

# **THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2016-17**

**Submitted to  
National Assessment and Accreditation Council  
Bangalore**



**Submitted by  
Internal Quality Assurance Cell  
B.H.B. College, Sarupeta  
Sarupeta P.O., Dist. Barpeta  
Assam 781318**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	B.H.B. College, Sarupeta
1.2 Address Line 1	Sarupeta P.O
Address Line 2	Barpeta District
City/Town	Sarupeta
State	Assam
Pin Code	781318
Institution e-mail	principalbhbcollege18@gmail.com
address Contact Nos.	03666 245513
Name of the Head of the Institution:	Dr. Birinchi Kumar Das
Tel. No. with STD Code:	03666 245513
Mobile:	9435321090

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOCN 18879)

1.4 **NAAC Executive Committee No. & Date:**   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:   
For ex. 2012-13.doc

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	74.25	2004	2009
2	2 <sup>nd</sup> Cycle	B++	2.78	2016	2021
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

### 1.8 AQAR for the year (for example 2016-17)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR (DD/MM/YYYY)  
 ii. AQAR (DD/MM/YYYY)  
 iii. AQAR (DD/MM/YYYY)  
 iv. **AQAR 2016-17 submitted to NAAC on 31/12/2018**

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous College of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify) . The Dept of Computer Application runs PGDCA & CCA, IDOL (G.U.)

1.12 Name of the Affiliating University (for the Colleges) Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="x"/>	UGC-CPE	<input type="text" value="x"/>
DST Star Scheme	<input type="text" value="x"/>	UGC-CE	<input type="text" value="x"/>
UGC-Special Assistance Programme	<input type="text" value="x"/>	DST-FIST	<input type="text" value="x"/>
UGC-Innovative PG programmes	<input type="text" value="x"/>	Any other ( <i>Specify</i> )	<input type="text" value="x"/>
UGC-COP Programmes	<input type="text" value="x"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="7"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="Nil"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="Nil"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held	<input type="text" value="2"/>		
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/>	Faculty <input type="text" value="3"/>	
Non-Teaching Staff <input type="text" value="1"/>	Students <input type="text" value="1"/>	Alumni <input type="text" value="1"/>	Others <input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	<input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If yes, mention the amount			

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

<p>1. The IQAC of the college prepared its 2016-17 Annual Quality Assurance Report (AQAR) after the accreditation of the college.</p> <p>2. IQAC organised Interactive sessions for the faculty and staff. Given below are the details:-</p> <p>(i) <b>Work Productivity</b> On the topic “<b>Role of Positive Emotions for Enhancing Work Productivity</b>” on 30<sup>th</sup> January, 2017 was held.</p> <p>(ii) <b>Awareness</b></p> <ul style="list-style-type: none"> <li>□ Dr. Birinchi Kumar Das (Chairman, IQAC) educated the staff and faculty on “<b>Revised Accreditation Framework</b>” adopted by N.A.A.C. on 6<sup>th</sup> April, 2018.</li> </ul>
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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of action	Achievements
<b>1. Organizing and participating in National Level Activities</b>	<ol style="list-style-type: none"> <li>1. Organized Seminar on Sankar Dev Symbol of Syncretic India/Assam</li> <li>2. Barpeta District Inter College Cricket match competition.</li> <li>3. N.C.C. and NSS conduct various extension activities.</li> </ol>
<b>2. Strengthening Alumni Network.</b>	<ol style="list-style-type: none"> <li>1. Alumni meet organized by the respective department.</li> <li>2. Efforts being made to update the directory of u no table alumnae.</li> <li>3. Departments invited their alumnae to conduct sessions.</li> <li>4. Constant efforts being made to create on update data base of alumnae.</li> </ol>
<b>3. Parents Teachers Meet</b>	<ol style="list-style-type: none"> <li>1. Parents teacher meet was organized for students who short of attendance.</li> <li>2. Interaction with parents conducted by departments to deal with students issues and to orient them.</li> <li>3. Parents were also invited for events such</li> </ol>

	as the Annual Day Celebration.
<b>4. Strengthening of Research Activities</b>	<ol style="list-style-type: none"> <li>1. Developments motivated for initiating research project.</li> <li>2. Lectures held to developed research aptitude students.</li> <li>3. Students motivated and encouraged to opt for research project as a part of curriculum, where a choice was available.</li> <li>4. Faculty given leave to attend the seminars.</li> </ol>

