl. No.	Particulars	H.S. 1st yr.	H.S. 2nd yr.	T.D.C. 1st yr	T.D.C. 2nd yr.	T.D.C. 3rd yr
1.	Admission fee	30.00	30.00	50.00	50.00	50.00
2.	Tuition fee (One year)	288.00	288.00	360.00	360.00	360.00
3.	College Dev. fee	50.00	50.00	50.00	50.00	50.00
4.	Building	50.00	50.00	50.00	50.00	50.00
5.	Library	20.00	20.00	20.00	20.00	20.00
6.	Identity Card	10.00	10.00	10.00	10.00	10.00
7.	Electricity	10.00	10.00	10.00	10.00	10.00
8.	Certificate fee	10.00	10.00	10.00	10.00	10.00
9.	Lab. fee	25.00	25.00	25.00	25.00	25.00
10.	Major fee	-----	-----	30.00	30.00	30.00
11.	Registration fee	25.00	-----	60.00	-----	-----
12.	Enrolment	10.00	-----	10.00	10.00	10.00
13.	Festival fee	30.00	30.00	30.00	30.00	30.00
14.	Union	15.00	15.00	15.00	15.00	15.00
15.	Game fee	20.00	20.00	20.00	20.00	20.00
16.	Common room	10.00	10.00	10.00	10.00	10.00
17.	Magazine fee	40.00	40.00	40.00	40.00	40.00
18.	Culture & Music	5.00	5.00	5.00	5.00	5.00
19.	Debate & talk	5.00	5.00	5.00	5.00	5.00
20.	Social service	10.00	10.00	10.00	10.00	10.00
		663.00	628.00	820.00	760.00	760.00

Signature
Kharupetia College

FEE CHART

Academic year : 2001-2002

Sl. No.	Particulars	H.S. 1st yr.	H.S. 2nd yr.	T.D.C. 1st yr	T.D.C. 2nd yr.	T.D.C. 3rd yr
1.	Admission fee	30.00	30.00	50.00	50.00	50.00
2.	Tuition fee (One year)	288.00	288.00	360.00	360.00	360.00
3.	College Dev. fee	50.00	50.00	50.00	50.00	50.00
4.	Building	50.00	50.00	50.00	50.00	50.00
5.	Library	30.00	30.00	30.00	30.00	30.00
6.	Identity Card	10.00	10.00	10.00	10.00	10.00
7.	Electricity	10.00	10.00	10.00	10.00	10.00
8.	Certificate fee	10.00	10.00	10.00	10.00	10.00
9.	Lab. fee	25.00	25.00	25.00	25.00	25.00
10.	Major fee	-----	-----	30.00	30.00	30.00
11.	Registration fee	25.00	-----	60.00	-----	-----
12.	Enrolment	10.00	-----	10.00	10.00	10.00
13.	Festival fee	30.00	30.00	30.00	30.00	30.00
14.	Union	15.00	15.00	15.00	15.00	15.00
15.	Game fee	25.00	25.00	25.00	25.00	25.00
16.	Common room	10.00	10.00	10.00	10.00	10.00
17.	Magazine fee	40.00	40.00	40.00	40.00	40.00
18.	Culture & Music	10.00	10.00	10.00	10.00	10.00
19.	Debate & talk	10.00	10.00	10.00	10.00	10.00
20.	Social service	10.00	10.00	10.00	10.00	10.00
		688.00	653.00	845.00	785.00	785.00

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Kharupetia College

FEE CHART

Academic year : 2002-2003

Sl. No.	Particulars	H.S. 1st yr.	H.S. 2nd yr.	T.D.C. 1st yr	T.D.C. 2nd yr.	T.D.C. 3rd yr
1.	Admission fee	30.00	30.00	50.00	50.00	50.00
2.	Tuition fee (One year)	288.00	288.00	360.00	360.00	360.00
3.	College Dev. fee	50.00	50.00	50.00	50.00	50.00
4.	Building	50.00	50.00	50.00	50.00	50.00
5.	Library	50.00	50.00	50.00	50.00	50.00
6.	Identity Card	10.00	10.00	10.00	10.00	10.00
7.	Electricity	15.00	15.00	15.00	15.00	15.00
8.	Certificate fee	10.00	10.00	10.00	10.00	10.00
9.	Lab. fee	25.00	25.00	25.00	25.00	25.00
10.	Major fee	-----	-----	30.00	30.00	30.00
11.	Registration fee	25.00	-----	75.00	-----	-----
12.	Enrolment	10.00	-----	15.00	15.00	15.00
13.	Festival fee	30.00	30.00	30.00	30.00	30.00
14.	Union	15.00	15.00	15.00	15.00	15.00
15.	Game fee	30.00	30.00	30.00	30.00	30.00
16.	Common room	10.00	10.00	10.00	10.00	10.00
17.	Magazine fee	40.00	40.00	40.00	40.00	40.00
18.	Culture & Music	15.00	15.00	15.00	15.00	15.00
19.	Debate & talk	15.00	15.00	15.00	15.00	15.00
20.	Social sevice	15.00	15.00	15.00	15.00	15.00
21.	Poor fund	10.00	10.00	10.00	10.00	10.00
22.	Scout & Guide	5.00	5.00	5.00	5.00	5.00
		748.00	713.00	925.00	850.00	850.00

FEE CHART Academic year : 2003-2004

ANNEXURE -- XV

Sl. No.	Particulars	H.S. 1st yr.	H.S. 2nd yr.	T.D.C. 1st yr	T.D.C. 2nd yr.	T.D.C. 3rd yr
1.	Admission fee	30.00	30.00	50.00	50.00	50.00
2.	Tuition fee (One year)	600.00	600.00	(M) 840.00 (G) 720.00	(M) 840.00 (G) 720.00	(M) 840.00 (G) 720.00
3.	College Dev. fee	100.00	100.00	100.00	100.00	100.00
4.	Building	50.00	50.00	50.00	50.00	50.00
5.	Library	100.00	100.00	100.00	100.00	100.00
6.	Identity Card	10.00	10.00	10.00	10.00	10.00
7.	Electricity	25.00	25.00	25.00	25.00	25.00
8.	Certificate fee	10.00	10.00	10.00	10.00	10.00
9.	Lab. fee	25.00	25.00	25.00	25.00	25.00
10.	Major fee	-----	-----	30.00	30.00	30.00
11.	Registration fee	25.00	-----	150.00	-----	-----
12.	Enrolment	10.00	-----	50.00	50.00	50.00
13.	Festival fee	30.00	30.00	30.00	30.00	30.00
14.	Union	15.00	15.00	15.00	15.00	15.00
15.	Game fee	30.00	30.00	30.00	30.00	30.00
16.	Common room	10.00	10.00	10.00	10.00	10.00
17.	Magazine fee	40.00	40.00	40.00	40.00	40.00
18.	Culture & Music	15.00	15.00	15.00	15.00	15.00
19.	Debate & Talk	15.00	15.00	15.00	15.00	15.00
20.	Social Service	15.00	15.00	15.00	15.00	15.00
21.	Students aid fund	10.00	10.00	10.00	10.00	10.00
22.	Scout & Guide	5.00	5.00	5.00	5.00	5.00

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ANNEXURE - XVIGrievance Redressal Cell

A Grievance Redressal Cell has been constituted at Kharupetia College to ensure prompt redressal of grievances of the students, teachers and staff of the college.

Guidelines of Grievance Redressal Cell :

Detailed procedure of settling the grievances are laid down below.

If a student / teacher / employee of the college has any grievance, he / she will report it either verbally or in writing to the concerned Head of the Department. The Head of the Deptt. will enquire into the matter and take necessary action within 3 (three) days if the grievance is found to be genuine. The complainant will be informed of the action taken by the Head of the Deptt. within 3 (days).

If the complainant is not satisfied at the decision of the Head of the Deptt, he/she may move to the Principal. The principal will investigate the matter and will take suitable action within three days.

If the principal's decision / action fails to satisfy the complainant, he / she may approach the Grievance Redressal Cell (G.R.C.). The G.R.C. will verify the grievance and take decision within 3 days.

If the complainant is still not satisfied, he/ she may appeal to the Governing Body (G.B.) of the college. The G.B. will enquire into the matter and take appropriate action within 30 days.

If the decision of G.B. is not satisfactory, the complainant will be at liberty to move to the Director of Higher Education, Assam for redressal of his/ her grievance.

A complaint box has already been installed at the college where the grievances of the students/ teachers / staff may be dropped.

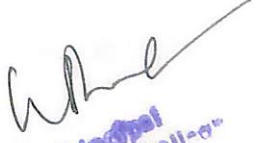
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Bye Laws

*Teachers' and Employees'
Mutual Benefit Fund*

Estd. : 2000-2001

Kharupetia College
Kharupetia


Principal
Kharupetia College

Teachers' and Employees' Mutual Benefit Fund
Kharupetia College
Estd. : 2000-2001

Bye laws

- Rule- 1 : Name of the fund : The Name of the fund will be Teachers' and Employees' Mutual Benefit Fund, Kharupetia College. (In short TEMBF).
- Rule - 2 : Eligibility of membership : Any teacher or employee of the college appointed against a sanctioned post on a permanent basis and drawing pay in the Govt. Scale will be eligible to be a member of the fund.
- Rule- 3 : Loss of membership : Will occur on death of a member, transfer or resignation or discharge and retirement from service.
- Rule- 4 : Executive Committee : (i) President (ii) Vice President (iii) Secretary (iv) Asst.. Secretary. (v) Five members (vi) One Auditor to be appointed by the general Body.
- Rule - 5 : Tenure of the Executive Committee : The tenure of the E.C. will be one year. However, if the General Body so desires, the term of the E.C. may be extended for another one year.
- Rule- 6 : Power and Functions of the President & Secretary :
- President : (i) The President shall have a general control over the activities of the fund. (ii) He will operate the Bank A/c of the Fund jointly with the Secy. (iii) He will direct the Secy. to convene meeting of the E.C. as and when required.
- Secretary : (i) The Secy. is to maintain the accounts and other relevant records of the Fund properly.
- (ii) The Secy., will collect the monthly contribution and loan instalments from the members and deposit the same in the concerned Bank Account preferably on the same day.
- (iii) He will issue receipts to the members for the amount so collected.
- (iv) The Secy. will receive application for issue of loan and arrange to sanction loan to the eligible members as per bye-law of the Fund.

- (v) In case of any dispute regarding sanction of loan the Secy. shall bring the matter to the notice of the E.C. for disposal.
- (vi) The Secy. will get accounts of the Fund audited by the auditor and submit the same before the E.C. as well as the General Body for approval.
- (vii) The Secy. shall record the resolutions in the different meeting convened by him.
- (viii) He will prepare the annual report and submit the same before the General meeting after being passed by the E.C.
- (ix) The Secy. is allowed to incur contingent expenditure subject to the approval of the E.C.
- (x) The Secy. will discharge any other duties entrusted him by the E.C.
- (xi) The Secy. shall be accountable to the General Body of the Fund for any sort of mismanagement of the Fund.

Rule- 7 : Means of Creation of fund :

- a) Fund is to be created by collecting monthly subscriptions from the members.
- b) The minimum rate of deposit for each member will be Rs. 200/- (two hundred) per month but this may be increased from time to time.
- c) Each member will have to pay an admission fee of Rs. 50/- (Fifty) only which is not refundable.

Rule- 8 : Loan advancement :

- a) Any member willing to take loan from the fund will have to submit an application to the President through the Secretary mentioning the required amount.
- b) Terms and conditions :
The maximum amount of loan to be sanctioned to each member at a time will be Rs. 5,000/- (Five thousand) only for the time being but this limit may be raised depending on the fund position in the future.
- c) The loan is to be recovered in the 12 equal monthly instalments.
- d) Loan instalment shall be recovered from his / her monthly salary.
- e) Priority : Loan is to be advanced according to the nature of the necessity, priority will be given in the chronological order of the application.
- f) undertaking: The applicant will have to give undertaking in prescribed form at the time of taking loan.

- g) Rate of interest : The rate of interest will be 12% P.A. to be calculated on flat system. This rate of interest may be revised from time to time.
- h) Interest for the amount of loan will be charged for the whole month in which loan is taken. In other words, fraction of a month will be treated as a full month while calculating loan interest.
- i) Recovery of loan instalment along with interest will start from the month in which loan is advanced.
- j) In case of death of any member in whose favour a loan has been issued, the outstanding instalment of loan will be realised from his deposited amount, salary or arrears if any.

Rule- 9 : Withdrawal : If any member wishes to withdraw his / her share from the Fund, he / she will have to submit an application to the President through the Secy. at least one month before.

Rule- 10 : Remuneration of the Secy. and Auditor : The Secy. and the Auditor may be paid a lump sum remuneration as decided by the General Body of the Fund from time to time.

Rule- 11 : Amendment : These rules may be amended by the General Body of the fund as and when required by adopting resolution in the General meeting by two-third majority.

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ANNEXURE- XVIII

STRENGTH, WEAKNESS, OPPORTUNITIES & THREATS (SWOT) RELATING TO
KHARUPETIA COLLEGE 2003

Strength :

1. Competent faculty.
2. Spacious Campus with 48 Bighas of land.
3. Thrust for research work (One M. Phil, four faculty members are engaged in research works under Gauhati University and North East Hill University, Meghalaya).
4. Access to computer education through C-DAC (a Central Govt. Organisation under the Ministry of Information & Technology).
5. College Play Ground.
6. Canteen.
7. Cycle shed for students.
8. Rajiv Gandhi Rural Sports Complex (under construction) adjacent to College campus.
9. Internal Quality Assurance Cell.
10. Grievance Redressal Cell.

Weakness :

1. In adequate infrastructure.
2. Limited sports facilities and lack of physical education teacher. ✓
3. Lack of Auditorium / Conference Hall. ✓
4. Lack of independent vice-principal. ✓
5. Lack of residential accomodation for faculty / staff within the college campus.
6. No Hostel facilities for students.
7. Lack of placement services and MoU with Industry / research organisation.
8. Absence of computerisation in the Office management and Library.
9. Partial Computer Literacy among the faculty and staff.
10. Inadequate number of books in the library.
11. Lack of spacious and separate library building.

Principal
Kharupetia College

12. Absence of vocational courses.
13. Absence of internet facility.
14. Absence concrete boundary wall.
15. Absence of vehicle shed for the faculty and staff.

Oppotunities

1. To introduce agro-based self finacing courses.
2. To introduce job-oriented course like- Computer application.
3. To introduce a few more subjects in U.G. Level.
4. To open centres of distance education to make higher education easily accessibly to the people.

Threat :

1. Increasing cost of higher education.
2. Gradual reduction of Govt. Budget / expediture on higher education.
3. Growing irrelevance of conventional programmes of study to the practical necessity of the society in matters of employment / self employment etc.

□□□□

Principal
Kharupetia College
[Signature]

ANNEXURE XIX

TEACHING PLAN

Kharupetia College : Kharupetia

Department :

Name of Teacher :

Class :

Session :

Month	Teaching Days	Syllabus Unit No.	No. of periods prescribed *	Title of Topics to be taught	No. of periods allotted **	Remarks
JULY						
AUG						
SEPT						
OCT						

Contd P-2

According to the syllabus.

As per College class routine

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Month	Teaching Days	Syllabus Unit No.	No. of periods prescribed *	Title of Topics to be taught	No. of periods allotted **	Remarks
NOV						
DEC						
JAN						
FEB						
MAR						

* According to the syllabus.

** As per College class routine.

W. H. S.
Principal
K. J. Somaiya College

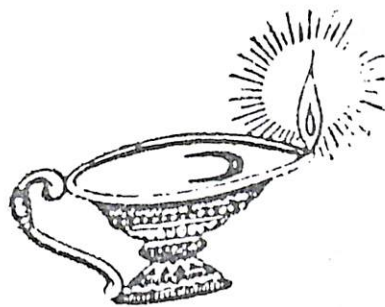
(159)

ANNEXURE XX

KHARUPETIA COLLEGE

Estd. 1981

Kharupetia, Darrang, Assam



PROSPECTUS

2003 - 2004

1. PROFILE :

Kharupetia College is one of the premier institutions of higher education in Darrang District. The College saw the light of day as a result of the untiring efforts of the far-righted people of this locality. Established in the year 1981, the College has been taken over by the govt. of Assam, under Deficit system of grant-in-aid W.e.f. 25-03-98.

The College is affiliated to Gauhati University and necessary preparation has already been completed for assessment of the college by National Assessment & Accreditation Council (NAAC), an autonomous body under UGC. over the years, the College has been maintaining satisfactory record of performance in different University and Council examinations. It is worth mentioning here that two of our students secured First Class (Education Major) with distinction in the B.A. Final Examination, 2002.

2. COURSES OF STUDY :

The College offers the following courses of study :

- (i) Two year Higher Secondary Course both in Arts and Commerce.
- (ii) Three year Degree Course both in Arts and Commerce.

Subjects of study in H.S. Courses : (Arts)

(a) Compulsory Subjects :

- (i) English
- (ii) Modern Indian Language (Assamese/Hindi)

(b) Elective Subjects : (Any three to be offered)

- (i) Political Science
- (ii) Economics
- (iii) History
- (iv) Education
- (v) Logic & Philosophy
- (vi) Geography
- (vii) Mathematics
- (viii) Elective Assamese/Elective Hindi/Sanskrit/Arabic.

H.S. Course : (Commerce)

(a) Compulsory Subjects :

- (i) English
- (ii) MIL (Assamese/Hindi)

(b) Elective Subjects :

- (i) Book Keeping & Accountancy
- (ii) Business Organisation & Commercial Practice
- (iii) Economics
- (iv) Banking /Commercial Arithmetics & Elements of Statistics

In addition to the Compulsory subjects and three Elective subjects, a student of Arts Stream may offer a fourth subject as additional subject.

From the session 1989-90, the A.H.S.E.C. has decided to break up the H.S. Courses into two parts :

(1) H.S. First year course and

(2) H.S. Final year course.

Accordingly, a student must pass the H.S. First year Examination for promotion to Second year.

Three Year Degree Course : (Arts)

From the academic session 2003-2004, the course structure of T.D.C has been modified. According, to revised structure **Three Year Degree** course comprises of three parts : **Part-I, Part-II, and Part-III**. Part-I Final examination will be held at the end of First year, Part-II, Final Examination at the end of second year and Pat-III Final Examination at the end of third year.

(a) Compulsory Subjects :

- (i) English
- (ii) MIL (Assamese/Hindi)

(b) Optional Subjects : (Any two)

- (i) Political Science
- (ii) Economics
- (iii) Education
- (iv) History
- (v) Geography
- (vi) Philosophy
- (vii) Mathematics
- (viii) Elective Assamese/Elective Hindi
- (ix) Sanskrit/Arabic.

Major Courses :

The College offers Major Course in the following subjects :

- (i) Political Science
- (ii) Economics
- (iii) History
- (iv) Education
- (v) Assamese
- (vi) English
- (vii) Arabic
- (viii) Philosophy

A student who has secured at least 45% marks in the relevant subject in the H.S. Final Examination will be eligible for offering major in the subject. Moreover, he/she will have to appear in the Entrance Test to be conducted by the concerned department whose decision in this regard shall be final. a student offering major in any subject is to offer only one optional subject.

Subjects of study in T.D.C. : (Commerce)

- (i) English
- (ii) MIL (Assamese/Hindi)
- (iii) Economics
- (iv) Accountancy
- (v) Business Organisation and Management
- (vi) Money, Banking & Trade
- (vii) Financial Management
- (viii) Law and Practice of Banking

Major Subjects :

- (i) Accountancy
- (ii) Banking
- (iii) Management

3. Admission Procedure :

A candidate seeking admission to the College in the H.S./T.D.C. classes must apply in the prescribed Admission Form to be obtained from college office. Candidate will be admitted strictly on the basis of merit.

A candidate must produce the following documents at the time of admission :

- (i) Original marksheet and Admit Card of the qualifying examination.
- (ii) Original Pass Certificate of the qualifying examination.
- (iii) Character Certificate from the head of the institution last attended.
- (iv) Registration Certificate. (SEBA/AHSEC)
- (v) Two copies of recent Passport size photograph.
- (vi) Caste Certificate in case of SC/ST/OBC/MOBC candidates.

4. Total No. of Seats :

- (a) H.S. Classes (Arts) : 250
- (b) H.S. Classes (Com) : 80
- (c) T.D.C. (Arts) : 350
- (d) T.D.C. (Com) : 200

5. Attendance :

Attendance in classes is compulsory. Students failing to attend 75% of the classes held will be treated as non-collegiate and those failing to attend 60% of the classes will not be allowed to appear in the final examination or promoted to next higher class.

6. General Rules for maintenance of discipline :

The students admitted to this College are expected to maintain high degree of discipline. They must abide by all the rules and regulations as laid down by the College authorities. Violation of those rules, irregular clearance of College Fees, showing discourtesy to the teachers and members of staff in any form, adoption of unfair means in the examination, indulging in ragging etc. are some of the offences which may lead to disciplinary action like suspension, forced transfer or even expulsion from the College.

7. College Examination :

The College authority strictly adheres to College examination and promotion rules. Apart from the Final examinations to be conducted by the University, the students of T.D.C. First year class will have to appear in two unit Tests to be held in the month of september and December respectively. Students failing to appears in these unit tests shall not be allowed to sit for the Final Examinations. Such students will have to get admitted to T.D.C. 1st year class again.

Similarly, the students of both T.D.C. second year and Third year will have to appear in two unit Tests to be held in the month of september and December respectively.

Appearance in these examinations is compulsory failing which a student will not be sent up to the final examinations. The students of H.S. 1st year and Second year classes are to appear in four unit tests as per schedule to be announced by the A.H.S.E.C. A student unable to appear in an examination on medical ground must submit application along with medical certificate Prior to the examination.

8. Academic Calendar :

The Academic Calendar of the college is Prepared in accordance with the Academic Calendar of the Gauhati University. Different academic and co-curricular activities of the college are carried on according to this Calendar as far as Practicable.

9. College Library :

The College Library is for the use of the students and teachers of the College. The facilities for borrowing of books by students are available subject to observance of Library rules. Besides the Central Library, Departmental libraries have also been set up to cater to the needs of the aspiring students.

10. Scholarships :

There is Provision for the following scholarships subject to fulfilment of eligibility criteria.

- (i) National merit Scholarship.
- (ii) State merit Scholarship.
- (iii) Post matric Scholarship for SC/ST/OBC students.

11. Awards :

With a view to ensuring quality improvement, the following awards/ incentives have been introduced by various departments from the academic session 2003-2004.

- (1) Cash award of Rs. 500/- (five hundred) each will be given to the students securing highest marks (minimum 50%) in each Major subjects in B.A. Final Examination. If there be no Major student in a particular subject, the award will go to the student securing highest marks (minimum 50%) in that subject offered as general subject. These awards will be sponsored by the respective Departments of the College.
- (2) Late Abdul Wahab Talukdar Memorial Cash award of Rs.500/- (five hundred) will be given to the student securing highest aggregate marks (minimum 60%) in H.S. Final Examination.
- (3) Cash award of Rs. 300/- (three hundred) will be given to the student securing highest aggregate marks (minimum 60%) in H.S. First year Examination.
- (4) Cash award of Rs. 500/- (five hundred) will be given to the student securing highest marks (minimum 50%) in Economics offered as general subject in B.A. Part - I and Part - II Final Examination. These awards will be sponsored by Sri Deepak Kalita and Mrs. Mousumi Kalita, Lecturers, Deptt. of Economics.
- (5) Late Haji Maju Sheikh and Late Abdus Samad Memorial cash incentive of Rs. 500/- (five hundred) each will be given to ten students offering Mathematics as a general subject in T.D.C. classes. The beneficiaries of these incentives will be selected on the basis of a qualifying test to be held by the Deptt. of Mathematics.

12. Students' Aid Fund :

Financial assistance is granted to the poor and needy students out of the Students' Aid Fund which is formed by raising a compulsory contribution from the students of this College. Such assistance is given annually on receiving application from the deserving students subject to availability of funds.

13. Identity cards :

College Identity Card is issued to each student at the time of admission. The students will have to get their Identity Cards renewed every year. In case of loss of this card, a duplicate card may be issued on payment of necessary fine.

14. Co-curricular Activities :

For all round development of the students, the College provides adequate facilities for various co-curricular activities like indoor, and outdoor games, debate and symposium, cultural programmes etc. Moreover, lectures and seminars on various topics are also organised regularly.

15. Students' Union :

Kharupetia College Students' Union is the general body of the students of the College. All the regular students of the College are the members of this Union. The Principal of the College is the President of the Students' Union. If necessary, the Principal may appoint a Lecturer as the working president. The Vice-president, the General Secretary and other office-bearers of the students' Union are elected by the students annually. The Principal reserves the right to dissolve the Union Body at any time on disciplinary ground and constitute an ad-hoc body till fresh elections are held.

16. College Canteen :

There is a Canteen on Kharupetia College campus. The students, teachers and employees of the College can avail of the services of the College Canteen.

17. Computer Education Centre :

With a view to catering to the need of computer education, a computer Education Centre has been opened at Kharupetia College recently. The centre is run by C-DAC, an affiliated agency under Ministry of Communication and Information Technology, Govt. of India. Interested candidates may attend computer classes by paying requisite fees.

18. Information and Career Counselling Cell :

An Information and Career counselling Cell has been formed at Kharupetia College with the aim of helping the students by providing information about various career opportunities. Interested students and alumni of this College may approach this Cell for necessary information and Career Counselling.



TEACHING STAFF OF KHARUPETIA COLLEGE

Principal : B.M. Hamidur Rahman, MA, LLB.

DEPTT. OF ENGLISH

1. Md. Abdur Rahim, MA, B.Ed.
2. Md. Abdul Awal, MA, B.Ed.
3. Mrs. Mala Chakraborty, MA, B.Ed.

DEPTT. OF ASSAMESE

1. Mrs. Kanaklata Saikia, M.A., M. Phil.
2. Md. Nazir Hussain sarkar, M.A.
3. Mrs. Asman Ara Begum, M.A.
4. Md. Alom ansary, M.A.
5. Mrs. Misira Parbin, M.A.

DEPTT. OF POLITICAL SCIENCE

1. Md. Nurul Islam, M.A., B.Ed.
2. Md. Habibur Rahman, M.A.
3. Sri Rupjyoti Prasad Dutta, M.A.

DEPTT. OF ECONOMICS

1. Sri Deepak Kalita, M.A.
2. Mrs. Mousumi Saha Kalita, M.A., LLB.
3. Md. Mizanur Rahman, M.A.

DEPTT. OF HISTORY

1. Md. Abdul Karim, M.A., B.Ed.
2. Md. Jalaluddin Ahmed, M.A.
3. Md. Abdul Hannan, M.A.

DEPTT. OF EDUCATION

1. Md. Abul Bashar Ahmed, M.A.
2. Mrs. Jahida Sultana, M.A., B.Ed.
3. Md. Amzad Hussain Mazumdar, M.A., B.Ed.
4. Md. Lutfur Rahman, M.A.

DEPTT. OF ARABIC

1. Md. Nur Zaman, Md, B.Ed.
2. Md. Zakir Hussain Ahmed, M.A.
3. Md. Imran Ali, M.A.
4. Md. Jaber Ahmed, M.A.

DEPTT. OF MATHEMATICS

1. Md. Abdur Rahman, M.Sc.
2. Md. Afzal Hussain, M.Sc.

DEPTT. OF SANSKRIT

1. Sri. Parimal Kr. Dutta, M.A. (Double), M.Ed.
2. Mrs. Aparajita Devi, M.A, B.Ed.

DEPTT. OF PHILOSOPHY

1. Sri. Jyotish Sahariah, M.A.
2. Mrs. Pranati Dutta, M.A.
3. Mr. Zakir Hussain Choudhury, M.A.

DEPTT OF HINDI

1. Md. Abdul Matin, M.A.
2. Md. Sikdar Anowarul Islam, M.A.
3. Mostafa Nuruz Zaman, M.A.

DEPTT. OF GEOGRAPHY

1. Sri. Bhupendra Nath Bora, M.A.
2. Sri. Hitesh Kr. Katak, M.A.
3. Sri. Kali Das Sarma, M.A.

DEPTT. OF COMMERCE

1. Md. Abdul Aziz, M.Com.
2. Md. Abu Bakkar Siddique, M.Com.
3. Md. Nasirul Hoque, M.Com.
4. Md. Mostafa Kamal, M.Com.
5. Mrs. Sabita Devi, M.Com.

LIBRARY STAFF

1. Sri. Jeebendra Mohan DevSarma. B.Lib, M.A. (Librarian)
2. Md. Shah Alom, (Library Assistant.)
3. Md. Abu Taleb, (Library Bearer.)

NON-TEACHING STAFF

1. Md. Khandakar Delowar Hussian, B.A. (UDA)
2. Md. Abu Bakkar Siddique, B.A (LDA)
3. Md. Islamuddin Ahmed, B.A. (LDA)
4. Md. Sahid Ali, B.A. (LDA)
5. Md. Wahedud Zaman, B.A. (LDA)
6. Md. Surhab Ali, (LDA)
7. Md. Safiqul Islam, B.A. (LDA)
8. Md. Mizanur Rahman (LDA)
9. Md. Sahidullah, B.A. (LDA)
10. Md. Samizur Rahman (Office Bearer)
11. Md. Lal Mia (Office Bearer)
12. Md. Abdus Samad Khandakar (Laboratory Bearer)
13. Md. Kinal Ali (Office Bearer)
14. Md. Abdul Khaleque (Office Bearer)
15. Md. Obir Ali (Office Bearer)



FEE CHART

For the Session 2003-2004

	H.S. 1st	H.S. 2nd	T.D.C. 1st	T.D.C. 2nd	T.D.C. 3rd
1. Admission Fee	30.00	30.00	50.00	50.00	50.00
2. Tuition Fee (One Yr.)	*288.00	*288.00	*360.00	*360.00	*360.00
3. College Dev. Fee	100.00	100.00	100.00	100.00	100.00
4. Building Fee	50.00	50.00	50.00	50.00	50.00
5. Library Fee	100.00	100.00	100.00	100.00	100.00
6. Identity Card Fee	10.00	10.00	10.00	10.00	10.00
7. Electricity Fee	25.00	25.00	25.00	25.00	25.00
8. Certificate Fee	10.00	10.00	10.00	10.00	10.00
9. Lab. Fee	25.00	25.00	25.00	25.00	25.00
10. Major Fee	-----	-----	30.00	30.00	30.00
11. Registration Fee	25.00	-----	75.00	-----	-----
12. Enrolment Fee	10.00	-----	15.00	15.00	15.00
13. Festival Fee	30.00	30.00	30.00	30.00	30.00
14. Union Fee	15.00	15.00	15.00	15.00	15.00
15. Game Fee	30.00	30.00	30.00	30.00	30.00
16. Common Room	10.00	10.00	10.00	10.00	10.00
17. Magazine Fee	40.00	40.00	40.00	40.00	40.00
18. Cultural & Music	15.00	15.00	15.00	15.00	15.00
19. Debate & Talk	15.00	15.00	15.00	15.00	15.00
20. Social Service	15.00	15.00	15.00	15.00	15.00
21. Students' Aid Fund	10.00	10.00	10.00	10.00	10.00
22. Scout & Guide	5.00	5.00	5.00	5.00	5.00
Total	858.00	823.00	1035.00	960.00	960.00

* The present rate of tuition fee is likely to be enhanced if decided by the govt.

Price : Rs. 20.00

Major - 840.00

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1. Name :-
2. Department :-
3. Address (Both Permanent and Present) :-

Telephone No.

E-mail address

4. Designation - Lecturer / Sr Lecturer / Sel Grade Lecturer
5. Nature of the post - Permanent (Confirm) / Permanent (Nonconfirmation) Temporary / Part -Time
6. Date of joining in the College :-
7. Date of Birth :-
8. Language of Communication :-
9. Mention if you belong to :- SC / ST (Hills / Plains) / OBC / MOBC / GEN

10. Academic Qualification :-

Examination	Board/University	Year of Passing	Div/Class	Distinction
B.S.				
B.A.				
B.Sc.				
M.Sc.				
M.Com.				
M.Phil.				
Ph.D.				
Others				

11. Number of Refresher Course attended :-
12. Mention if you have cleared :- NET / SET / GATE
13. Mention if you have cleared published work :- YES NO
14. Do you have seminar paper published work :- YES NO
15. Are you engaged in research work at present :- YES NO
16. Are you associated with any Social Work ? :- YES NO
17. Are you engaged in Computer works :-
18. Sports activity (if any) :-
19. Your contribution in different committees in academic matters :-
20. Any other activities :-

(Signature)
Principal
Kharupeta C

Signature of the employee

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ANNEXURE. XXII

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION::ASSAM,KAHILIPARA::
GUWAHATI-19.

No. G(S)GS 1/2001/20 :Dated Kahilipara the 20th Oct/2001.

From :- Dr. H.K.Sahoo,
Director of Higher Education, Assam,
Kahilipara, Guwahati -19.

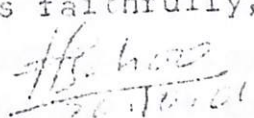
To, All the Principals/Principal incharge of the
Deficit G.I.A.Colleges/ Adhoc G.I.A.Colleges, of
Assam.

Sub :- The Assam Non-Govt. College Management
(Amendment) Rules, 2001.

Sir,
With reference to the subject cited above,
I have the honour to forward herewith a copy of the Govt.
Notification No. B(2)H.294/2000/39 dt. 16/10/2001 for your
information and necessary action.

You are also requested to submit necessary
Proposals for constitution of Governing Body of your College
as Per "The Assam Non -Government/College Management(Amendment)Rules
2001" immediately .

Yours faithfully,

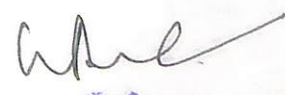

Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

Memo NO G(S)GS/1/2001/20 A :Dated Kahilipara the 20th Oct/2001.
Copy to :-

1. The Commissioner & Secy. to the Govt. of
Assam, Education (Higher) Deptt. Dispur, Ghy.
2. The P.S. to the Minister Education
Higher for appraisal of the Hon'ble Minister.
3. The Addl. Director, Hills, Hailong, N.C.Hills
for information and necessary action.
4. The Registrar D.U./G/A.U. for favour
of kind information.


Director of Higher Education, Assam,
Kahilipara, Guwahati -19.

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Principal
Kahilipara College

GOVT. OF ASSAM
EDUCATION (HIGHER) DEPARTMENT: DISPUR

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 16th Oct/2001.

NO. B(2)H 294/2000/39 The Governor of Assam is hereby
pleased to make the following rules to amend the Assam
Non-Government College Management Rules, 2001, hereinafter
referred to as the Principal Rules, namely :-

Short
title
extent and
Commencement

1.(1) These rules may be called the Assam Non-
Government College Management (Amendment)
Rules, 2001.

(2) It shall have the like extent as the Principal
Rules.

(3) They shall come into force on the date of
their publication in the official Gazette.

Amendment
of Rule 2

2. In the Principal Rules, in Rule 2

i) In the first line, for the word "repugnant",
word "regugnant" shall be substituted;

ii) In clause (g) for the word "importing", the
word "imparting" shall be substituted.

Amendment
of Rule 3

3. In the Principal Rules, in rule 3, in the
heading for the word "Boy", the word "Body"
shall be substituted.

Substitution
of rule 4

4. In the Principal Rules, in rule 4, for the
existing provisions, the following shall be
substituted, namely :-

4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

a) One President ;

b) One Secretary, the Principal of the College
shall be the ex-officio Secretary of the
Governing Body.

Provided that if circumstance so demands, the
Director may nominate Vice-Principal or the
seniormost member from the teaching staff of
the College to act as the Secretary in lieu of
the Principal of the College, for a period of
six months, and beyond that period with the State
Government's prior approval ;

contd. 2/-

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Principal
College

- c) The Vice-Principal - Member- Ex-officio;
- d) Two members to be nominated by the affiliating University concerned ;
- e) Two members to be nominated by the Director from the field of education, out of which one should be from the guardians;
- f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body;
- g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body :

Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.

- h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body ;
- 1) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- 2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.
- 3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body" .

Insertion
in rule 7

5. In the Principal Rules, in rule 7, after the existing provisions, the following shall be inserted, namely :-

" The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal " .

Amendment
to Rule 13

- a. In the Principal Rules, in rule 13,
 - i) in sub-rule (1), in the first line, for the word "six", the word "four" shall be substituted;
 - ii) In sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "is not", the word "prior" shall be substituted.

contd. 3/-

Substitution
of Rule 15

// 3 //

7. In the principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely :-

" 15. Presiding over the meeting - The ~~max~~ meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided over the meeting".

Substitution
of Rule 16

3. In the principal Rules, in rule 16, for the existing provisions, the following shall be substituted, namely :-

"16. Quorum. - At least seven members of the Governing Body shall form a quorum of the meeting."

Amendment
of rule 18

9. In the principal Rules, in rule 18, -

i) in the first paragraph, for the letters, words, figure and brackets " Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely :-

" Rs. 1,00000/- (one lakh)";

ii) In the proviso, in the first line, after the word " concerned" and before the words " the Governing Bodies", the following shall be inserted, namely :-

" who are not brought under deficit system of grants-in-aid".

Amendment
of Rule 19

10. In the principal rules, in rule 19, -

i) in clause (iv), for the ~~then~~ existing provisions, the following shall be substituted, namely :-

"(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;"

ii) For clause (x), the following shall be substituted, namely :-

✓ x) except scholarship money and students' union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the

contd. 4/-



Principal
Bina College

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Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds".

Amendment
of Rule 21

11. In the Principal Rules, in rule 21,
i) In clause (v) In the last line, after the words " classes " the word " Examination " shall be inserted ;
ii) After ^{be} clause (V) the following new clause
vi) Shall ^{be} inserted, namely -
"(iv) to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College".

Sd/-(P.C.Sharma),

Commissioner & Secy. to the Govt.
of Assam, Education Department-

Memo NO B(2)H 294/2000/39 A: Dated ~~Kakikpar~~ Dispur, the 16th Oct/2001.

Copy to :-

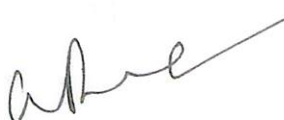
1. The Director, Assam, Govt. Press, Bamunimaidam, Guwahati -21. He is requested to publish the above notification in the next issue of Assam Gazette and to send 500 (five hundred) copies to this Deptt. after publication.
2. The Director, Higher Education, Assam, Kahilipara, Guwahati -19.
for necessary action.

By order etc.

Sd/- illegible.

By Secretary to the Govt. of Assam,
Education (H) Deptt.

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Principal
Kharupatia College

SELF - STUDY REPORT

DOCUMENTS

KHARUPETIA COLLEGE
Kharupetia, Darrang, Assam.

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ANNUAL REPORT FOR ARTS STREAM

KHARUPETIA COLLEGE

2001 - 2002

Name of the College : Kharupetia College
 P.O. Kharupetia
 Dist. Darrang (Assam)
 Estd. 1981

1. Principal : 1
 2. Type of Management : Deficit system of Grant-in aid.
 3. Course affiliated : B.A.
 4. Nature of affiliation : Temporary.
 5. Student enrolment :

a) Degree : Male - 324, Female - 89 Total - 413

b) P.G. : Male - Nil Female - Nil Total - Nil

c) S.C. / S.T. : Male - 12 Female - 04 Total - 16

6. Classwise : Enrolment position during the year 2001-2002.

Sl. No.	Class	Intake	No. of student	Male	Female
1	TDC 1st year	250	175	142	33
2	TDC 2nd year	250	158	116	42
3	TDC 3rd year	250	80	66	14

7. Core Subjects taught in the Class : B.A.
 General Course : English, MIL (Assamese, Hindi), Economics, Education, Pol. Science, History, Elec. Assamese, Elect. Hindi, Philosophy, Geography, Mathematics, Arabic & Sanskrit.
 Major Course : Economics, Education, History, Assamese, Arabic, Political Science & English.

8. No. of actual teaching days : 181 days.

9. Results of B.A. General Final Examination : 2001

Examination	Appeared	Passed	1st Divn.	2nd Divn.	3rd Divn.	P.C. of pass
B.A.	134	95	Nil	32	63	70.8%

10. Result of B.A. (Major Part- II) Final Examination, 2001

Major	Appeared	Passed	1st Divn.	2nd Divn.	3rd Divn.
English	02	-----	-----	-----	-----
Economics	01	-----	-----	-----	-----
Education	16	15	-----	12	03
Pol. Sc.	13	13	-----	07	06
History	05	03	-----	02	01
Arabic	03	01	-----	01	---

11. Result of M.A. / M. Com. Final Examination, 2002 - Nil

12. Library facilities in the college as on 31-03-2001

No. of Books	No. of Journal	Others	Total no. of users
222	-----		640

13. Academic distinction earned by the teachers in state / National / International level during 2001-2002

1. Name of teachers Distinction earned by

Nil

14. Academic distinction earned by the students at Degree or P.G. Final Examination 2001

15. Details of Teachers as on 31-03-2001

1. No. of teachers : 38

2. No. of Senior Teachers : Nil.

3. No. of selection grade teachers (as per UGC norms) : Nil

16. Financial Statement for the year 2001-2002.

1. Govt. Grant Receipts : 51,90,728/-

2. Fees from students: 6,77,706/-

3. Other Sources 88,947/-

hsl
Principal
Kharupetia College

Expenditure :

1. Salary	51,49,850/-
2. Lab Equipment	Nil.
3. Construction	14,886/-
4. Books & Journals	19,940/-

17. Self appraisal report of the College (In 100 words)

Established in the year 1981, the College was taken over by the Govt. under deficit system of GIA w.e.f 25-03-1998. The College has at present 12 departments with Major facilities in eight subjects. The over all performance of the College in Academic and other matters has been satisfactory.

Sd/- Principal
Kharupetia College


Principal
Kharupetia College

ANNUAL REPORT FOR ARTS COLLEGE

(2002-03)

Name of the College : Kharupetia College
P.O. Kharupetia
Dist. Darrang (Assam)
Estd. 1981

1. Principal : 1
2. Type of Management : Deficit system of Grant-in-aid.
3. Course affiliated : B.A.
4. Nature of affiliation : Temporary.

5. Student enrolment :

a) Degree : Male - 276, Female - 110 Total - 386

b) P.G. : Male - Nil Female - Nil Total - Nil

c) S.C. / S.T. : Male - 09 Female - 02 Total - 11

6. Class wise : Enrolment position during the year 2002-2003.

Sl. No.	Class	Intake	No. of Students	Male	Female
1	TDC 1st year	250	179	131	48
2	TDC 2nd year	250	158	116	42
3	TDC 3rd year	250	43	27	16

7. Courses / Subjects taught in the Class : B.A.

General Course : English, MIL (Assamese, Hindi), Economics, Education, Pol. Science, History, Elec. Assamese, Elect. Hindi, Philosophy, Geography, Mathematics, Arabic & Sanskrit.

Major Course : Economics, Education, History, Assamese, Arabic, Political Science & English.

8. No. of actual teaching days : 189 days.

9. Results of B.A. General Final Examination : 2002

Examination	Appeared	Passed	1st Divn.	2nd Divn.	3rd Divn.	P.C. of pass
B.A.	145	82	02	38	42	56.5%

10. Result of B.A. (Major Part- II) Final Examination, 2002

Major	Appeared	Passed	1st Divn.	2nd Divn.	3rd Divn.
English	2	1	-----	-----	1
Assamese	16	8	-----	3	5
Economics	2	1	-----	1	-----
Education	16	14	2	12	-----
Pol. Science	11	7	-----	4	3
History	4	3	-----	3	-----
Arabic	3	2	-----	1	1

11. Result of M.A. / M. Com. Final Examination, 2002 : Nil

12. Library facilities in the college as on 31-03-2002

No. of Books	No. of Journal	Others	Total No. of users
779	-----	-----	560

13. Academic distinction earned by the teachers in state / National / International level during 2002-2003

	Distictioned	Earned by
1. Name of teachers	Nil	Nil

14. Academic distinction earned by the students at Degree or P.G. Final Examination 2002

15. Details of Teachers as on 31-03-2002 :

1. No. of teachers	38
2. No. of Senior Teachers	Nil
3. No. of selection grade teachers (as per UGC norms)	Nil

16. Financial Statement for the year 2002-2003.

1. Govt. Grant Receipts	52,75,416/-
2. Fees from students	8,30,109/-
3. Others Sources	73,402/-

Principal
Kharupetia College

Expenditure :

1. Salary	:	<u>52,75,416/-</u>
2. Lab. equipment	:	Nil
3. Construction	:	30,139/-
4. Books & Journals	:	34,485/-

17. Self appraisal report of the College (In 100 words)

Established in the year 1981, the College was brought under deficit system w.e.f 25-03-1998. The College has at present 12 departments with major facilities in eight subjects the over all performance of the College in Academic and other matters has been satisfactory

Sd/- Principal
Kharupetia College


Kharupetia College

A REPORT ON INTERNAL AUDIT
OF
KHARUPETIA COLLEGE

P.O. KHARUPETIA - 784 115

DIST. DARRANG (ASSAM)

1. Accounting Year : For-2001-02 (From 1.4.01 to 31.3.02)
2. Name of President of the Governing Body : Sayeda Anwara Taimur, M.A.,
Vice Chairman, State Committee,
20 Point Programme, Govt. of Assam.
3. Name of Secretary of the Governing Body : Mr. J. U. Ahmed, M.A.
Principal i/c, Kharupetia College.
4. Date of Commencement of Audit : 03/07/2002
5. Date of Complition of Audit : 20/07/2002
6. Name of Internal Auditors :
 1. Abdul Ali, B.A., P. Ed., F.L.B.,
 2. Betharam Nath,
Retd. Accounts Officer, Govt. of
Assam.

Abul
Principal
Kharupetia College

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It may kindly be noted that the salary fund and examination fund could not be included in the audit report for the years 2001-2002 and 2002-2003. The internal audit of the said funds were done subsequently and the same is enclosed with the audit report for the year 2001-2002 and 2002-2003.



Principal

~~Principal~~
Metropolitan College

~~P-222~~ (187)

A REPORT ON INTERNAL AUDIT OF KHARUPETIA COLLEGE

Having been appointed as Internal Auditors vide Kharupetia College Governing Body's Resolution No. 2 of its meeting held on 4.7.2002 and conveyed vide, Principal i/c's Letter No. KC/AU/11/680, dt. 6.7.02, we the undersigned (hereinafter called the "Auditors"), have undertaken the task of internal audit of Kharupetia College for the accounting year 2001-2002 (from 1st April/01 to 31st, March/2002) and have done the job accordingly.

During audit, the 'Books of Accounts' checked and examined, are :

1. Cash books of all private funds, viz. General Funds, Tuition Fees Fund, Building Fund, Games Fund, Library Fund, Magazine Fund, Festival Fund, College Development Fund and Students' Union Fund.
2. Fees Collection Receipt Books.
3. Expenditure Vouchers and APRs in respect of all Funds.
4. Bank Pass Books in respect of all Funds.
5. Previous years Closing Accounts & Balance as at 31.03.2001.
6. Governing Body's Proceedings Book.
7. And all other relevant Books and Documents pertaining to accounts.

May it be noted that the auditors could find no readily prepared final accounts of the college for the accounting year, except entries in the Cash Books. Also found no Ledger Book in respect of any Fund. Hence, the auditors have afforded to prepare Ledger Accounts and thus have prepared Receipts & Payments Account of each Fund, which can be seen at Page 6 to 14.

AUDIT NOTES:

Based on records and findings, the auditors would have the pleasure to lay down the following notes:

1. Found that the Closing Balances of Funds of the College as at 31.3.2002, are as follows :

Name of Fund	Cash in hand	Cash at Bank	Total
General Fund	Rs. 50.00	Rs. 4145.50	Rs. 4195.50
Building Fund	Rs. 47.00	Rs. 983.75	Rs. 1030.75
Games Fund			

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[Signature]
Principal
Kharupetia College

Library Fund	Rs. 44.00	Rs. 2650.00	Rs. 2694.00
Festival Fund	Rs. 27.00	Rs. 558.00	Rs. 585.00
Magazine Fund	-	Rs. 1029.00	Rs. 1029.00
College Dev.	Rs. 450.00	Rs. 5871.00	Rs. 6321.00
Students' Union	-	Rs. 1073.00	Rs. 1073.00
Tution Fees Fund	-	Rs. 10566.00	Rs. 10566.00
	<u>Rs. 618.00</u>	<u>Rs. 28355.00</u>	<u>Rs. 28973.00</u>

2. Found that Mr. A. Karim, outgoing Principal i/c, has fully remitted Rs. 15688.25 being Previous Year's Closing Cash remained with him on a/c of Tution Fees Fund.

Also it is seen that outgoing Principal i/c Mr. A. Karim has paid Rs. 6143.75 on a/c Games Fund.

Forthwith the above two payments his liability to refund the Closing Cash as at 31.12.99, comes to an end.

3. It appears that the revenue expenditures in the following Funds have exceeded the revenue receipts in current year; these are-

Name of Funds	Rev. Exp.	Rev. Receipts	Excess of Exp.
General Fund	2,36,668.00	1,20,418.00	1,16,250.00
Games Fund	22,256.00	11,896.00	10,360.00
Library Fund	26,592.00	22,214.00	4,378.00
Festival Fund	16,083.00	14,369.00	1,714.00
St. Union Fund	12,251.00	7,118.00	5,133.00
Magazine Fund	43,884.00	36,781.00	7,103.00
		(Incl. Prev. Bl.)	1,00,548.00

This is a note for kind information of the Governing Body.

4. According to calculation, an amount Rs. 117000.00 being government share 70% on Tution Fees Rs. 1,67,148.00, plus "Recovery" from Mr. A. Karim, outgoing Principal i/c Rs. 15,000.00 on a/c i.e. total Rs. 1,32,000.00, ought to have gone to Govt. Salary Account, against which Rs. 1,12,322.00 has been transferred thereto. Hence, an amount to the tune of Rs. 19,678.00 remains as due payable to Govt. Salary Account for the current year.



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However, previous years balance sheet as at 31.03.01 shows that an amount Rs. 50,003.00 had been transferred to Govt. Salary Account in excess of legitimate 70%. If the current year's short payment is set off against the previous year's excess, an amount Rs. 30,320.00 would remain as credit balance on a/c of Tution Fees Fund vis-a-vis debit balance on a/c of Govt. Salary Account as at 31.03.02.

5. Also reckoned that General Fund deserves transfer to it from Tution Fees Fund Rs. 50,14,500 being 30% of Tution Fees collected in current year ; but seen that an amount Rs. 75,736.00 has been transferred to General Fund. Obviously there had been caused an excess transfer of Rs. 25,59,100.

The Governing Body may kindly justify it.

6. Seen that there had been effected unreasonable Inter-Fund Transfers thereto and therefrom Tution Fees Fund, which caused enormous burden to show exact position of the Fund. The auditors find no reason as to why College Development Fund, Games Fund and Magazine Fund are brought in to mingle with Tution Fees Fund. (See Receipts & Payment Account in respect of Tution Fees Fund at page 14-)

7. As at 31.3.2002 the following amount stands as Temporary Loan borrowed from Mr. J.U. Ahmed, Principal i/c :

General Fund	=	Rs. 600.00			
Magazine Fund	=	Rs. 60.00			
Students' Union Fund	=	Rs. 700.00			
		Rs. 1360.00			

Whether such borrowing was made authoritatively, the Governing Body's proceedings is silent on the point.

8. From the Receipts & Payments Account of each Fund it appears that the following Revenue Expenditures have been incurred during current year and the expenditures approved by the G.B./S.B. as follows :

Name of Fund	Amount	Approved by GB
General Fund	Rs. 2,36,668.00	Rs. 78,000.00
Bldg Fund	Nil	Nil

(190)

[Signature]
Principal
Charanpura College

[Signature]
S.B. / S.B.
Charanpura College

	(d)	
Games Fund	Rs. 22,256.00	Nil
Library Fund	Rs. 26,592.00	Nil
Festival Fund	Rs. 16,083.00	Nil
Magazine Fund	Rs. 43,884.00	Nil
College Dev. Fund	Nil	Nil
Student Union Fund	Nil	Nil
	<u>Rs. 3,45,483.00</u>	<u>Rs. 78,204.00</u>

/ As such, expenditures for Rs. 2,57,153.00 remains as yet to be approved by the Governing Body.

9. Observed that there had been caused enormous Inter-Fund Transfers. However in two cases transfers were caused with authority of the G.B. ; these are -

From Building Fund to General Fund	Rs. 20,000.00
From College Dev. Fund to Gen. Fund	Rs. 15,000.00
	<u>Rs. 35,000.00</u>

In other cases, however, G.B.'s proceedings is quite silent.

The G.B. may kindly justify the case.

10. It seems that the Account Section of the College has omitted to define the nature of certain transactions while posting it to a Fund head. As for instance, a donation received towards Library was debited to General Fund, while an expenditure for building repairing works was credited to General Fund ; and some expenditures pertaining to festival viz. College Week, Freshers' Social and Faleha-e-Duay-Dahann, have been partly incurred in Gen. Fund, partly in

Festival Fund and
partly in St. Union
Fund.

11. As regards T.A., an expenditure of Rs. 25,724.00 is incurred in current 12 months on a/c General Fund, having spent average Rs. 2,143.00 per month, which, according to auditors, is excessive.

Also, it may be mentioned that bills for expenditure on account of journeys had been drawn in the shape of 'Travelling Allowance'. Remittance of 'travelling expenditure' certainly deserves admissibility, but payment of 'travelling allowance' from the private funds how far admissible, is a matter to be justified by the Governing Body.

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Principal
Munim College.

12. Found that 'Fees Collection Abstract Book' does not bear Receipt Number of the fees collection receipts, but the Roll No. of Students are quoted therein. It makes lot of troubles while examining the collection of fees. Suggested to rectify the system. viz. College-Week, Freshers' Social & Hatcha-e-diaz-Baham, have been incurred partly in General Fund, partly in Festival Fund and partly in Students' Union Fund.

The Governing Body may please justify the case.

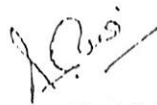
Conclusion :

Baring the omissions and irregularities as narrated in above paras, the maintenance of overall accounts may be termed as almost proper. It is suggested that the Account Section of the College would afford to maintain Ledger Account of each Fund and to observe the principles of book-keeping wholly in future.

We are thankful to Principal i/c Mr. J.U. Ahmed and his office assistants for their active co-operation in audit work.

And we wish the Kharupetia College be an ideal institution for higher education in the days to come.

SUBMITTED TO THE GOVERNING BODY THIS 13TH DAY
OF AUGUST, 2002.

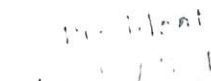

(ABDUL ALI)


(BETHARAM NATHI)

Internal Auditors, Kharupetia College.

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Kharupetia College


Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

General Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>				<u>Cr.</u>	
To Collection of Tuition Fees	Rs.	78,165.00	By Deposit to G.U.	Rs.	24,924.00
To Lease Money on Land (A/c Suruzzamal)	Rs.	17,000.00	By Deposit to AHSEC	Rs.	3,950.00
To Lease Money on Fishery (A/c Imdadul Islam)	Rs.	17,000.00	By Internal Audit Exp.	Rs.	7,000.00
To Bank Interest	Rs.	51.00	By Exp. on a/c of Court Cases	Rs.	2,421.00
To Prev.Yr's Error			By Telephone Bill Payment	Rs.	5,030.00
Rectification	Rs.	202.00	By Electrification Exp(Security etc)	Rs.	10,009.00
To Donation towards Library (Donor : Sabita Devi)	Rs.	1,12,418.00	By Pur. of Furniture	Rs.	2,025.00
	Rs.	8,000.00	By Exp. for TLM	Rs.	2,380.00
	Rs.	1,20,418.00	By Exp.for TDC 1st Yr. Major Test	Rs.	700.00
To A/c Tuition Fees Fund	Rs.	75,736.00	By Advt. cost for regular Principal	Rs.	2,270.00
To A/c College Dev. Fund	Rs.	23,210.00	By Electrification Materials (Adv.)	Rs.	61,309.00
To A/c Building Fund	Rs.	23,000.00	By Travelling Exp.	Rs.	30,584.00
To A/c J.U. Ahmed			By Stationery Exp.	Rs.	25,724.00
Principal i/c (Temp. Loan)	Rs.	6,808.00	By Printing Exp.	Rs.	10,294.00
			By Refreshment Exp.	Rs.	3,610.00
			By Zerox Exp.	Rs.	3,422.00
			By Contingency Exp.	Rs.	1,605.00
				Rs.	3,934.00
			By Hon.to Non-Sanctioned Staff	Rs.	1,40,482.00
			By Exp. for College Week/02	Rs.	76,340.00
			By Exp. for Freshers' Social	Rs.	2,16,822.00
			By Exp. for Fateha-E-Duaz-Daham	Rs.	4,000.00
			By Bldg.Rep. Works	Rs.	610.00
			By A/c Library Fund	Rs.	350.00
			By A/c Festival Fund	Rs.	2,21,782.00
			By A/c Students' Union Fund	Rs.	14,886.00
			By A/c Magazine Fund	Rs.	2,36,668.00
			By Closing Balance:	Rs.	7,740.00
			Cash in hand	Rs.	1,610.00
			Cash at Bank (PGB,KPT Br., SB A/c No.1517/6)	Rs.	3,351.00
				Rs.	2,572.00
				Rs.	2,51,941.00
To Opp.Balance:	Rs.	2,49,172.00			
Cash in hand		NIL			
Cash at Bank	Rs.	4,247.75			
	Rs.	2,53,419.75			

Handwritten:
Annual Auditor
(193)

Handwritten:
Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Building Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>				<u>Cr.</u>
To Collection of Building Fees	Rs.	23,600.00	By A/c Gen. Fund	Rs. 23,000.00
To Bank Interest	Rs.	422.00		
	Rs.	24,022.00		Rs. 23,000.00
<u>To Opp. Balance :</u>			<u>By Closing Balance :</u>	
Cash in hand	Rs.	50.00	Cash in hand	Rs. 50.00
Cash at Bank	Rs.	3,123.50	Cash at Bank (PGB, KPT Br., SB A/c No. 1909/7)	Rs. 4,145.50
	Rs.	27,195.50		Rs. 27,195.50

(19001/02)
Internal Auditor

(194)

W. B. B.

Ident
/ S B
Khariupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Games Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

Dr.Cr.

To Collection of Games Fees
To Bank Interest
To A/c A. Karim, Former Principal i/c (Prev. Outs. on a/c)
To A/c Tuition Fees Fund

Rs. 11,825.00
Rs. 71.00
Rs. 6,143.75
Rs. 4,500.00

Rs. 22,539.75

By Purchase of Sports Equipments
By Pur. of Assets (Steel Almirah)
By College Week/02
By Contingency Exp.

Rs. 4,070.00
Rs. 2,200.00
Rs. 15,553.00
Rs. 433.00

Rs. 22,256.00

To Opp. Balance:

Cash in hand
Cash at Bank

NIL
Rs. 747.60

Rs. 23,286.75

By Closing Balance:

Cash in hand
Cash at Bank (PCB, KPT Br., SB A/c No.1913/7)

Rs. 47.00
Rs. 983.75

Rs. 23,286.75

(ABDUL ALI)
Internal Auditor

(195)

[Signature]
Principal
Kharupetia College

[Signature]
President
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Library Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

Dr.			Cr.
To Collection of Library Fees		By Exp. for Newspaper	Rs. 2,000.00
To Bank Interest	Rs. 14,190.00		
	Rs. 284.00	By Purchase of Assets (Steel Book Shelf-1)	Rs. 5,700.00
	Rs. 14,474.00		
To A/c Gen. Fund	Rs. 7,740.00	By Purchase of Books	Rs. 17,940.00
		By Contingency Exp.	Rs. 952.00
	Rs. 22,214.00		Rs. 26,592.00
To Opp. Balance:		By Closing Balance:	
Cash in hand	Rs. 186.00	Cash in hand	Rs. 44.00
Cash at Bank	Rs. 6,886.00	Cash at Bank (PCB, KPT Br., SB A/c No. 1916/7)	Rs. 2,650.00
	Rs. 29,286.00		Rs. 29,286.00

(ABDUL ALI)
Sodumal A. d. d. d.

(196)

[Signature]
Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Festival Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

Dr.

To Collection of
Festival Fees

Rs. 14,160.00

To Bank Interest

Rs. 209.00

Rs. 14,369.00

To A/c General Fund

Rs. 1,610.00

Rs. 15,979.00

Cr.

By Exp. for Fatcha-c-Duaz-
Daham/01

Rs. 11,583.00

By Exp. for Saraswati
Puja/02

Rs. 4,500.00

Rs. 16,083.00

To Opp. Balance :

By Closing Balance :

Cash in hand

Nil

Cash in hand

Rs. 27.00

Cash at Bank

Rs. 689.00

Cash at Bank

Rs. 558.00

(PCB, KPT Br.,
SB A/c No.1918/7)

Rs. 16,668.00

Rs. 16,668.00

(ABDUL ALI)
Internal Auditor

(197)

[Signature]
Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

College Development Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

Dr.

Cr.

To Collection of
College Dev. Fees

Rs. 23,600.00

By A/c Tution Fees Fund

Rs. 1,500.00

By A/c General Fund

Rs. 23,210.00

To Bank Interest

Rs. 514.00

Rs. 24,114.00

Rs. 24,710.00

To Opp. Balance :

By Closing Balance :

Cash in hand

Rs. 50.00

Cash in hand

Rs. 450.00

Cash at Bank

Rs. 6,867.00

Cash at Bank

Rs. 5,871.00

(PCB, KPT Br.,

SB A/c No. 1917/7)

Rs. 31,031.00

Rs. 31,031.00

(199)
National Auditor

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Students' Union Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>				<u>Cr</u>
To Collection of S/U Fees	Rs.	7,080.00	By Exp. for Freshers' Social/01	Rs. 7,543.00
To Bank Interest	Rs.	38.00	By Purchase of Assets (Secy's Table, Chair, W/Clock)	Rs. 2,190.00
	Rs.	7,118.00		
To A/c A. Karim, Former Principal i/c (Prev. Outs. on a/c)	Rs.	100.00	By Refreshment Exp.	Rs. 723.00
To A/c General Fund	Rs.	3,351.00	By Contingency Exp.	Rs. 1,795.00
To A/c J.U. Ahmed, Principal i/c		700.00		
	Rs.	11,269.00		Rs. 12,261.00
To Opp. Balance:			By Closing Balance:	
Cash in hand		NIL	Cash in hand	NIL
Cash at Bank	Rs.	2,055.00	Cash at Bank (PCB, KPT Br., SB A/c No.1911/7)	Rs. 1,073.00
	Rs.	13,324.00		Rs. 13,324.00

(200)
ABDUL ALI
Student Auditor

Abdul
President
Kharupetia College

(100)
President
Kharupetia College

KHARUPETIA COLLEGE

P.O. Kharupetia, Dt. Darrang (Assam)

Cash Account on Accumulated Private Fund

for the year 2001-02 ended 31st March, 2002

Dr.

Cr.

To Coll. of Fees on a/c of Private Funds (See Annexure)	Rs. 191540.00	By Exp. on account of Private Funds (See Annexure)	Rs. 357734.00
" Other Collections on a/c Gen.Fund :			
Lease Money on Agril. Land = 17000.00		By A/c Tution Fees fund (Loan paid by C.D. Fund)	Rs. 1500.00
Lease Money on Fishery = 17000.00			
Prev. Yr's Error Rectification = 202.00			
Donation towards Library = 8000.00	Rs. 42202.00		
Bank Interest (See Annexure-VI)	Rs. 2,243.00		
" Recovery from A. Karim, Former Pl. i/c on a/c :			
Games Fund = 6,143.75			
St. Union Fund = 100.00	Rs. 6,243.75		
" A/c Tution Fees Fund (On a/c Gen. Fund)			
30% of Tution Fees Advance = 50143.00			
= 25593.00	Rs. 75736.00		
	Rs. 317964.75		
			Rs. 359234.00

(201)

[Signature]
Principal
Kharupetia College (Contd.)

(2)

B/F Rs. 317964.75

B/F Rs. 359234.00

To Temp. Loan received from
J.U. Ahmed, Principal i/c
(See Annexure)

Rs. 7568.00

To A/c Tuition Fees Fund :

Being Loan on a/c-

Magazine Fund

Games Fund

= 5500.00

= 4500.00

Rs. 10000.00

Rs. 335532.75

Rs. 359234.00

To Opening Balance

Cash in hand
Cash at Bank

Rs. 788.00
Rs. 41320.25

Rs. 377641.00

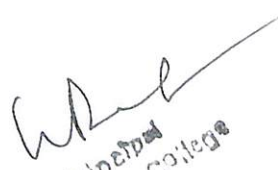
By Closing Balance

Cash in hand
Cash at Bank

Rs. 618.00
Rs. 17789.00

Rs. 377641.00

202


Principal
K. J. Somaiya College

KHARUPETIA COLLEGE

P.O. Kharupotia, Dt. Darrang (Assam)

Income & Expenditure Account on Accumulated Private Funds

for the year 2001 - 2002 ended 31st March/02

Dr.

To Exp. on a/c of Private Funds	Rs. 357734.00	By Coll. of Fees on a/c of Private Funds	Rs. 191540
By Outs. Advance repayable to A/c Tution Fees Fund	Rs. 25593.00	By Other Collections on General Fund	Rs. 42202
		By Bank Interest	Rs. 2243
			<u>Rs. 235985</u>
By Outs. Temp. Loan repayable to J.U. Ahmed, Pl. i/c	Rs. 7568.00	By A/c Tution Fees Fund :	
		30% of Tution Fees =	50143.00
		Advance =	25593.00
			<u>Rs. 75736</u>
		By Temp. Loan (A/c J.U. Ahmed Former Principal i/c)	Rs. 7568
			<u>Rs. 319289</u>
		By Excess of Expenditure over the Income i.e. Net Deficit	Rs. 71606
			<u>Rs. 390895</u>
	<u>Rs. 390895.00</u>		

(203)

[Signature]
Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

**Balance Sheet on Accumulated
Private Funds**

as at 31st March, 2002

Liabilities

Assets

Outs. Advance repayable to A/c Tuition Fees Fund	= 25593.00		
Less : Outs. Balance receivable on a/c 30% of T/Fees in prev. Yr	= 24603.00	Rs.	990.00
Outs. Temp. Loan repayable to J.U. Ahmed, Pl. i/c	= 7568.00		
Add : Prev. Outs.	= 549.00	Rs.	8117.00
Prev. Outs. repayable to Exam. Fund		Rs.	14000.00
Prev. Outs. Temp. Loan repayable to A. Karim, Outgone Principal i/c		Rs.	26658.00
Outs. Loan repayable to Tuition Fees Fund :			
on a/c Mag. Fund	= 5500.00		
on a/c Games Fund	= 4500.00	Rs.	10000.00

Rs. 59765.00

Cash in hand	Rs.	618.00
Cash at Bank	Rs.	17,789.00
A/c Tuition Fees Fund (Outs. receivable on CD Fund)	Rs.	1500.00
Net Deficit in Current Yr.	=	71606.00
Less : Net Surplus in prev. Yr	<u>31748.00</u>	Rs. 39858.00

Rs. 59765.00

(204)

Principal
Kharupetia College

[Signature]

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Tuition Fees Fund

Receipts & Payments Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>				<u>Cr.</u>
To Collection of Tuition Fees	Rs. 1,67,148.00	By Govt. Salary Fund	Rs. 1,12,322.00	
To Bank Interest	Rs. 2.00	By Pur. of Cheque Book	Rs. 3.00	
	<u>Rs. 1,67,150.00</u>		<u>Rs. 1,12,325.00</u>	
To A/c A. Karim, Former Principal i/c (Prov. Outs. on a/c)	Rs. 15,688.25	By Transfer of 10% of T/Fees to Gen.Fund	Rs. 50,143.00	
To A/c A. Karim, Former Principal i/c (Recovery on a/c)	Rs. 15,000.00	By A/c Games Fund	Rs. 4,500.00	
	<u>Rs. 1,97,838.25</u>	By A/c Magazine Fund	Rs. 8,500.00	
To A/c C. D. Fund	Rs. 1,500.00	By A/c Gen.Fund	Rs. 25,593.00	
	<u>Rs. 1,99,338.25</u>		<u>Rs. 1,98,061.00</u>	
To Opp. Balance :		By Closing Balance :		
Cash in hand	Rs. 1,656.00	Cash in hand	NIL	
Cash at Bank	Rs. 7,632.75	Cash at Bank (PCB, KPT Br., SB A/c No.1912/7)	Rs. 10,566.00	
	<u>Rs. 2,08,627.00</u>		<u>Rs. 2,08,627.00</u>	

Note :

Gen.Fund	= 25593.00 (Cr.)
Games Fund	= 4500.00 (Cr.)
Mag.Fund	= 5500.00 (Cr.)
	<u>35593.00</u>
C.D.Fund	= 1500.00 (Dr.)
	<u>B1.34093.00 (Cr.)</u>

(205)

[Signature]
Principal
Kharupetia College

[Signature]
(ABOVE ALL)
Internal Auditor

Date: 31.03.2002
A. K. A. O.
Kharupetia

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Tution Fees Fund

Income & Expenditure Account
for the year 2001-02
Commencing on 1.4.01 ended 31.03.02

<u>Dr.</u>			<u>Cr.</u>
To A/c Salary Fund (on a/c 70% of T/ Fees)=12322.00		By Collection of Tution Fees	Rs. 167148.00
Add : Outs.	= 4683.00	By Bank Interest	Rs. 2.00
			<u>Rs. 167150.00</u>
	Rs. 117005.00		
To A/c Gen. Fund (on a/c 30% of Tution Fees)	Rs. 50143.00	By Excess of Exp. over the Income i.e Not deficit	Rs. 1.00
To Cost of Cheque Bk.	Rs. 3.00		
	<u>Rs. 167151.00</u>		<u>Rs. 167151.00</u>

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[Signature]

KHARUPETIA COLLEGE
P.O. Kharupotia, Dt. Darrang (Assam)

Tution Fees Fund

Balance Sheet
as at 31st March, 2002

Liabilities

Assets

Accumulated Net Surplus :		Cash in hand	Rs.	NIL
Prev. Bl.	Rs. 3949.00	Cash at Bank	Rs.	10,566.00
Less : Deficit		A/c Salary Fund :		
In current yr.	Rs. 1.00	(Outs. recievable on a/c		
		Advance paid in Prev.Yr.)	Rs. 50,003.00	
	Rs. 3948.00	Less : Outs. payable on		
Recovery from A. Karim,formar		a/c 70% of T/Fees in		
Prpl. i/c, reserved for Salary		current year, adjusted	Rs. 4,683.00	Rs. 45,320.00
Fund :				
a) On a/c Cl. Cash Bl. as at		A/c General fund :		
31.12.99 Prev.		(Being amount paid in		
Recovery =	Rs. 25169.75	excess of 30% of T/Fees)	Rs. 25,593.00	
Add : Current		Less : Prev. Outs. Payable		
Recovery =	Rs. 15688.25	on a/c on a/c of 30% of		
		T/Fees, adjusted	Rs. 24,603.00	Rs. 990.00
	Rs. 40858.00			
b) On a/c of 70%				
of T/ Fees	Rs. 15000.00			
	Rs. 55858.00			
A/c College Dev. Fund		A/c Games Fund	Rs.	4,500.00
(Outs. Loan Repayable)				
Prev. Outs. Temp. Loan		A/c Magazine fund	Rs.	5,500.00
(A/c A. Karim, Ex-Pl. i/c)	5570.00			
	Rs. 66,876.00			
				Rs. 66,876.00

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[Signature]
Principal
Kharupetia College

KHARUPETTA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Scholarship Fund

Cash Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>	
To Scholarship Grants received in current yr.	Rs. 152640.00
" Bank Charge on Schol. Grant recovered from beneficiaries.	687.00
" Bank Interest recieved	= 37.00
	Rs. 153364.00
Opp. Bl	= 629.00
Cash in hand	= 11662.00
Cash at Bank	
	Rs. 165655.00

	<u>Cr.</u>
By Payment of Scholarship	Rs. 152496.00
" B/C for Schol. Grants	= 687.00
" Payment of Outs. Scholarship for Previous year.	= 4597.00
" Refund of Scholarship Grant for Previous yr.	= 7100.00
" B/C for Refund of Schol. Grant for Previous yr.	= 30.00
	Rs. 164910.00
" Closing Bl.	
Cash in hand	= 679.00
Cash at Bank	= 66.00
	Rs. 165655.00

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Principal
Kharupetta College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Scholarship Fund

Income & Expenditure Account
for the year 2001-02 ended 31st March/02

<u>Dr.</u>	<u>Cr.</u>
To Payment of Scholarship	By Schol. Grant for current yr. Rs. 152640.00
= 152496.00	" Realisation of B/C from
Add : Outs. = 144.00	beneficiaries, on Schol. Grant 687.00
Rs. 152640.00	" Bank Interest = 37.00
" B.C for Schol. Grant = 687.00	
" Payment of Prev. Outs.	
Scholarship = 4597.00	
" Refund of Schol. Grant	" Schol. Grant for Prev. yr.
for Prev. yr. = 7100.00	= 11697.00
" B/C for Refund of	
Schol. Grant for Prev. yr. = 30.00	
Rs. 165054.00	
= 7.00	
Rs. 165061.00	Rs. 165061.00
Net Surplus	

Balance Sheet
as at 31st March, 2002

Liabilities

Outs. Scholarship payable to Soeswar Nath ('95-'96, OBC Res)	Rs.	144.00
Prev. Outs. Temp. Loan repayable to A. Karim Formar Principal i/c	=	394.00
Accumulated Net Surplus :		
Prev. Bl.	=	200.00
Add : Surplus in current yr.	=	7.00
		<u>Rs. 745.00</u>

Assets

Cash in hand	Rs. 679.00
Cash at Bank	Rs. 66.00
	Rs. 745.00

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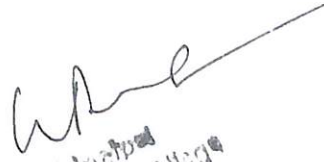
Principal
Charapetra College

EXAMINATION FUND
Receipts & Payment Account
For the Year 2001-02 ended 31st March/02

<u>Receipts</u>		<u>Payments</u>
Collection of Exam. Fees	Rs. 318510.00	By Fees deposited to GU/AHSEC : GU = 170970.00 AHSEC = 25460.00 Rs. 196430.00
Interest on Bank Deposits	= 434.00	" Rem. to Invigilators = 82635.00
Other Collections (Cheque received from GU/AHSEC for Admit. writing)	= 74.00	" Printing & Stationery 18002.00
		" Transportation of Ans. Scripts = 8070.00
		" Postal Exp. = 1165.00
		" Travelling Exp. = 14374.00
		" Furniture & Fixture = 3000.00
		" Contingency & Others = 6719.00
	<u>Rs. 319018.00</u>	<u>Rs. 330475.00</u>
<u>Exp. Balance :</u>		" <u>Closing Balance :</u>
Cash in hand	= 4482.00	Cash in hand = 18946.00
Cash at Bank	= 49207.00	Cash at Bank = 23286.00
	<u>Rs. 372707.00</u>	<u>Rs. 372707.00</u>

1/2/02
By
1001/02
1001/02
1001/02

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Principal
Kharupetia College

KHARUPETIA COLLEGE

SALARY FUND

(in respect of sanctioned posts)

CASH ACCOUNT

for the year 2001-02

commencing on 1.4.01 ended 31.3.02

Cr.

Deficit Grant	Rs.5073723.00	By Payment of Salary	Rs.5047620.00
Tuition Fees Fund	= 112322.00	" Payment of Advances to Staff	= 8306.00
Recovery of P.Tax	= 65995.00	" Contribution to Employees' CPF A/c	= 129078.00
Recovery of Employees' Contribution to CPF Account	= 129078.00	" Remittance of Employees' Contn.to CPF Account	= 129078.00
Recovery from A.Karim, Outgone Principal i/c, on a/c Tuition Fees Fund	= 15000.00	" Remittance of P.Tax	= 56540.00
		" Transfer of Recovery from A.Karim, to Tuition Fees Fund	= 15000.00
		" Cost of Cheque Bk.	= 250.00
	<u>Rs.5396118.00</u>		<u>Rs.5305872.00</u>
Opp.Balance		" <u>Closing Bl.</u>	
Cash	= 38791.00	Cash	= 55685.00
Bank	= 29599.02	Bank	= 22951.02
	<u>Rs.5464508.02</u>		<u>Rs.5464508.02</u>

A. Qas
(ABDUL ALI)
Internal Auditor
KHARUPETIA COLLEGE

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W. M. S.
Principal
Kharupetia College

Assets.

A. Ali
(ABDUL ALI)
Internal Auditor
KHAIRUL HUDA CONSULTANTS

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Khanan Press

Transfer Fund Transfers

Amount

Name of Principal Fund	Transfers to	Principal Fund	Principal Fund	(Amount in Cr.)	
	Dr.	Dr.	Cr.		
1) Gen. Fund				31.3.02	
	College Dev Fund	21010			
	Bldg. Fund	23800	2300	23210	Dr.
	Game's Fund	100	100	23000	Dr.
	J.U. Ahmed, Pl.	35567			
	Students' Union		22759	6888	Dr.
	Library Fund		3351	3351	Cr.
	Magazine Fund	760	8440	7710	Cr.
	Festival Fund		2572	2572	Cr.
	Tuition Fee Fund	800	2410	1610	Cr.
		78436		45436	Dr.
2) Tuition Fee Fund					
	Game's Fund	1500	6000	4500	Cr.
	Govt. Salary Fund	12800	124322	112322	Cr.
	C.D. Fund	4500	3000	1500	Dr.
	Gen. Fund		45736	45736	Cr.
	Magazine Fund		5500	3800	Cr.
				0	
3) Bldg. Fund					
	Gen. Fund		23000	23000	Cr.
4) Game's Fund					
	Gen. Fund	100	100		
	Tuition Fee Fund	6000	1300	4500	Dr.
	J.U. Ahmed, Pl.	380	300		
Library Fund					
	Gen. Fund	8440	700	7740	Dr.
	J.U. Ahmed, Pl.	165	165	165	Dr.
Festival Fund					
	Gen. Fund	2410	800	1610	Dr.
Magazine Fund					
	Gen. Fund	2572		2572	Dr.
	Tuition Fee Fund	5500		5500	Dr.
	J.U. Ahmed, Pl.	2219	2159	60	Dr.

Name of Fund	Transfer to or from	Fund Head	Fund Head	(Amount in Rs.)	
				131. A.S. on 31.3.02	Dr / Cr.
College Rev. Fund	Indian Rev. Fund	3000	4500	1500	Cr.
	Gen. Fund	800	24010	23210	Cr.
Students' Union Fund	Gen. Fund	3351	-	3351	Dr.
	S.D. Ahmed, M.	700	-	700	Dr.

Atul
Principal
G. S. College

2

(Or compiled to be approved) by the G.B.S.B.

Name of Fund	Exp. Details	Amount Rs.	Meeting made	Resolution No.	Remarks
Gen. Fund	Vr. 1083-1117	2445100	13.6.2001	16 (1A)	Exp. approved.
	Jan. to N/S Slab	1884000	- do -	16 (1B)	
		4329100			
	Electrification to College Bldg.	1000900	10.11.2001	8	Probable exp. approved.
		380000			
		3330000			
- do -		7829100	10.11.2001	8	Approval implied against probable exp.
		3500000			
		8830000			
		7829100			

Handwritten signature

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W/c. A. Carton, Outgoing Principal W/c
with respect to closing cash remained
with him as at 31.12.19

Name of Fund	Bal. as on 31.12.01	Accrued inc. during year (2001-02)	(50) bal. as at 31.12.02
Grants Fund	6,193.50	6,193.75	- Nil -
Trading & Co. Fund	15688.25	15688.25	- Nil -

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W/c

the respect of Agricultural Land and
Fishing of the College.

Name of Lease holder	Period of Lease	Lease value Rs.	Payment of / Term		Balance Rs.	Remarks
			Year	Period Rs.		
<u>Agriculture</u> Mrl. Subbuzam Vill. Kammurpana.	11.9.01-10.9.04 = 3 years.	510000	2001-02	170000	340000	
<u>Fishing:</u> Mrl. Imadul Islam Vill. Nagagan.	3.9.2000-10 7.9.2003 = 3 years.	505000	2000-01 2001-02	170000 170000	335000 165000	

[Signature]
Date

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STATEMENT OF BANK INTEREST ACCRUED
DURING THE YEAR 1.4.2001 TO 31.3.02
ON PRIVATE FUNDS

General Fund	Rs. 51.00
Building Fund	= 422.00
Games Fund	= 71.00
Library Fund	= 284.00
Festival Fund	= 209.00
Magazine Fund	= 654.00
College Dev. Fund	= 514.00
Students' Union Fund	= 38.00

Rs. 2243.00
 =====

A/C OF TUITION FEES FUND IN THE
BOOKS OF PRIVATE FUNDS

<u>Dr.</u>			<u>Cr.</u>
To C.D. Fund	Rs. 1500.00	By Gen. Fund	Rs. 75736.00
" B1.c/d	= 84236.00	" Games Fund	= 4500.00
		" Magazine Fund	= 5500.00
	<u>Rs. 85736.00</u>		<u>Rs. 85736.00</u>
	=====		=====

STATEMENT OF CLOSING CASH AND BANK BALANCE
AS AT 31.3.2002 ON A/C OF PRIVATE FUNDS

<u>Name of Fund</u>	<u>Cash Balance</u>	<u>Bank Balance</u>
1. Gen. Fund	Rs. -	Rs. 1478.75
2. Building Fund	= 50.00	4145.50
3. Games Fund	= 47.00	287.75
4. Library Fund	= 44.00	2652.00
5. Festival Fund	= 27.00	558.00
6. Magazine Fund	= -	1029.00
7. C.D. Fund	= 450.00	5871.00
8. St. Union Fund	= -	1073.00
	<u>Rs. 618.00</u>	<u>Rs. 17789.00</u>
	=====	=====

*For
 (A.P. DE ALI)
 Financial Officer*

Ch

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Statement of Income and Expenditure on
Account of Private Funds, together with
Surplus or Deficit, if any, for the Year
2001-02 ended 31st March/2002.

Name of Fund	I N C O M E			Exp. on a/c Rs.	Surplus if any Rs.	Deficit if any Rs.
	Fees Rs. /	Others Rs.	Total Rs.			
Gen. Fund	70165.00	34202.00	112367.00	236668.00	-	124301.00
Bldg. Fund	23600.00	-	23600.00	-	23600.00	-
Games Fund	11825.00	-	11825.00	22256.00	-	10431.00
Library Fund	14190.00	8000.00	22190.00	26592.00	-	4402.00
Festival "	14160.00	-	14160.00	16003.00	-	1923.00
Mag. Fund	18920.00	-	18920.00	43884.00	-	24964.00
C.D. Fund	23600.00	-	23600.00	-	23600.00	-
St. Union "	7080.00	-	7080.00	12251.00	-	5171.00
Total	191540.00	42202.00	233742.00	357734.00	47200.00	171192.00

Note :

Coll. of Fees & Other Collections Rs. 233742.00
Add : 30% of Tution Fees = 50143.00

Rs. 283885.00

Add : Bank Interest received = 2243.00

Rs. 286128.00

Less : Exp. on a/c of Accumulated Funds = 357734.00

Rs. 71606.00 (-)

Therefore, Net Deficit Rs. 71606.00

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[Signature]
Principal
St. Xavier's College

**A REPORT ON INTERNAL AUDIT
OF KHARUPETIA COLLEGE**

FOR THE YEAR 2002-03
COMMENCING ON
1.4.2002 ENDED 31.3.2003.

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Principal
Kharupetia College

It may kindly be noted that the salary fund and examination fund could not be included in the audit report for the years 2001-2002 and 2002-2003. The internal audit of the said funds were done subsequently and the same is enclosed with the audit report for the year 2001-2002 and 2002- 2003.



Principal

~~M. S. S. S.~~
Rampella College

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A Report on Internal Audit of Kharupetia College

1. Accounting Year : 2002-03 (1.4.02 to 31.3.03)
2. Name of President, of the Governing Body : Syeda Anowara Taimur
Vice-Chairman, 20 Point Programme,
Assam
3. Name of Secretary of the Governing Body : Mr. J. U. Ahmed, M.A.
Lecturer, Kharupetia College
4. Name of Principal i/c of the College : BM Hamidur Rahman, M.A., LLB
5. Date of Commencement of Audit : 01.7.2003
6. Date of Completion of Audit : 28.7.2003
7. Name of Internal Auditors : Abdul Ali, B.A., B.Ed., L.L.B.
Kharupetia
Betharam Nath
Retd. Accounts officer, Govt. of Assam.
Mangaldai



A Report on Internal Audit of Kharupetia College

Having been appointed as Internal Auditors conveyed vide Kharupetia College G.B.'s Secretary's Letter No. KC/AUD/11/893 dtd 23.03.03, we the undersigned (hereinafter called the 'Auditors') had undertaken the task of internal audit of Kharupetia College for the accounting year 1.4.2002 to 31.3.2003 and had done the job accordingly.

During audit the books of accounts checked and examined, are -

1. Cash Books of all Funds, viz.
 - 1) General Fund
 - 2) Building Fund
 - 3) Games Fund
 - 4) Library Fund
 - 5) Festival Fund
 - 6) Magazine Fund
 - 7) Students' Union Fund
 - 8) College Dev. Fund
 - 9) Culture & Music Fund
 - 10) Debate & Talk Fund
 - 11) Social Service Fund
 - 12) Poor Fund
 - 13) Scouts & Guide Fund
 - 14) Tuition Fees
 - 15) Scholarship Fund
2. Fees Collection Receipts
3. Fees Collection Abstract Book
4. Expenditure Vouchers of all Funds
5. Acquittance Roll in respect of N/S staff
6. Bank Pass Books of all Funds
7. Prev. Year's Balance Sheet as at 31.3.2002
8. G.B.'s Proceedings Book and
9. All other relevant books and documents pertaining to accounts.

Audit Note :

1. Verified the entries in Cash Books with corresponding Receipts and Expenditure Vouchers and are found correct.
2. Whereas no Ledger Account could be readily found, the auditors have prepared Ledger Accounts in respect of each Fund and accordingly have prepared Cash Account of each Fund, together with Cash Account, Income & Expenditure Account and Balance Sheet of Accumulated Private Funds which can be seen at Pages 5 to 20.
Based on Ledger Accounts so prepared Cash Account, Income & Expenditure

(ABDUL ALI)

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Account and Balance Sheet also have been prepared in respect of Tution Fees Fund and Scholarship Fund separately, which can be seen at Pages 21 to 28.

3. Seen that during current year an amount Rs. 45,000.00 has been recovered from Mr. A. Karim, Former Principal i/c on a/c his liability as fixed by the G.B. vide Resolution No. 4 of its meeting held on 10/11/01. With this payment, Mr. A. Karim has remitted Rs. 60,000.00 against his liability on a/c of 70% of Tution Fees and the amount so recovered has been shown in Balance Sheet of Tution Fees Fund and kept reserved for Salary Fund.

May it be noted that till end of the present accounting year, Prev. Temporary Loan repayble to Mr. A. Karim, Former Principal i/c, remains outstanding as follows :

Acc. Private Funds (See B/S at Page 20)	=	Rs.	26,658.00
Tution Fees Fund (See B/S at Page 23)	=	Rs.	5,570.00
Scholarship Fund (See B/S at Page 25)	=	Rs.	394.00
Total	=	Rs.	32,622.00

4. Seen that Lessee Md. Suruzzamal of Vill. Kamarpara, to whom Kharupetia College's Agril. Land is leased out, has remitted in this year Kist Money Rs. 13,620.00. With this payment, amount Rs. 30,620.00 is collected so far from Md. Suruzzamal against agreed Lease Money Rs. 51,480.00, hence, there stands a balance Rs. 20,860.00 as at 31st March/03.

5. It reveals that no Kist Money on Fishery Lease, has been received in the current year from Lessee Md. Imdadul Islam of village Nagazan. The lease period which commenced on 8.9.2000, will expire on September 7 next. Md. Imdadul Islam remitted Rs. 34,000.00 so far till preceeding year ended 31st March/02 against agreed Lease Money Rs. 50,500.00 and an amount of Rs. 16,500.00 remains as outstanding receivable till date of completion of internal audit on 28.7.03.

6. Nothing unlike other years, in the current year too there have been caused number of Inter-Fund Transfers which can be seen in Annexure - IV.

There appears no express approval by G.B. to such Transfers, except in two cases that Rs. 10,000.00 be transferred from Building Fund and C.D. Fund to General Fund to meet the expenditure for electrification (See Resolution No. 6 meeting dated 13.08.02.)

The G.B. may justify the case.

7. Observed that Gen. Fund incurs total expenditure Rs. 176719.00 as against gross income Rs. 145012.00, hence, there is a net deficit to the tune of Rs. 31707.00, followed by net deficits Rs. 10770.00 on a/c Students' Union Fund, Rs. 9702.00 on a/c Games Fund and Rs. 7099.00 on a/c C.M. Fund.

It is necessary that expenditure should not preponderate the strength of income as far as practicable. G.B. may justify the case.

(224)
Internal Auditor

The G.B. may justify the case.

8. It appears that the Governing Body by Resolution No. 10 of its meeting held on 4.7.02 nominated one Md. Abdul Khaleque of Vill. Bologarah for induction to the G.B. as 'Donor Member'. However no donation to that effect appears to have been received till date the internal audit is completed.

9. It reveals from Governing Body's Resolution No. 15 passed in the meeting held on 13.8.02 that the following employees of the College would advance donation of Rs. 8 000.00 each to the College for its development works. However, no amount of such donation is found to be received from any of the employees during the accounting year. The employees are -

1. Mr. Jibendra Mohan Dev Sarmah - Librarian
2. Mr. Sikdar Anowar Islam - Lecturer
3. Ms. Aparajita Devi - Lecturer
4. Mr. Amzad Hussain Mazumdar - Lecturer

10. Seen that in the accounting year 2002-03 there appears a total revenue expenditure of Rs. 3,42,814.00 on a/c Accumulated Private Funds (See Annexure I). However, nowhere in G.B.'s Proceedings appears express mention of approval to expenditures, however, in case of following expenditures an approval may be construed, these are -

a)	Remuneration to Internal Auditors	Rs. 3,000.00	(See Reso. No. 3, Meeting dtd. 13.8.02)
b)	Rem. to N/S Staff	Rs. 53,670.00	(See Reso. No. 5, Meeting dtd. 13.8.02)
c)	Exp. for Electrification	Rs. 7,762.00	(See Reso. No. 6, Meeting dtd. 13.8.02)

Total Rs. 64,432.00

As such, it may be said that expenditure for Rs. 2,78,382.00 is yet to be approved by the G.B.

11. Balance Sheet of Acc. Private Funds as at 31st March/03 shows a Temporary Loan amounting Rs. 241.00 remains as outstanding repayable to Mr. J. U. Ahmed, Secretary.

12. As per Balance sheets as at 31st March/03, Cash and Bank Balances stand as follows:

Name of Funds	Cash Bl.	Bank Bl.
Acc. Private Funds	Rs. 1,827.00	Rs. 34,534.00
Tuition Fees Fund	NIL	Rs. 56,132.00
Scholarship Fund	928.00	5,201.00
Total	Rs. 2,755.00	Rs. 95,867.00

Internal Auditor
Kharupatia College

(225)

Principal
Kharupatia College

6. Income & Expenditure Account on Accumulated Private Funds shows a Net Surplus of Rs. 2,044.00 in the current year, but the Private Funds collectively run at Net Deficit of Rs. 36,914.00 as per Balance Sheet as at 31st March/03.

Conclusion :

Save these omissions and irregularities as narrated in above paras, the maintenance of overall accounts may be termed as almost proper. It is suggested that the Account Section of the College shall afford to observe the principles of book-keeping wholly in future.

We are thankful to Mr. J. U. Ahmed, Secretary and his office-assistants, particularly the accounts-keeper Mr. A. B. Siddique, for their active co-operation in internal audit work.

And we wish the Kharupetia College prosper with dignity in the days to come.

Submitted to the Governing Body
this 21st day of August 2003.

Approved.
21/8/2003
G. B. S. B.
Kharupetia College

(Signature)

(ABDUL ALI)

Internal Auditor
Kharupetia College
KHARUPETIA COLLEGE

(Signature)
(BETHARAM NATH)

Internal Auditor
Kharupetia College
KHARUPETIA COLLEGE

(226)

(Signature)
Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

General Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.**To Collection of Fees :**

Adm. Fess	Rs. 23240.00
I/Card Fees	Rs. 5010.00
Electric Fees	Rs. 8610.00
Certificate Fees	Rs. 5660.00
Major Subject Fees	Rs. 4080.00
Rogn. Fees	Rs. 17200.00
Enrolment Fees	Rs. 6800.00
Common Room Fees	Rs. 5730.00
Laboratory Fees	Rs. 1260.00
Late Fines	Rs. 50.00
	<u>Rs. 77630.00 ✓</u>

To Collection of Lease Money

on Agril. Land (A/c Suruzzamal) Rs. 13620.00 ✓

To Bank Interest

Rs. 38.00 ✓

To A/c Tution Fees Fund

Rs. 91288.00

To A/c Building Fund

Rs. 81100.00

To A/c Festival Fund

Rs. 22157.00

To A/c College Dev. Fund

Rs. 327.00

To A/c Debate & Talk Fund

Rs. 3950.00

To A/c Poor Fund

Rs. 120.00

To A/c Exam. Fund

Rs. 10.00

Rs. 6060.00

Rs. 204612.00**To Temp. Loan**

(A/c J.U.Ahmed, Secy.)

Rs. 53944.00

Rs. 239056.00**To Opening Balance :**

Cash in hand

Cash at Bank

Rs. NIL

Rs. 1478.75

Rs. 260534.75**By Exp. on a/c :**

Stationery Exp.

Rs. 11371.00 ✓

Travelling Exp. :

a) Staff Pay purpose = 10896.00

b) Other purpose = 14986.00

Rs. 25882.00 ✓

Fees deposited to GU

Rs. 29751.00 ✓

Fees deposited to AHSEC

Rs. 8716.00 ✓

Printing Exp.

Rs. 13405.00 ✓

Meeting Exp.

Rs. 4812.00 ✓

Payment of Telephone

Rs. 1409.00 ✓

Internal Auditors' Rem.

Rs. 3000.00 ✓

Contingency Exp.

Rs. 9547.00 ✓

Rs. 107892.00**By Rem. to N/S Staff**

Rs. 53670.00 ✓

By Electrification Cost

Rs. 161562.00

By Festival Celebration

Rs. 7762.00 ✓

By Bldg. Rep. Works

Rs. 1585.00 ✓

Rs. 5610.00 ✓

Rs. 176519.00**By A/c Tution Fees Fund**

Rs. 1250.00

By A/c Festival Fund

Rs. 6481.00

By A/c College Dev. Fund

Rs. 1039.00

By A/c Poor Fund

Rs. 110.00

By A/c Exam. Fund

Rs. 800.00

By A/c Games Fund

Rs. 3270.00

By Students' Union Fund

Rs. 785.00

By Culture & Music Fund

Rs. 3544.00

By Social Service Fund

Rs. 135.00

By Repayment of Temp. Loan

Rs. 61052.00

(A/c J.U.Ahmed, Secy.)

Rs. 254994.00**By Closing Balance :**

Cash in hand

Rs. NIL

Cash at Bank

Rs. 5540.75

Rs. 260534.75

Internal Auditor
KHARUPETIA COLLEGE

Principal
Kharupetia College

(227)

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Games Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.

Cr.

To Collection of Games Fees
To Bank Interest

Rs. 17190.00 ✓
Rs. 133.00 ✓

Rs. 17323.00

To A/C A. Gen. Fund
To A/C Magazine Fund

Rs. 3279.00
Rs. 10216.00

To A/C Social Service Fund

Rs. 1565.00

To A/C C.D. Fund

Rs. 768.00

To Temp. Loan
(A/C J.U. Ahmed, Secy)

Rs. 3667.00

Rs. 36818.00

Rs. 36818.00

By Purchase of Sports Items Rs. 3051.00

By Exp. for College Week/02 Rs. 22978.00

By Participation in Sports
Competition Rs. 712.00

By Contingency Exp. Rs. 284.00
Rs. 27025.00

By A/c Tution Fees Fund Rs. 4500.00

By A/c St. Union Fund Rs. 2000.00

By Repay of Temp. Loan
to J.U. Ahmed Rs. 3667.00

Rs. 37103.00

By Closing Balance :

To Opp. Balance :

Cash in hand
Cash at Bank

Rs. 47.00
Rs. 983.75
Rs. 37848.75

Cash in hand
Cash at Bank

Rs. 47.00
Rs. 656.75
Rs. 37848.75

Internal Auditor
KHARUPETIA COLLEGE

(229)

[Signature]
Principal
KHARUPETIA COLLEGE

KHARUPETIA COLLEGE

P.O. Kharupetia, D.L. Darrang (Assam)

Library Fund

Cash Account
for the year 2002-03 ended 31st March/03

<u>Dr.</u>				<u>Cr.</u>
To Collection of Library Fees	Rs.	28,650.00 ✓	By Exp. on a/c :	
			Purchase Library Book	Rs. 18,628.00 ✓
To Bank Interest	Rs.	172.00 ✓	Cost of Library	
			Service Items	Rs. 15,195.00 ✓
			Payment of Newspaper	
To Donations :		Rs. 28,822.00	Bills	Rs. 662.00 ✓
A.Karim, Lect. = 8000.00			Stationery Exp.	Rs. 992.00 ✓
A.B.Ahmed, Lect. = 5000.00	Rs.	13,000.00 ✓	Contingency Exp.	Rs. 237.00 ✓
		Rs. 41,822.00		Rs. 35,714.00
To Temp. Loan	Rs.	620.00	By Repay. of Temp. Loan	Rs. 558.00
(A/c J.U Ahmed, Secy.)			(A/c J.U.Ahmed, Socy.)	
				Rs. 36,272.00
		Rs. 42,442.00		
To <u>Opp. Balance :</u>			By <u>Closing Balance :</u>	
Cash in hand	Rs.	44.00	Cash in hand	Rs. 550.00
Cash at Bank	Rs.	2,650.00	Cash at Bank	Rs. 8,314.00
		Rs. 45,136.00		Rs. 45,136.00

Internal Auditor
KHARUPETIA COLLEGE

(230)

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Festival Fund

Cash Account
for the year 2002-03 ended 31st March/03.

Dr.

To Collection of Festival Fees	Rs. 17,160.00/
To Bank Interest	Rs. 153.00/
	<u>Rs. 17,313.00</u>
To A/c General Fund	Rs. 6,481.00
	<u>Rs. 23,794.00</u>

Cr.

By Exp. on a/c :	
Fatcha-E-Duaz-Daham	Rs. 13,000.00
Saraswati Puja	Rs. 7,481.00
	<u>Rs. 20,481.00</u>
By A/c General Fund	Rs. 327.00
By A/c St. Union Fund	Rs. 2,000.00
	<u>Rs. 22,808.00</u>

To Opp. Balance :

Cash in hand	Rs. 27.00
Cash at Bank	Rs. 558.00
	<u>Rs. 24,379.00</u>

By Closing Balance :

Cash in hand	Rs. NIL
Cash at Bank	Rs. 1,571.00
	<u>Rs. 24,379.00</u>

[Signature]
Internal Auditor
KHARUPETIA COLLEGE

[Signature]
Internal Auditor
KHARUPETIA COLLEGE

[Signature]
Principal
Kharupetia College

(231)

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Magazine Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.**Cr.**

To Collection of Mag. Fees
To Bank Interest

Rs. 22,880.00 /
Rs. 234.00 /

Rs. 23,114.00

By Exp. on a/c :

Exp. for Wall Mag. Writing

Rs. 165.00

Contingency Exp.

Rs. 319.00

Rs. 484.00

To Temp. Loan
(A/c J.U. Ahmed, Secy.)

Rs. 9.00

By A/c St. Union Fund

Rs. 1,000.00

By A/c Tution Fees Fund

Rs. 5,500.00

By A/c Games Fund

Rs. 10,216.00

By Repayment of Temp. Loan
(A/c J.U. Ahmed, Secy.)

Rs. 9.00

Rs. 23,123.00

Rs. 17,209.00

To Opp. Balance :

Cash in hand
Cash at Bank

Rs. NIL
Rs. 1,029.00

Rs. 24,152.00By Closing Balance :

Cash in hand
Cash at Bank

Rs. NIL
Rs. 6,943.00

Rs. 24,152.00

Internal Auditor
KHARUPETIA COLLEGE

Principal
KHARUPETIA COLLEGE

Principal
Kharupetia College

(232)

KHARUPETIA COLLEGE
P.O. Kharupotia, Dt. Darrang (Assam)

College Development Fund.

Cash Account
for the year 2002-03 ended 31st March/03

<u>Dr.</u>				<u>Cr.</u>
To Coll. of College Dev. Fees	Rs. 28650.00/	By Exp. for Furnitures	Rs. 5950.00/	
To Bank Interest	= 216.00/	By Exp. for repairing works (Building, Fencing, etc.)	= 20439.00/	
	= 28866.00		= 26389.00	
To A/C General Fund	= 1039.00	By A/C General Fund	= 3950.00	
To Tution Fees Fund (Prev. Outs. Loan)	= 1500.00	By A/C Games Fund	= 768.00	
		By A/C St. Union Fund	= 870.00	
		By A/C Culture & Music Fund	= 1335.00	
		By A/C Poor Fund	= 140.00	
	= 31405.00		= 33452.00	
To Opp. Balance :		By Closing Balance :		
Cash in hand	= 450.00	Cash in hand	= 1087.00	
Cash at Bank	= 5871.00	Cash at Bank	= 3187.00	
	Rs. 37726.00		Rs. 37726.00	

Internal Auditor
KHARUPETIA COLLEGE

Kharupetia College

(233)

Principal
Kharupetia College.

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Students' Union Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.Cr.

To Collection of S/U Fees	Rs. 8580.00 /	By Exp. on a/c :	
		Exp. for Freshers' Social/02	Rs. 17035.00 ,
To Bank Interest	Rs. 85.00 /	Printing & Stationery	Rs. 2,600.00 ,
	Rs. 8665.00		Rs. 19635.00
To A/c Festival Fund	Rs. 2000.00	By Repayment of Temp. Loan	Rs. 877.00
To A/c Debate & Talk Fund	Rs. 1500.00	(A/c J.U. Ahmed, Secy.)	
To A/c Culture & Music Fund	Rs. 1000.00		
To A/c Games Fund	Rs. 2000.00		
	Rs. 18165.00		
To A/c General Fund	Rs. 785.00		
To A/c Social Sevice Fund	Rs. 2500.00		
To A/c Magazine Fund	Rs. 1000.00		
To Temp. Loan Fund	Rs. 7.00		
(A/c J.U. Ahmed, Secy.)			
To A/C C.D. Fund	Rs. 870.00		
	Rs. 20512.00		
			Rs. 20512.00

To Opp. Balance :

Cash in hand
Cash at Bank

NIL
Rs. 1073.00

Rs. 21400.00

By Closing Balance :

Cash in hand
Cash at Bank

NIL
Rs. 888.00

Rs. 21400.00

Internal Auditor
Kharupetia College

(234) KIL

Cash
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Debate & Talk Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.

Cr.

To Collection of D.T. Fees	Rs. 8595.00 /	By Exp. for participation in Debate Competition	Rs. 635.00 /
To Bank Interest	Rs. 54.00 /		
		By Cost of one Lecture Stand	Rs. 2080.00 /
	<u>Rs. 8649.00</u>		<u>Rs. 2715.00</u>
		By A/c Gen. Fund	Rs. 120.00
		By A/c Culture & Music Fund	Rs. 4000.00
		By St. Union Fund	Rs. 1500.00
To Temp. Loan (A/c J.U Ahmed, Secy.)	Rs. 645.00	By Repay. of Temp. Loan (A/c J.U.Ahmed, Secy.)	Rs. 645.00
	<u>Rs. 9294.00</u>		<u>Rs. 8980.00</u>
To Opp. Bl.		By Closing Bl.	
Cash in hand	Rs. NIL	Cash in hand	Rs. Nil
Cash at Bank	Rs. NIL	Cash at Bank	Rs. 314.00
	<u>Rs. 9294.00</u>		<u>Rs. 9294.00</u>

[Signature]
Internal Auditor
KHARUPETIA COLLEGE

[Signature]
Principal

(235)

[Signature]
Principal
KHARUPETIA COLLEGE

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Culture & Music Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.Cr.

To Collection of C.M. Fees	Rs. 8595.00	By Exp. for participation in Youth Festival, 2003 at Gauhati University	Rs. 15544.00
To A/C General Fund	Rs. 3544.00		
To A/C Debate & Talk Fund	Rs. 4000.00		
To A/C C.D. Fund	Rs. 1335.00		
		By Ref. Exp.	Rs. 150.00
To Temp. Loan	Rs. 1335.00		Rs. 15694.00
(A/C J.U. Ahmed, Secy.)		By A/c St. Union Fund	Rs. 1000.00
		By Repay of Temp. Loan to J.U. Ahmed, Secy.	Rs. 1335.00
	<u>Rs. 18809.00</u>		<u>Rs. 18029.00</u>
To Opp. Balance :		By Closing Balance :	
Cash in hand	Rs. NIL	Cash in hand	Rs. NIL
Cash at Bank	Rs. NIL	Cash at Bank	Rs. 780.00
	<u>Rs. 18809.00</u>		<u>Rs. 18809.00</u>

R. G. Rai
Internal Auditor
KHARUPETIA COLLEGE

Principals
Kharupetia College

(236)

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Social Service Fund

Cash Account
for the year 2002-03 ended 31st March/03

<u>Dr.</u>			<u>Cr.</u>
To Collection of S.S. Fees	Rs. 8595.00/	By Exp. on a/c of Social Service (namely, field cleaning, gardening etc.)	Rs. 4000.00 /
To A/c Bank Interest	Rs. 32.00 /		
	<u>Rs. 8627.00</u>		<u>Rs. 4000.00</u>
To A/c Gen. Fund	Rs. 135.00	" A/C Games Fund	Rs. 1565.00
		" A/C St. Union Fund	Rs. 2500.00
To Temp. Loan (A/c J.U. Ahmed, Secy.)	Rs. 3535.00	" Repay. of Temp. Loan (A/c J.U. Ahmed, Secy.)	Rs. 3535.00
	<u>Rs. 12297.00</u>		<u>Rs. 11600.00</u>
To Opp. Bl.		By Closing Bl.	
Cash in hand	Rs. NIL	Cash in hand	Rs. 135.00
Cash at Bank	Rs. NIL	Cash at Bank	Rs. 562.00
	<u>Rs. 12297.00</u>		<u>Rs. 12297.00</u>

Internal Auditor
KHARUPETIA COLLEGE

Principal
KHARUPETIA COLLEGE

Principal
Kharupetia College

(237)

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Poor Fund

Cash Account
for the year 2002-03 ended 31st March/03

Cr.

Collection of Fees	Rs. 5730.00 /	By Cash Incentive to Poor Students	Rs. 4125.00 /
A/c Gen. Fund	Rs. 110.00		
A/c Scouts & Guides Fund	Rs. 45.00	" A/c Gen. Fund	Rs. 110.00
A/C C.D. Fund	Rs. 140.00	" A/C Scouts & Guides Fund	Rs. 45.00
Temp. Loan (A/c J.U. Ahmed, Secy)	Rs. 140.00	" Repay. of Temp. Loan to (A/c J.U. Ahmed, Secy)	Rs. 140.00
	<u>Rs. 6165.00</u>		<u>Rs. 4420.00</u>

Opp. Bl.		By Closing Bl.	
Cash in hand	Rs. NIL	Cash in hand	Rs. 45.00
Cash at Bank	Rs. NIL	Cash at Bank	Rs. 1700.00
	<u>Rs. 6165.00</u>		<u>Rs. 6165.00</u>

[Signature]
Internal Auditor
KHARUPETIA COLLEGE

[Signature]
Principal
KHARUPETIA COLLEGE

[Signature]
Principal
Kharupetia College

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KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Scouts & Guides Fund

Cash Account
for the year 2002-03 ended 31st March/03

			<u>Cr.</u>
Collection of Fees	Rs. 2855.00 /	By A/c Poor Fund	Rs. 45.00
/c Poor Fund	Rs. 45.00		
	<u>Rs. 2910.00</u>		<u>Rs. 45.00</u>
Opp. Bl.		By Closing Bl.	
Cash in hand	Rs. NIL	Cash in hand	Rs. 10.00
Cash at Bank	Rs. NIL	Cash at Bank	Rs. 2855.00
	<u>Rs. 2910.00</u>		<u>Rs. 2910.00</u>

Opp. Bl.
Cash in hand
Cash at Bank

By Closing Bl.

Rs. NIL
Rs. NIL
Rs. 2910.00

Rs. 10.00
Rs. 2855.00
Rs. 2910.00

Internal Auditor
KHARUPETIA COLLEGE

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(239)

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O Kharupetia, Dt. Darrang (Assam)

**Cash Account on Accumulated
Private Funds**

for the year 1st April, 2002 to 31st March, 2003

Cr.

Coll. of Fees on a/c Private Funds (See Annexure - I)	Rs. 263820.00	By Exp. on account of Private Funds (See Annexure - I)	Rs. 342814.00
Lease Money on Agril. Land received from Suruj Ali (on a/c Gen. Fund)	Rs. 13620.00		
Donations recieved on a/c Library Fund			
A.Karim, Lec. = 8000.00			
A.B. Ahmed, Lec. = 5000.00	Rs. 13000.00		
Bank Interest	Rs. 1594.00	By A/C Tution Fees Fund (on a/c Mag. Fund)	Rs. 5500.00
A/C T/F Fund (on a/c C.D.Fund)	Rs. 1500.00		
A/c Tution Fees Fund (on a/c Gen. Fund)		By A/C Tution Fees Fund (on a/c Games Fund)	Rs. 4500.00
30% of Tution fees = 53724.00			
Advance on a/c = 26126.00	Rs. 79850.00	By A/C Exam. Fund	Rs. 800.00
Temp. Loan recieved from J.U. Ahmed, Secy. (See Annexure - II)	Rs. 63942.00	By Repay. of Temp. Loan (See Annexure-II)	Rs. 71818.00
A/c Exam. fund (on a/c Gen. Fund)	Rs. 6060.00		Rs. 425432.00
	Rs. 443386.00	By Closing Balance :	
Opening Balance :		Cash in hand	Rs. 1827.00
Cash in hand	Rs. 618.00	(See Annexure-III)	
	Rs. 17789.00	Cash at Bank	Rs. 34534.00
Cash at Bank	Rs. 461793.00		Rs. 461793.00

Internal Auditor
KHARUPETIA

(240)

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

**Income & Expenditure Account
on Accumulated Private Funds**

for the year 2002-03 ended 31st March, 2003

Cr.

Dr.

To	Exp. on a/c Private Funds	Rs. 342814.00	By	Coll. of Fees on a/c Pvt. Funds	Rs. 263820.00
"	Repay. of Temp. Loan to J.U. Ahmed, Secy. = 71818.00		"	Lease Money on Agril. Land (Gen. Fund)	Rs. 13620.00
"	Add : Outs. (See Annexure-II) = 241.00	Rs. 72059.00	"	Donations towards Library	Rs. 13000.00
"			"	Bank Interest	Rs. 1594.00
"			"	30% of Tutlon Fees recieved from T/F Fund	Rs. 53724.00
"	A/c Exam. Fund (Outs. Loan repayable on a/c Gen. Fund)	Rs. 5260.00	"	A/c Tutlon Fees Fund (being Advance recieved on a/c General Fund)	Rs. 26126.00
"	A/c Tutlon Fees Fund (Outs. Advance repayable on a/c Gen. Fund.)	Rs. 26126.00	"	A/c Exam. Fund (being Loan received on a/c Gen. Fund)	Rs. 5260.00
"	Excess of Income over the Expenditure i.e.		"	Temp. Loan recieved from J.U. Ahmed, Socy. = 63942.00	
				Add : Prev. Outs. = 8117.00	Rs. 72059.00
				(See Annexure-II)	
	Net Surplus	Rs. 2944.00			Rs. 449203.00
		<u>Rs. 449203.00</u>			<u>Rs. 449203.00</u>

Internal Auditor
Kharupetia College

Principal
Kharupetia College

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KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

**Balance Sheet on Accumulated
Private Funds**

as at 31st March, 2003

Liabilities

Outs. Advance repayable		
Tuition Fees Fund	= 20126.00	
add: Prev. Outs.	= 800.00	Rs. 27126.00
Outs. Loan repayable		
Exam. Fund	= 5260.00	
add: Prev. Outs.	= 14000.00	Rs. 19260.00
Outs. Temp. Loan		
repayable to		
U. Ahmed, Secy.		
See Annexure-I)		Rs. 241.00
Prev. Outs. Temp.		
Loan repayable to		
M. Karim, Former Principal i/c		Rs. 26658.00

Rs. 73275.00

Assets

Cash in hand		Rs. 1827.00
(See Annexure-III)		
Cash at Bank		Rs. 34534.00
(See Annexure-III)		
Net Deficit in		
Prev. year	= 39858.00	
Less: Net Surplus		
in current yr.	= 2944.00	Rs. 36914.00

Rs. 73275.00

Internal Auditor
KHARUPETIA COLLEGE

(242)

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Tution Fees Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.Cr.

Collection of Tution Fees	Rs. 179064.00 ✓	By Salary Fund	Rs. 107336.00 ✓
Bank Interest	Rs. 188.00 ✓	By A/c General Fund :	
	Rs. 179252.00	30% of T/Fees = 53724.00	
		Advance = 27376.00	Rs. 81100.00
General Fund	Rs. 1250.00		
		By Repayment of Temp. Loan	Rs. 5000.00
		(A/c J.U. Ahmed, Secy.)	
Magazine Fund	Rs. 5500.00	By A/c C.D. Fund	Rs. 1500.00
Games Fund	Rs. 4500.00		
Recovery from A.Karim, Former Prpl. i/c (through Salary Fund)	Rs. 45000.00 ✓		
Temp. Loan (A/c J.U. Ahmed, Socy.)	Rs. 5000.00		
	Rs. 240502.00		Rs. 194936.00
Opp. Balance :		By Closing Balance :	
Cash in hand	Rs. NIL	Cash in hand	Rs. NIL
Cash at Bank	Rs. 10566.00	Cash at Bank	Rs. 56132.00
	Rs. 251068.00		Rs. 251068.00

Break up :

Salary Fund = Rs. 179064.00 x 70% = Rs. 125340.00
Gen. Fund = Rs. 179064.00 x 30% = Rs. 53724.00

Internal Auditor
KHARUPETIA COLLEGE

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Internal Auditor
KHARUPETIA COLLEGE

Principal
Kharupetia College

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Tution Fees Fund

Income & Expenditure Account
for the year 2002-03 ended 31st March 03

Cr.

Salary Fund		By Collection of Tution Fees	Rs. 179064.00
On a/c 70 % of T/Fees = 107336.00			
add: Outs.	18004.00	By Bank Interest recieved	Rs. 188.00
Gen. Fund			
(being 30% of T/Fees)	Rs. 53724.00		
Excess of Income over the			
Expenditure i.e Net Surplus	Rs. 188.00		
	<u>Rs. 179252.00</u>		<u>Rs. 179252.00</u>

Internal Auditor
KHARUPETIA COLLEGE

Principal
KHARUPETIA COLLEGE

Principal
KHARUPETIA COLLEGE

(244)

L. IARU ETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Tuition Fees Fund

Balance Sheet
as at 31st March, 2003

Liabilities

Recovery from A. Karim, Former Prpl. i/c, reserved for Salary Fund :	
a) On a/c of Cl. Cash Bl. as at 31.12.10	Rs. 40858.00
b) On a/c of 70% of T/Fees :	
Prev. Recovery = 15000.00	
Add : Recovery in current yr. = 45000.00	Rs. 60000.00
	<u>Rs. 100858.00</u>
Prev. Outs. Temp. Loan repayable to A. Karim, Former Prpl. i/c	Rs. 5570.00
Accumulated Net Surplus :	
Prev. Balance = 3948.00	
Add : Net Surplus in current yr. = 188.00	Rs. 4136.00
	<u>Rs. 110564.00</u>

Assets

Cash in hand	NIL
Cash at Bank	Rs. 56132.00
A/c Salary Fund :	
Outs. receivable on Adv. paid in prev. yr. = 45320.00	
Less : Outs. payable on a/c 70% of T/Fees due in current year, adjusted = 18004.00	
	<u>Rs. 27316.00</u>
A/c General Fund :	
Outs. receivable on a/c Advance paid in current yr. = 26126.00	
Add : Prev. Bl. = 990.00	
	<u>27116.00</u>

Rs. 110564.00

(245)

[Signature]
Principal
Kharupetia Coll-79

KHARUPETIA COLLEGE
P.O. Kharupetia, Dt. Darrang (Assam)

Scholarship Fund

Cash Account
for the year 2002-03 ended 31st March/03

Dr.

To Scholarship Grants	Rs. 180991.00
" Bank Interest recieved	= 678.00
" B/C on Schol. Grants , realised from bonoficiarios	= 610.00
	<u>Rs. 182279.00</u>
" Opp. Bl	
Cash in hand	= 679.00
Cash at Bank	00.00
	<u>Rs. 183024.00</u>

Cr.

By Payment of Scholarship to scholar	Rs. 176141.00
" B/C for Schol. Grants	= 610.00
" Payment of Outs. Scholarship for Previou year.	= 144.00
	<u>Rs. 164910.00</u>
" Closing Bl.	
Cash in hand	= 928.00
Cash at Bank	5201.00
	<u>Rs. 183024.00</u>

Internal Auditor
Kharupetia College

Internal Auditor
Kharupetia College

Principal
Kharupetia College

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Scholarship Fund

Income & Expenditure Account
for the year 2002-03 ended 31st March/03

Dr.

Cr.

To Payment of Scholarship		By Schol. Grant for current yr.	Rs. 180991.00
= 176141.00		" Realisation of B/C	610.00
Add: Outst. - 4850.00	Rs. 180991.00	Bank Interest	678.00
" B.C for Schol. Grant	= 610.00		
" Payment of Prev. Outs.		" Schol. Grant for Prev. yr.	
Scholarship	= 144.00	carried down	= 144.00
	Rs. 181745.00		
Net Surplus	= 678.00		
	<u>Rs. 182423.00</u>		<u>Rs. 182423.00</u>

Balance Sheet
as at 31st March, 2003

Liabilities

Assets

Outs. Scholarship payable		Cash in hand	Rs. 928.00
to Gajer dra Daimary = 2425.00		Cash at Bank	Rs. 5201.00
to Basanti Daimary = 2425.00			
(99-2000, ST Renewal)	Rs. 4850.00		
Prov. Outs. Temp. Loan repayable			
to A. Karim, Former Prpl. i/c	= 394.00		
Accumulated Net Surplus:			
Prov. Bl.	= 207.00		
Add: Surplus in			
current yr.	= 678.00		
	= 885.00		
	<u>Rs. 6129.00</u>		<u>Rs. 6129.00</u>

Handwritten signature and date: 21/9/03

Handwritten signature and stamp: Principal, Kharupetia College

KHARUPETIA COLLEGE

SALARY FUND

(in respect of sanctioned posts)

CASH ACCOUNT

for the year 2002-03

commencing on 1.4.02 ended 31.3.03

Cr.

Deficit Grant	Rs.4119500.00	By Payment of M/Salary	Rs.3915979.00
Grant for Arrear Pay	= 404269.00	" Payment of Arr.Pay	= 408506.00
	Rs.4523769.00	" Payment of Outs.	
Tuition Fees Fund	= 107336.00	Salary for current yr.	115257.00
Recovery of P.Tax	= 58740.00	" Contribution to	
Recovery of Employees'		Employees' CPF Acctt.	258277.00
Contribution to CPF		" Remittance of	
Account	= 283703.00	Employees' Contrn.	
Recovery of Income Tax		to CPF Account	= 258277.00
for '01-02	=68393.00	" Remittance of P.Tax	= 68540.00
for '02-03		" Remittance of I.Tax	
(Part)	=15577.00	for 2001-02	
	83790.00	=68393.00	
Recovery from A.Karim,		for 2002-03	
Former Principal i/c		(Part)	=15577.00
on a/c of Tuition Fees			83790.00
Fund	= 45000.00	" Recovery from A.Karim	
Temp.Loan received		transferred to Tuition	
from J.U.Ahmed, Secy.	3689.00	Fees Fund	= 45000.00
		" Repayment of Temp.	
		Loan to J.U.Ahmed,	
		Secy.	= 3689.00
		" Cost of Cheque Bk.	= 150.00
		" Bank Service Charge	= 1310.00
	Rs.5106207.00		Rs.5158955.00
Opp.Balance : Cash	= 55685.00	" Closing Bl. : Cash	= 8702.00
Bank	= 22951.02	Bank	= 17186.02

Rs.5184843.02

=====

Rs.5184843.02

=====

(Signature)
(ABDUL ALI)
Internal Auditor
KHARUPETIA COLLEGE

(Signature)

INCOME & EXPENDITURE ACCOUNT
for the year 2002-03 ended 31.3.03

Cr.

Payment of M/Salary
Arrear Pay Rs.4324485.00
Payment of Outs.BI.of
Salary for current yr. 115257.00
Rs.4439742.00

Add : Outs.Balance of
Salary for
current year. = 835674.00
Rs.5275416.00

Contribution to
Employees' CPF
Account = 258277.00
Cost of Cheque Bk. = 150.00
Bank Service Charge = 1310.00
Rs.5535693.00

Remittance of P.Tax
=68540.00

Less :
Remittance
for Prev.
Outs.BI. = 9800.00
58740.00

Remittance of
Employees' Contn.
to CPF Account
=258277.00

Add : Outs.
due = 25426.00
283703.00

Rs.5877596.00
=====

By Deficit Grant & Grant
for Arrear Pay Rs.4523769.00

" Tution Fees Fund
(on a/c of 70% of
Tution Fees
collected in
current year)
=107336.00

Add : Outs. 18004.00
125340.00
Rs.4649109.00

" Recovery of P.Tax = 58740.00

" Recovery of Employees'
Contribution to
CPF Account = 283703.00

Rs.4991552.00

" Excess of Expenditure
over the Income = 886044.00

Rs.5877596.00
=====

Rs.
(ABDUL ALI)
Principal
KHARUPETIA College

Principal
Kharupetia College

BALANCE SHEET
as at 31st March/2003

<u>Liabilities</u>		<u>Assets</u>
Ce of Salary Outs. le		Cash in hand Rs. 8702.00
=835674.00		Cash at Bank = 17186.02
rev.Bl. =151930.00	Rs. 987604.00	
Salary payable to um, Lecturer, for 99	= 6710.00	Outs. Balance of Advances paid to Incumbents in Prev.Years = 40906.00
Outs. Advance able to Tution Fund		
=45320.00		
Outs.Bl. ivable on 70% of on Fees		
ent year =18004.00	27316.00	Excess of Expenditure over the Income =886044.00
		Add: Prev.Bl.=106492.98
ax remittable :		992536.98
Outs. =22075.00		
Remittance urrent year		
a/c = 9800.00	12275.00	
istance of Employees' tribution to CPF A/C standing for current	= 25426.00	
	Rs.1059331.00	Rs.1059331.00
	=====	=====

82.8
(ABDUL NDI)
Internal Auditor
Kharupeta G.O.

(250)

Principal
Kharupeta G.O.

EXAMINATION FUND
Receipts & Payments Account
for the Year 2002-03 ended 31st March/03

Receipts

Collection of Exam. Fees	Rs. 387218.00	By Fees deposited to	
		GU/AHSEC :	
		GU	= 179495.00
		AHSEC	= 51265.00
		M/dal Coll.	3200.00
			Rs. 233960.00
Interest on Bank Deposits	" 7.00	" Rem. to Inspectors	= 98707.00
		" Transportation of Answer Scripts	= 5000.00
	Rs. 387225.00	" Postal Exp.	= 1213.00
		" Printing & Stationery	16059.00
A/c General Fund (being transfer)	= 800.00	" Travelling Exp.	= 21647.00
		" Internal Audit Exp.	= 1000.00
	Rs. 388025.00	" Contingency & Others	= 8826.00
			Rs. 396412.00
A/c General Fund (being transfer)	= 1790.00	" A/c General Fund (being transfer)	= 6060.00
			Rs. 392472.00
	Rs. 387225.00		
Cash in hand	= 19946.00	Closing Balance :	
Cash at Bank	= 21286.00	Cash in hand	= 27517.00
		Cash at Bank	= 11968.00
	Rs. 431957.00		Rs. 431957.00

Principal
Kharupetia College

STATEMENT SHOWING INCOME AND EXPENDITURE
TOGETHER WITH SURPLUS OR DEFICIT IF ANY.
IN RESPECT OF FUNDS NAMED BELOW FOR THE
YEAR 2002-03 ENDED 31st MARCH/2003.

(In Rs.)

Name of Fund	I N C O M E				Exp. on a/c.	Net Surplus	Net Deficit
	Fees	Bank Intt.	Others	Total			
Gen. Fund	77630	38	67344	145012	176719	-	31707
Bldg. Fund	28700	477	-	29177	10033	19144	-
Games Fund	17190	133	-	17323	27025	-	9702
Library Fund	28650	172	13000	41822	35714	6108	-
Festival "	17160	193	-	17353	20481	-	3168
Magazine "	22880	234	-	23114	484	22630	-
C.D. Fund	28650	216	-	28866	26389	2477	-
St. Union "	8580	85	-	8665	19435	-	10770
C.M. Fund	8595	-	-	8595	15694	-	7019
D.T. Fund	8595	54	-	8649	2715	5934	-
S/Service "	8595	32	-	8627	4000	4627	-
Poor Fund	5730	-	-	5730	4120	1610	-
Scout & Guide Fund	2865	-	-	2865	-	2865	-
Total Rs.	263820	1594	80344	345758	342814	65390	62446

Net Surplus calculated
on Accumulated Private
Funds = Rs. 2944.00

Internal Auditor
Krupa College

Internal Auditor
Krupa College

Principal
Krupa College

STATEMENT OF TEMP. LOAN BORROWED FROM
AND REPAYMENT TO J.U. AHMED, SECRETARY
DURING THE YEAR 1.4.02 TO 31.3.03
TOGETHER WITH PREV. BALANCE AND BALANCE
OUTSTANDING AS AT 31.3.03

Name of Fund	Temp. Loan borrowed in current yr.	Prev. Outs. Balance (Added)	Total Rs.	Repay. in current year	Outs. Bl. as at 31.3.03 Rs.
General Fund	53944.00	7108.00	61052.00	61052.00	-
Building Fund	40.00	70.00	119.00	-	119.00
Games Fund	3667.00	-	3667.00	3667.00	-
Library Fund	620.00	-	620.00	558.00	62.00
Magazine Fund	9.00	60.00	69.00	9.00	60.00
St. Union Fund	7.00	870.00	877.00	877.00	-
S.S. Fund	3535.00	-	3535.00	3535.00	-
Poor Fund	140.00	-	140.00	140.00	-
D.T. Fund	645.00	-	645.00	645.00	-
Culture & Music Fund	1335.00	-	1335.00	1335.00	-
TOTAL Rs.	63942.00	8117.00	72059.00	71818.00	241.00

Internal Auditor
Khanpur College

X
Khanpur College

Principal
Khanpur College

STATEMENT SHOWING CASH BALANCE AND
BANK BALANCE ON ACCOUNT OF PRIVATE
FUNDS NAMED BELOW, AS AT 31.03.03

Name of Fund	Cash Balance	Bank Balance	Total Rs.
General Fund	-	5540.75	5540.75
Building Fund	-	1222.50	1222.50
Games Fund	-	656.75	656.75
Library Fund	550.00	8314.00	8864.00
Festival Fund	-	1571.00	1571.00
Magazine Fund	-	6743.00	6743.00
College Dev. Fund	1087.00	3187.00	4274.00
St. Union Fund	-	888.00	888.00
Culture & Music Fund	-	780.00	780.00
Debate & Talk Fund	-	314.00	314.00
Social Service Fund	135.00	562.00	697.00
Poor Fund	45.00	1700.00	1745.00
Scouts & Guides "	10.00	2855.00	2865.00
<u>Total Rs.</u>	<u>1827.00</u>	<u>34534.00</u>	<u>36361.00</u>

Internal Auditor
KHARUPETIA COLLEGE

X

1

Principal

Kharpetia College

(254)

**STATEMENT OF INTER-FUND TRANSFERS
DURING THE YEAR 2002-03**

(In Rs.)

Particulars	Particulars	Particulars	Particulars	Particulars	Particulars
From	To	From	To	From	To
General Fund	General Fund	21316	1250	21316	1250
Bldg. Fund	Bldg. Fund	22151	-	22151	08.
Festival "	Festival "	327	6481	6154	08.
C.D. Fund	C.D. Fund	3950	1039	2911	12.
D.T. Fund	D.T. Fund	120	-	120	12.
Poor Fund	Poor Fund	110	110	-	-
Games "	Games "	-	3279	3279	08.
St. Union "	St. Union "	-	785	785	08.
C.M. Fund	C.M. Fund	-	3544	3544	08.
S.S. Fund	S.S. Fund	-	135	135	08.
Excise Fund	Excise Fund	6060	300	5260	12.
	Rs.	60100	17423	42677	12.
Bldg. Fund	Gen. Fund	-	22151	22151	08.
	Rs.	-	22151	22151	08.
Games Fund	Gen. Fund	3279	-	3279	12.
	Mag. Fund	10216	-	10216	12.
	S.S. Fund	1565	-	1565	12.
	St. Union "	-	2000	2000	08.
	T/F Fund	-	6500	-	-
	C.D. Fund	768	-	768	12.
	Rs.	15828	6500	1228	12.
Festival Fund	Gen. Fund	327	327	6154	12.
	St. Union "	-	2000	2000	08.
	Rs.	6481	2327	4154	08.
C.D. Fund	Gen. Fund	1039	3650	2411	08.
	Rs.	1039	3650	2411	08.

Internal Audit
K. JARUWALA

[Signature]
Principal
Pharupatia College

Name of Fund	Principal Fund	Principal Fund	Balance	Dr. Cr.
Mag. Fund	General Fund	10216	10216	Dr.
	St. Union "	1000	1000	Cr.
	1/11 Fund	5500	-	-
	Rs.	46716	11716	Cr.
St. Union Fund	Gen. Fund	785	785	Dr.
	Games "	2000	2000	Dr.
	Festival "	2000	2000	Dr.
	D.T. Fund "	1500	1500	Dr.
	C.M. Fund	1000	1000	Dr.
	D.S. Fund	2500	2500	Dr.
	Mag. Fund	1000	1000	Dr.
	C.D. Fund	370	370	Dr.
	Rs.	11655	11655	Dr.
Culture & Music Fund	Gen. Fund	3544	3544	Dr.
	D.T. Fund	4000	4000	Dr.
	St. Union "	1000	1000	Cr.
	C.D. Fund	1335	1335	Dr.
	Rs.	8879	1000	Dr.
Boys' & Girls' Fund	Poor Fund	45	45	-
	Rs.	45	45	-
Poor Fund	Gen. Fund	110	110	-
	S.G. Fund	45	45	Dr.
	C.D. Fund	140	140	Dr.
	Rs.	295	155	Dr.
Social Service Fund	Gen. Fund	135	135	Dr.
	Games Fund	-	1565	Cr.
	St. Union "	-	2500	Cr.
	Rs.	135	4065	Cr.

Principal
Thompson College

Name of Principal Fund	Name of Transferred Fund	Principal Fund Rs.	Principal Fund Cr.	Balance Rs.	Dr / Cr.
Debate & Talk Fund	Gen. Fund	-	120	120	Cr.
	C.M. Fund	-	1000	1000	Cr.
	St. Union "	-	1500	1500	Cr.
	Rs.	-	5620	5620	Cr.
G/F Fund	Gen. Fund	1250	27376	26126	Cr.
	Mag. Fund	5500	-	-	-
	Games Fund	1500	1500	-	-
	C.D. Fund	-	-	-	-
	Rs.	11250	15376	12626	Cr.
Exam. Fund	Gen. Fund	800	6060	5260	Cr.
	Rs.	800	6060	5260	Cr.
C.D. Fund	Gen. Fund	1039	3950	2911	Cr.
	Games Fund	-	768	768	Cr.
	St. Union "	-	370	370	Cr.
	C.M. Fund	-	1335	1335	Cr.
	Poor Fund	-	140	140	Cr.
	G/F Fund	1500	-	-	-
		2539	7063	6024	Cr.

Internal Auditor
Kharagpur College

Principal
Kharagpur College

Principal
Kharagpur College

(257)

STATEMENT OF PAYMENT OF LEASE MONEY
IN RESPECT OF AGRICULTURE LAND AND
FISHERY OF THE COLLEGE

Name of Lease holder	Period of Lease	Lease Value Rs.	Payment of L/Money		Pl. Outd. as at 31.3.04
			Year	Amount	
<u>Agril. Land</u> Md. Suruzzamal Vill. Kamarpara (See Reso. No. 7 of the Meeting held on 10.11.01)	11.9.01 + 10.9.04 = 3 years	51480.00	2001-02 2002-03	17000.00 13620.00 <u>30620.00</u>	34480.00 20860.00
<u>Fishery</u> Md. Imdadul Islam Vill. Nagajan (See Reso. No. of the Meeting held on)	8.9.2000 to 7.9.2003 = 3 years	50500.00	2000-01 2001-02	17000.00 17000.00 <u>34000.00</u>	33500.00 16500.00

12/10/04
Internal Auditor
KWARUNDA COLLEGE

27-
04/04

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DocumentsCOMMITTEESInternal Quality Assurance Cell

As per guidelines of NAAC, an Internal quality assurance cell has been formed at Kharupetia College. The cell will be responsible for initiating and monitoring various measures for ensuring all round quality enhancement in academic and other matters of the college.

Academic CommitteeComposition :

The academic committee of Kharupetia College consists of the following members.

- a) President : Principal
- b) All the Heads of Departments.

Term :

The normal term of the academic committee is one year. It is constituted in the month of April. It may be extended by the principal.

Powers & Functions :

- a) To deal with all the academic matters.
- b) To prepare / update the prospectus of the college.
- c) To prepare daily class routine.
- d) To guide teachers to prepare teaching plan.
- e) To guide teachers to prepare progress report.
- f) To guides teachers for qualitative improvement of teaching.
- g) To guide teachers to select text books.
- h) To guide teachers to impart remedial teaching in all subjects and in all the classes from time to time on the basis of the students' performance in Unit Tests and Terminal Examinations.

Principal
Kharupetia College

DocumentsAdmission CommitteeComposition :

The admission committee of Kharupetia College consists of the following members.

- a) President : Principal
- b) 10 (ten) Lecturers selected by the principal.
- c) 5 (five) non-teaching staff.

Term :

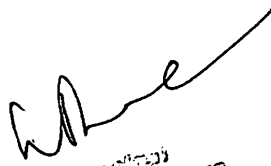
The normal term of the admission committee is one year. It is constituted in the month of April. It may be extended by the principal.

Powers & Functions :

- a) To prepare the format of the Application Form for Admission.
- b) To print and issue Application Forms.
- c) To fix dates of submission of the filled up Application Forms.
- d) To scrutinise the submitted Application Forms.
- e) To make lists of selected students on the basis of merit.
- f) To fix admission dates.
- g) To hold admission on schedule dates.

Formation of Extension Education Cell

An Extension Education Cell has been formed at Kharupetia College. The cell will take up various programmes of extension activities as neighbourhood service. The programmes may include (i) to organise free medical / health check up camp, (ii) to organise blood donation camp, (iii) to undertake cleanliness drive. iv) to organise various awareness programmes etc. The cell will ensure the involvement of various NGOs and GOs in organising extension activities.


Principal
Kharupetia College

DocumentsExamination CommitteeComposition :

The examination committee of Kharupetia College consists of the following members.

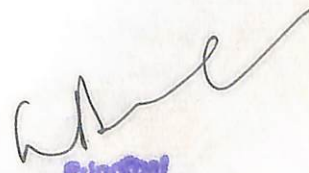
- a) President : Principal
- b) Convenor : One Senior Lecturer selected by the Principal.
- c) Members : All the Heads of Departments.

Term :

The normal term of the examination committee is one year. It is constituted in the month of April. It may be extended by the principal.

Powers & Functions :

- a) To deal with the holding of all internal examinations like- Unit Test, Terminal Examinations and Test Examinations.
- b) To appoint question -paper-setters and moderators for Unit Test, Terminal Examinations and Test Examinations.
- c) To appoint examiners, Supervisors and Invigilators for such internal examinations.
- d) To deal with the printing of question papers and mark-sheets.
- e) To announce results of the Test Examinations.


Principal
Kharupetia College

DOCUMENTS

LIST OF THE TEACHING STAFF & NON-TEACHING STAFF

Sl. No.	Name	Designation	Sex
	Sanctioned :		
1.	B.M. Hamidur Rahman	Principal	Male
	<i>Department of History</i>		
2.	A. Karim	Lecturer, Head	Male
3.	Jalaluddin Ahmed	Lecturer	Male
4.	Abdul Hannan	Lecturer	Male
	<i>Department of English</i>		
5.	Abdur Rahim	Lecturer	Male
6.	Mala Chakraborty	Lecturer	Female
7.	Abdul Awal	Lecturer	Male
	<i>Department of Assamese</i>		
8.	Kanaklata Saikia	Lecturer, Head	Female
9.	Nazir Hussain Sarkar	Lecturer	Male
10.	Asman-ara Begum	Lecturer	Female
	<i>Department of Political Science</i>		
11.	Nurul Islam	Lecturer, Head	Male
12.	Rupjyoti Prasad Dutta	Lecturer	Male
13.	Habibar Rahman	Lecturer	Male
	<i>Department of Economics</i>		
14.	Deepak Kalita	Lecturer, Head	Male
15.	Mausumi Saha Kalita	Lecturer	Female
16.	Mizanur Rahman	Lecturer	Male
	<i>Department of Education</i>		
17.	Abul Basar Ahmed	Lecturer, Head	Male
18.	Jahida Sultana	Lecturer	Female
19.	Amzad Hussain Majumdar	Lecturer	Male

Sl. No.	Name	Designation	Sex
	Sanctioned :		
	<i>Department of Arabic</i>		
20.	Nur Zaman	Lecturer, Head	Male
21.	Zakir Hussain Ahmed	Lecturer	Male
22.	Imran Ali	Lecturer	Male
	<i>Department of Sanskrit</i>		
23.	Parimal Kumar Dutta	Lecturer, Head	Male
24.	Aparajita Devi	Lecturer	Female
	<i>Department of Philosophy</i>		
25.	Jyotish Sahariah	Lecturer, Head	Male
26.	Pranati Dutta	Lecturer	Female
	<i>Department of Hindi</i>		
27.	Abdul Matin	Lecturer, Head	Male
28.	Sikdar Anowarul Islam	Lecturer	Male
	<i>Department of Mathematics</i>		
29.	Abdur Rahman	Lecturer, Head	Male
	<i>Department of Geography</i>		
30.	Bhupendra Nath Bora	Lecturer, Head	Male
	<i>Library Department</i>		
31.	J. M. Deva Sharmah	Librarian	Male
	Non-sanctioned :		
	<i>Department of Assamese</i>		
1.	Alam Ansary	Lecturer	Male
2.	Misira Parbeen	Lecturer	Female
	<i>Department of Education</i>		
3.	Lutfur Rahman	Lecturer	Male
	<i>Department of Arabic</i>		
4.	Jaber Ahmed	Lecturer	Male

Sl. No.	Name	Designation	Sex
Non Sanctioned :			
<i>Department of Philosophy</i>			
5.	Zakir Hussain	Lecturer	Male
<i>Department of Hindi</i>			
6.	Mostofa Nuruz Zaman	Lecturer	Male
<i>Department of Mathematics</i>			
7.	Afzal Hussain	Lecturer	Male
<i>Department of Geography</i>			
8.	Hitesh Kr. Katak	Lecturer	Male
9.	Kalidas Sharma	Lecturer	Male
NON-TEACHING STAFF :			
Sanctioned			
1.	Khandakar Delowar Hussain	U.D.A. No.1	Male
2.	Abu Bakkar Siddique	U.D.A. No. 2	Male
3.	Islamuddin Ahmed	L.D.A.	Male
4.	Shahid Ali	L.D.A.	Male
5.	Wahidud Zaman	L.D.A.	Male
6.	Samijur Rahman	Office Bearer	Male
7.	Md. Lal Miah	Chowkidar	Male
8.	Abu Taleb	Lib. bearer	Male
9.	Abdus Samad Khandakar	Lab. bearer	Male
10.	Md. Kinal Ali	Office Bearer	Male.
Non-Sanctioned			
1.	Shah Alom	L.D.A.	Male
2.	Surhab Ali	L.D.A.	Male
3.	Safiqul Islam	L.D.A.	Male
4.	Mizanur Rahman	L.D.A.	Male
5.	Shahid Ullah	L.D.A.	Male
6.	Abdul Khaleque	Office Bearer	Male
7.	Md. Obir Ali	Office Bearer	Male

পত্ৰীভূত নম্বৰ-৭৬৮/৯৭

Registered No.768/97

১০৬৪
১১-২৪/৬/০১

অসম



ৰাজপত্ৰ

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

নং ১১৮ দিশপুৰ, শনিবাৰ, ১৬ জুন, ২০০১, ২৬ জ্যৈষ্ঠ ১৯২৩ (শক)
No. 118 Dispur, Saturday, 16th June, 2001, 26th Jyaistha, 1923 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

No. B(2)H.294/2001/4.--In supersession of the Assam Aided College Management Rules, 1976, except in respects of things done or omitted to be done before such supersession, the Governor of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely :-

W. D. S.
Principal
Charupatia College

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1. Short title, application and commencement :-

- (1) These rules may be called the Assam Non-Government College Management Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of deficit Grants-in-Aid or ad-hoc Grants-in-Aid, from the State Government.

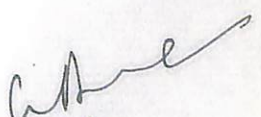
2. Definitions :-- In these rules, unless there is anything repugnant in the subject or context :

- (a) "College" means a Non-Government College ;
- (b) "Constitution" means the Constitution of India ;
- (c) "Director" means the Director of Higher Education, Assam ;
- (d) "Governing Body" means the body constituted under rule 3 ;
- (e) "Governor" means the Governor of Assam ;
- (f) "Management" means the body or group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to the assets and liabilities of the Non-Government College in fair manner within the framework of established financial and administrative principles of the State Government from time to time ;
- (g) "Non-Government Colleges" means colleges for imparting Higher education in the Post-secondary courses, established and situated in Assam, affiliated by any Central or State University of Assam and receiving the concurrence of the State Government ;
- (h) "President" means the President of the Governing Body ;
- (i) "State Government" means the Government of Assam ;
- (j) "Secretary" means the Secretary to the Governing Body ;

3. Constitution of the Governing Body :-

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by a Governing Body to be constituted by the Director.

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4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

(a) One President ;

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body :

Provided that if circumstance so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio ;

(d) Two members to be nominated by the affiliating University concerned ;

(e) One member to be nominated by the Director from the field of Education ;

(f) One woman member to be nominated by the Director ;

* (g) One member to be nominated by the Director from the Backward Classes ;

* (h) Local Deputy Commissioner or his representative may be included as a member ;

* (i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included ;

(j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the college on the submission of a three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them.

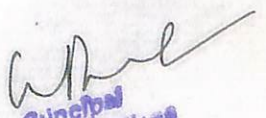
(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body.

5. Tenure of the Governing Body :-

The term of the Governing Body shall be for a period of three years

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from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government. :

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body thereafter, recording his views with reason thereof through a speaking order for the purpose.

6. Taking over the management of a Non-Government College.--In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. Accountability of the Governing Body.-- The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the unkeepment of the assets of the Non-Government College and management of its academic affairs.

8. Secretary of the Governing Body to report to the Director.-- The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. Restriction of some members to attend the Governing Body.-- No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but he shall have to leave the meeting after doing so, when decision is to be taken.

10. Restriction of some members to enter into contract for works of the College.-- No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. Disqualifications.-- Any member, who absents himself for more than 4(four) consecutive meetings of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds :-

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- (i) if he becomes insolvent ;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such ;
- (iii) on death or resignation ;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

12. Vacancy in the Governing Body :-

- (1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.
- (2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. Meeting of the Governing Body :-

- (1) The Governing Body shall meet at least once in every six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- (2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the $\frac{2}{3}$ (two-third) members of the Governing Body, with not less than 7(seven) days' notice.
- (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.
- (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. Proceedings of the meeting of the Governing Body :-

- (1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.
- (2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.
- (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

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15. Presiding over the meeting.-- All the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved before-hand by the President.

16. Quorum.-- At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.

17. Secretary to make correspondence.- Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body :

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. Governing Body to obtain prior approval of the Director in certain matters.-- The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non-teaching staff including that of the Principal or any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director :

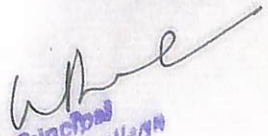
Provided that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings, if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. Duties of the Governing Body :

In general the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid :-

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc.

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to the Teaching and the non-teaching staff of the College ;

- (ii) to arrange for the maintenance of the College buildings, furniture and equipment as required, including playground, auditorium, libraries etc ;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University ;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government ;
- (v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets ;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year ;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam ;
- (viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned ;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College ;
- (x) on behalf of the Governing Body the Secretary shall receive and draw the grants sanctioned by the State Government and by the Government of India and University Grants Commission from

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time to time ;

(xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;

(xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants ;

(xiii) If any excess amount of Grants-in-Aid is sanctioned towards the salary, the excess amount shall be refunded to the Director by the Secretary immediately.

20. Grounds of suspension of Grants-in-Aid.-- Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of preceeding financial year, may attract stoppage of Grants-in-Aid by Director suomoto, after the expiry of 30th June, every year :

Provided that on failure in respect of maintenance of a consistent academic achievement by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days' prior notice.

21. Other functions of the Governing Body.-- The Governing Body is authorised.--

(i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts ;

(ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff ;

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THE ASSAM GAZETTE, EXTRAORDINARY, JUNE 16, 2001 1115

- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College ;
 - (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director ; and
 - (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.
22. Submission of Annual Accounts.-- The Secretary of the Government Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.
23. Interpretation.-- If any question arises relating to the interpretation of these Rules, the decision of the State Government shall be final.

ANURAG BHATNAGAR,
Commissioner & Secretary to the Govt. of Assam,
Education (Higher) Department.

GUWAHATI - Printed and published by the Dy. Director (P. & S.) Directorate of Ptg. & Sty., Assam, Guwahati-21 (Ex. Gazette) No. 235-500-500-16-6-2001.

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W. Bhatnagar
Principal
Kharupetia G-11 99

STEERING COMMITTEE FOR PREPARATION OF SELF STUDY REPORT

	<u>Name of the Members</u>	<u>Designation</u>	
a)	D. Kalita	Lecturer	Co-ordinator
b)	A. Awal	Lecturer	Joint Co-ordinator
c)	P.K. Dutta	Lecturer	Member
d)	B. N. Borah	Lecturer	Member
e)	A. Karim	Lecturer	Member
f)	N. Islam	Lecturer	Member
g)	A. Rahman	Lecturer	Member
h)	H. Rahman	Lecturer	Member
i)	R. P. Dutta	Lecturer	Member
j)	J. U. Ahmed	Lecturer	Member
k)	N. Zaman	Lecturer	Member
l)	J. M. Devsarmah	Librarian	Member

CRITERIA FOR PROFESSIONAL DEVELOPMENT PROGRAMME FOR FACULTY

The Institution encourages the faculty for various professional development programme. As per guidelines of UGC it has been made mandatory for the teachers to attend atleast one Orientation Programme and one Refresher Course within six years so to be eligible to be placed in Senior scale. After placemnet in Senior scale a lecturer has to attend atleast two Refresher courses besides fulfilling other conditions to be eligible to be placed in Selection Grade. As the institution does not conduct Professional development Programmes on its own teachers are allowed to participate in such programmes organised by various Academic Staff Colleges under UGC . Generally teachers working against sanctioned posts are given preferential treatment in this regard. The approval of the Governing Body is required to relieve the teacher from their duties to enable them to join the Programmes.

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Principal
Pharupeta College

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GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION - ASSAM, KAHILIPARA
GUWAHATI - 19.

No. G(B)GB 20/2001/4 Dated Kahilipara the 5/7/ /2001
NOTIFICATION

In exercise of the power conferred on, vide Notification No. S(2)H 294/2001/4 dated Guwahati the 15th June'2001, the undersigned by Rule 3 of the Assam Non-Govt. College Management Rules, 2001, the Governing Body in respect of the Kharupetia College, situated in the District of . . . Darrang . . . Assam, and affiliated by the . . . Gauhati . . . University is hereby constituted with the following persons as shown below with immediate effect for a period of three years :-

- | | |
|---|--|
| President | :- Smti Syeda Anowara Taimur. |
| Secretary | :- Principal of Kharupetia College, |
| 1) Vice-Principal | :- member Ex- Officio |
| 2) Member nominated by the Govt. of Assam | :- Sri Phulendra Nath Saharia, Retd. Inspector of Schools. |
| 3) Member | :- Smti Merina Begum, Nimboli |
| 4) Member from backward class | :- Shri Bimal Saha. |
| 5) D.C. of the District or his representative | :- D.C. of Darrang Dist. or his representative. |
| 6) University representative | :- To be co-opted. |
| 7) One member from staff | :- Shri Ashra Nand Zah |
| 8) Member | :- Sri Basanta Das, M.L.A. |
| 9) Member | |

Sd/- (Dr. Hiri Kumar Sahoo.)
Director of Higher Education, Assam,
Kahilipara, Guwahati - 19.

No. G(B)GB 20/2001/4 A Dated Kahilipara the 5/7/2 /2001.
1. The Secretary, Govt. of Assam, Education Deptt, (H), Dispur, Guwahati for favour of kind information.

- President concerned.
- The Dy. Director (P&S) Directorate of Ptg. & Sty, Assam, Guwahati - 21 for information and n/a/cion
- Principal. Kharupetia College, Gauhati University
- For favour of information and necessary action.
- The Registrar
- For information and necessary action.
- The P.S. to Minister, Education, Assam, Dispur, Guwahati - 6 he is requested to bring to the notice of the Hon'ble Minister.
- For file.

Director of Higher Education, Assam,
Kahilipara, Guwahati - 19.

[Signature]
Principal
Kharupetia College

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KHARUPETIA COLLEGE

Kharupetia, Darrang (Assam)

Academic Calender for B.A./B.Com. Courses for
Academic Session 2001-2002.

Month Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No. Examination days
July 2001	16-21, 23-28, 30-31 22-29	Classes Sundays	14	14	2	
Aug 2001	1-4, 6-11, 13-14 16-18, 21-25 27-31 5, 12, 19, 26 15 20	Classes Sundays Independence day Tithi of Srimanta Sankar Deva	25	25	4/2	
Sept 2001	1, 3-6, 8, 11-15, 24-25, 27-29, 18-22, 2, 9, 16, 23, 30 7 10 17 26	Classes Sunday Tithi of Sri Madhav Deva Janmestomy Biswakarma Puja Janmostav of Sri Sankar Deva	21	21	5/4	
Oct 2001	1, 3-6, 8-13, 15-16 18-20 7, 14, 21, 28 2 17 22-27, 29-31	Classes Sunday Birthday of M. Gandhi Kati Bihu Durga & Lashmi Puja	16	16	4/11	
Nov. 2001	1, 3, 5-10, 16-17, 19-20, 22-23, 26-29 4, 11, 18, 25 2 14-15 21 24 30	Classes Sunday Sab-E- Barat Kali Puja/ Dewali Local Holiday (Chat Puja) Lachit Devas Guru Nanak's Birthday	20	20	4/6	
Dec. 2001	1, 3-8, 10-15, 19-22, 24, 26, 28-29, 31 2, 9, 16, 23, 30 17 18 25 27	Classes Sunday Id-ul-Fitre Local Holiday Christmas Day Local holiday	22	22	5/4	

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Month Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No. Examination days
Jan. 2002	2-5, 7-12, 22-25, 28-30 17-19, 21 6. 13, 20, 27 1 14-15 26 31	Classes College Week Sundays Local Holiday for new year. Magh Bihu Republic day Me-dum- Mehfi	21	17	4/6	
Feb. 2002	1-2, 4-9, 11-16 18 3. 10, 17, 24 23	Classes Sundays Id-uz-zaha	23	15	4/5	
	N.B- B.A/B. Com Part-I final Examination will be held in the third week Feb/02					
March 2002	3. 10, 17, 24, 31 12 25 28-29	Sunday Shivaratri Maharam Dol Jatra, Good Friday		22	5/4	
	N.B- B.A/B. Com Part-I & II final Examination will be continued Mar./02					
April 2002	19-20, 22-24, 26-27, 29-30 7. 14, 21, 28. 13. 15-17 18 25	Classes Sunday Bohag Bihu Tithi of Gopal Deva Mahabir Jayanti	9	20	4/6	
	N.B- B.A/B. Com Part-II final Examination will be held in Second week April/02.					
May 2002	2-4, 6-11, 13 5. 12, 19, 26 1 25 14-31	Classes Sundays May Day Fateha dowaz daham Summer Vacation	10	25	4/20	
June 2002	1-30	Summer Vacation		25	30	

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[Signature]

KHARUPETIA COLLEGE

Kharupetia, Darrang (Assam)

Academic Calender for B.A./B.Com. Courses for
Academic Session 2002-2003.

Month Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No. Examination days
July 2002	1-6, 8-13, 15-20, 22-27, 29-31 7, 14, 21, 28	Classes Sundays	27	27	4	
Aug 2002	1-3, 5-10 12-14, 16-17, 19-24, 26-27, 29, 31 4, 11, 18, 25 15 28 30	Classes Sunday Independence Day Tithi of Madhab Dev. Janmastamy	24	24	4/3	
Sept 2002	2-7, 9-14, 18-21, 23-28, 30 1, 8, 15, 22, 29, 17	Classes Sundays Bisha karma Puja	24	24	5/1	
Oct 2002	1, 3-5, 7-10, 23-26, 28-31 6, 13, 20, 27 2 11-12, 14-19, 21 22	Classes Sundays Birthday of M. Gandhiji Durga Puja, Tithi of Sankar Dev Laxmi Puja & Kati Bihu Shab-E-Barat	16	16	4/11	
Nov 2002	1, 2, 6-9, 11-16 18, 20-23 25-30 3, 10, 17, 24, 4, 5 19	Classes Test of TDC Part-I Exam. Sundays Kali Puja & Dewali Guru Nank's Birthday	17	23	4/3	6
Dec 2002	2, 5, 9-14, 16-21 23-24, 26-28, 30-31 1, 8, 15, 22, 29 6-7 25	Classes Sundays Id-UI-Fetre Christmas day	23	23	5/3	

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Month Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No. Examination days
Jan 2003	2-4, 16-18, 20-22, 24, 25, 27-31 6-11 5, 12, 19, 26 1 13, 14, 15 23	Classes College Week Sundays College foundation Day Magh Bihu Birthday of Netaji's	16	23	4/5	
Feb 2003	1, 3-5, 7, 8, 10, 11 14, 15, 17, 22 2, 9, 16, 23 6 12, 13 N.B- B.A/B. Com Part -I final Examination will be held in the last week of Feb/03.	Classes Sundays Saraswati Puja Id-UI-Zuha	16	21	4/3	
March	2, 9, 16, 23, 30 1 14 18, 19	Sundays Siva Ratri Muharam Dol Jatra		22	5/4	
April 2003	21-26, 28-30 6, 13, 20, 27 14-17 18 19 N.B- B.A/B. Com Part-II final Examination will be held in the second week of April/03.	Sundays Bahag Bihu Good Friday Local Holiday for Easter Saturday	9	20	4/6	
May 2003	3, 5-10 12, 13, 15, 17, 19-24 4, 11, 18, 25 1 2 14 16 N.B- Summer Vacation will start from 26th May/03 (6 days).	Classes Sundays May Day Tithi of Damodhar Dev. Fatcha-E-Dowaz daham Buddha Purnima	17	23	4/10	
June 2003		Summer Vacation		25	5/25	
July 2003	1-12 N.B. Summer vacation total 48 days.	Summer Vacation			12	

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Principal
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KHARUPETIA COLLEGE

Kharupetia, Darrang (Assam)

Academic Calender for B.A./B.Com. Courses for Academic Session 2003-2004.

Month/ Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No Examination days
July. 2003	14-19, 21-26, 28-31 6. 13, 20, 27	Classes Sundays	16	16	4	-----
August. 2003	1-2, 4-9, 11-14, 16-18, 20-23, 25-28 3, 10, 17, 24, 31 15 19 29 30	Classes Sundays Independence day Janmastami Tithi of Sri Sri Sankardev Freshmen's social	22	23	5/3	Nil
Sept 2003	1-6, 8-13, 16-20 29, 30 22-27 7, 14, 21, 28 15	Classes Unit Test - I Sundays Tithi of Madhav Dev	19	25	4/1	6
Oct 2003	1 13-17, 20-23, 27-31 5 12, 19, 26 2-11 18 24 25	Classes Sundays Birth day of Mahatma Gandhi, Durga Puja, Janmotsav of Sri Sri Sankardev, Lakshmi Puja. Kati Bihu Kali Puja & Diwali	15	15	4/12	Nil
Nov 2003	1 3-7, 10-15, 17-22, 24-25, 28-29 2 9, 16, 23, 30 8 26-27	Classes Sundays Birth day of Guru Nanak Id-ul-fitre	22	22	5/3	Nil
Dec 2003	1-6 8-13, 22-24, 26-27, 29-31 15-20 21-24 27 28 29	Classes Unit Test - II Sundays Christmas Day	20	26	4/1	6

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Kharupetia College

Month/ Year	Dates	Particulars	Total No. of class days	Total No. of Administrative working days	Total No. of sundays/ holidays	Total No Examination days
Jan 2004	1-3, 5-10, 12, 22-24, 27-31, 29-31 16-20 4, 11, 18, 25 13-15 26	Classes College Week Sundays Magh Bihu Republic Day & Saraswati Puja	18	23	4/4	Nil
Feb 2004	3-7, 1, 8, 15, 22, 29 2 18	Classes Sundays Id-uz-zuha Shiv Ratri	5	22	5/2	Nil
N.B. - B.A./B.Com Part-I (old) Examination will be held in the second week of Feb/04						
March 2004	7, 14, 21, 28 2 6, 7,	Sundays Muharam Holi	Nil	24	4/3	
N.B. - B.A./B.Com. Part- I (New) Examination will commence from 7th March.						
April 2004	1-3, 5-10, 12, 19-24, 26-30 4, 11, 18, 25 13-17	Classes Sundays Bohag Bihu & Good Friday	21	21	4/5	
May 2004	1st May to 15 th June	Summer Vacation			45	Nil
June 2004	16-19, 21-26, 28-30 6, 13, 20, 27	Classes Sundays	11	11	4	Nil
July 2004	1-3 5-10, 12-13 4, 11	Classes Sundays	11	11	2	Nil

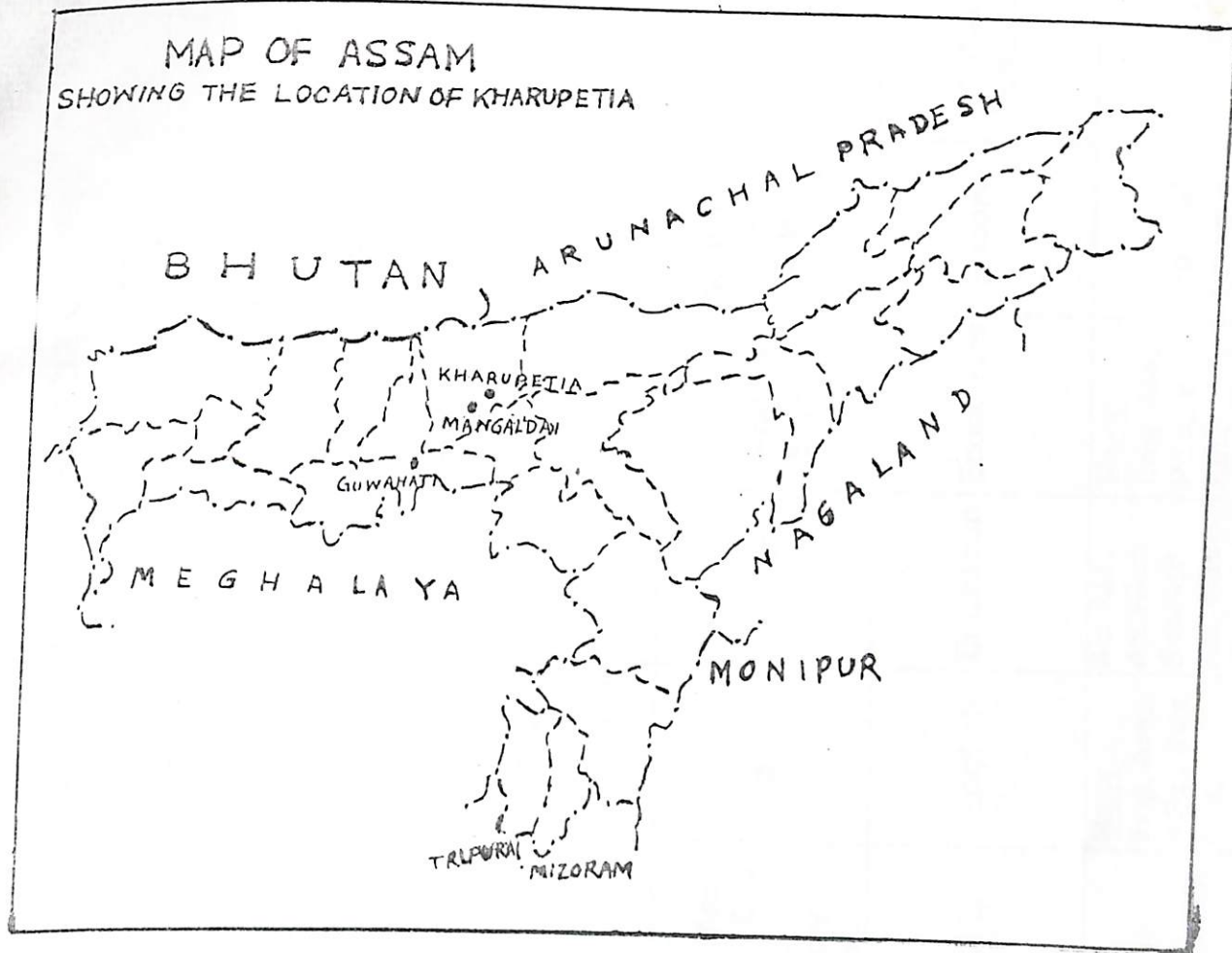


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Assam

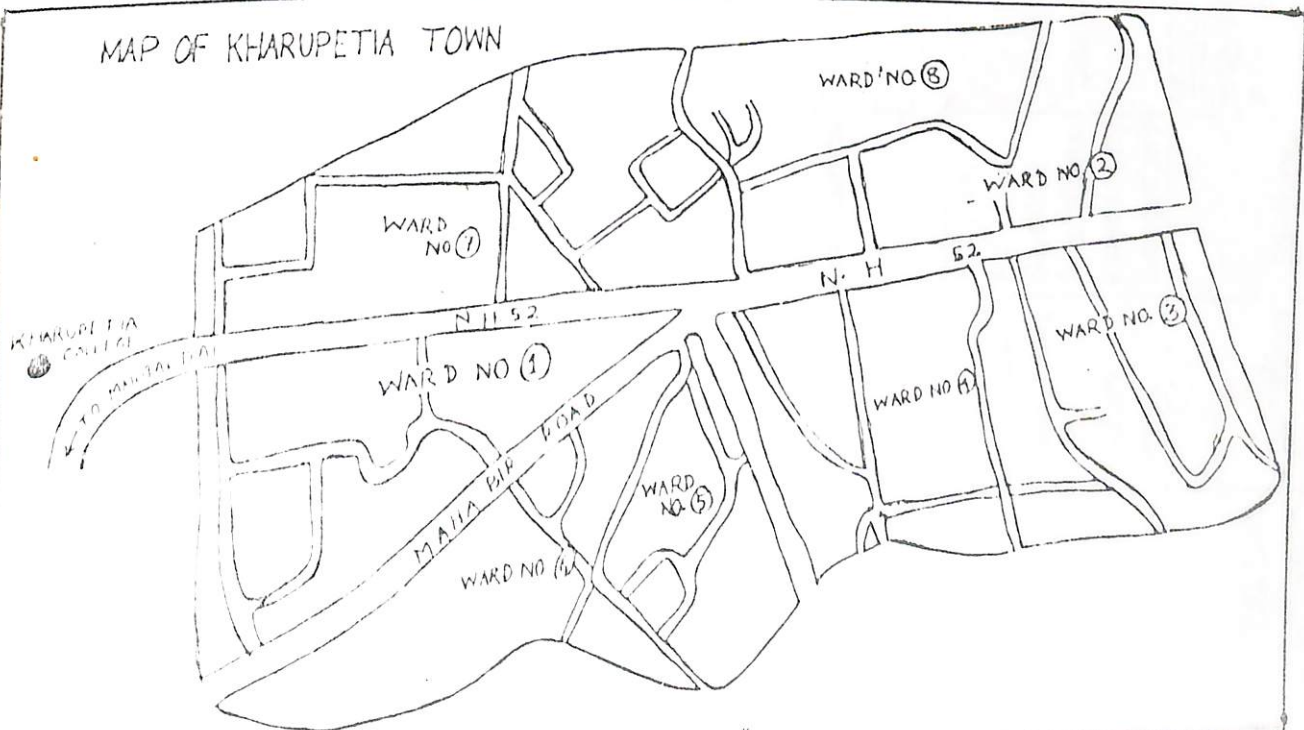


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MAP OF ASSAM
SHOWING THE LOCATION OF KHARUPETIA



MAP OF KHARUPETIA TOWN



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White

Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
M O N D A Y	H. S. 1st year	Education	Economics	M.I.L.	History	English	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography Logic	Political Science	Maths. Logic	English
	H. S. 2nd year	History	Political Science	Maths.	English	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography Logic	Education	M.I.L.	Economics	Political Science
	T.D.C. 1st year	English	Economics	Education	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	M.I.L.	History	Political Science	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	
	T.D.C. 2nd year	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Political Science	M.I.L.	English	Education	Economics	History	Political Science
	T.D.C. 3rd year	Education	History	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	Political Science

Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
T U E S D A Y	H. S. 1st year	History	Political Science	Maths.	English	Economics	M.I.L.	Education	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	Economics
	H. S. 2nd year	Education	Economics	M.I.L.	Political Science	English	History	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	Maths. Logic	Education
	T.D.C. 1st year	Political Science	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Economics	History	English	Education	M.I.L.	
	T.D.C. 2nd year	English	History	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Education	Political Science	M.I.L.	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	English
	T.D.C. 3rd year	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	Education	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	History

Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
WEDNESDAY	H. S. 1st year	Economics	English	Education	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	M.I.L.	History	Political Science	Maths. Logic	Education
	H. S. 2nd year	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	History	Maths. Logic	Political Science	Education	English	Economics	M.I.L.	History Arabic
	T.D.C. 1st year	History	M.I.L.	Education	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	English	Political Science	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Economics	
	T.D.C. 2nd year		Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	History	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Education	English	Political Science	Economics
	T.D.C. 3rd year	Political Science	History	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Education	

Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
T H U R S D A Y	H. S. 1st year	M.I.L.	Maths. Logic	Political Science	History	Education	Arabic Sanskrit Ad. Ass. Ad. Hindi Logic Geography	English	Economics	Political Science
	H. S. 2nd year	Economics	English	Education	M.I.L.	Political Science	History	Maths. Logic	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	English
	T.D.C. 1st year	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Economics	English	History	Education	M.I.L.	Political Science	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic
	T.D.C. 2nd year	Education	History	English	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	M.I.L.	Economics	Education
	T.D.C. 3rd year	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	History	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Education	

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Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
F R I D A Y	H. S. 1st year	English	Education	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	Political Science	Economics	History	Maths. Logic	M.I.L.	History
	H. S. 2nd year	Political Science	Maths. Logic	English	History	M.I.L.	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	Economics	Education	M.I.L.
	T.D.C. 1st year	M.I.L.	Education	English	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	Political Science	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	History	
	T.D.C. 2nd year	History	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	Education	M.I.L.	Economics	English	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic
	T.D.C. 3rd year	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Education	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Political Science	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Economics	History	

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Kharupetia College
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Daily Class Routine for the Session - 2003-2004, Kharupetia College

Day	Class	9.00 9.45	9.45 10.30	10.30 11.15	11.15 12.00	12.00 12.45	12.45 1.30	1.30 2.15	2.15 3.00	Tutorial 3.00-3.45
SATURDAY	H. S. 1st year	Political Science	History	M.I.L.	Maths. Logic	Education	English	Economics	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	M.I.L.
	H. S. 2nd year	Arabic Sanskrit Ad. Ass. Ad. Hindi Geography	Education	History	Political Science	Economics	M.I.L.	Maths. Logic	English	Economics
	T.D.C. 1st year	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	M.I.L.	History	English	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Political Science	Education	
	T.D.C. 2nd year	Political Science	English	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	Education	Economics	History	M.I.L.	History
	T.D.C. 3rd year	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Political Science	History	Economics	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Education	Major Eng, Ass, P.Sc., Edu, Eco, History, Arabic	Ad. Ass, Ad. Hindi Sanskrit Ara, Maths, Philosophy Geography	

S A T U R D A Y

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