*\* Attach the Academic Calendar of the year as Annexure.*

**Academic Calendar enclosed as Annexure I**

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

AQAR was accepted by the G.B. with some modifications
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## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2	Nil	Nil	Nil
UG	2	Nil	Nil	Nil
PG Diploma	2	1	Nil	Nil
Advanced Diploma		Nil	Nil	Nil
Diploma		Nil	Nil	Nil
Certificate (Basic Computer Course)	1	Nil	Nil	
Others (H.S. Arts)	1	Nil	Nil	Nil
<b>Total</b>	<b>7</b>	<b>1</b>		
Interdisciplinary	Nil			
Innovative	Nil			

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/<sup>√</sup> Elective option / Open options (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	No
Annual	1 (For H.S.)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
**(On all aspects)**

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

No
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	14	10	4	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	Nil	6	Nil	Nil	Nil	Nil	Nil	Nil	Nil	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	40	15
Presented papers	2	30	14
Resource Persons	x	x	x

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Whatsapp group, Face book group, institutional portal, mentoring system, fully adopted for innovative teaching-learning process.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Final	221	Nil				71.04%
B.Com Final	24					87.5%
PG	114					62.28%
PGDCA	35					28.57%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Talks and workshops organised for the faculty and staff members.
2. Digitalization of library through Web OPAC system in progress.
3. Feedback sought from the students on infrastructural facilities, resource support and various other facilities available in the college.
4. Teachers motivated towards the use of ICT and smart boards in the teaching process.
5. Result analysis done by each of the department and monitored by IQAC and academic committee.
6. Teacher In-charges are requested to submit a tentative plan for teaching/action for each semester.
7. Feedback was sought from faculty members with regard to the completion of 50% of the syllabus prior to mid-semester exam.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	x
UGC – Faculty Improvement Programme	x
HRD programmes	x
Orientation programmes	x
Faculty exchange programme	01
Staff training conducted by the university	x
Staff training conducted by other institutions	x
Summer / Winter schools, Workshops, etc.	x
Others	2

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	Nil	Nil	1
Technical Staff	1	Nil	Nil	1

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

A Research Committee has been formed by the IQAC of the College and a number of faculty members have been motivated to do research work such as Ph D, M. Phil, Major and Minor Research Project and so on. The college has a mechanism of its own research motivation programme for students and faculty members of the college. The college research committee conducted own research project including with active participation of meritorious student guided by the senior faculty members. The expenditure of the project provided by the college its self from its corpus fund constituted by own resource mobilization by the college. The aim of these projects are to create and academic research environment in the campus.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2	2	Nil
Outlay in Rs. Lakhs			Rs. 4,49,440/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	No	No	No
Non-Peer Review Journals	No	No	2
e-Journals	No	No	No
Conference proceedings	No	4	No

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	X	X	X	X
Minor Projects	18 Months	UGC	3,25,000/-	2,20,000/-
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	6 Months	B.H.B College	20,000/-	20,000/-

Students research projects <i>(other than compulsory by the University)</i>	6 Months	B.H.B College	10,000/-	10,000/-
Any other(Specify)	X	X	X	X
Total			3,55,000/-	2,50,000/-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	x	x	1	x	1
Sponsoring agencies					B.H.B. College, IQAC

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil



3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1 (Ph D)	X	X	U.P	Banarash University	X	X

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other



### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The College believes in providing value based education to students. Divinity society conducts many such extension activities. The college organized the annual Cricket Match competition with Sarupeta Cricket Club/sports association on the 1<sup>st</sup> July the foundation day of the college. This is an outreach activity promoting humanitarian values. The activity involves students across various age levels and from a spectrum of schools, college and neighboring young fraternity.

- NSS Volunteers participated in sapling plantation, blood donation camp and various cleanliness programme.
  - NSS Day was celebrated on 25<sup>th</sup> September 2017 by the participation of NSS volunteers in cleanliness drive.
  - NSS and NCC Unit of college celebrated social „Awareness Week“ from 6<sup>th</sup> to 11<sup>th</sup> June 2017 wherein activities, such as movie screening for gender sensitization, workshop related to road safety and slogan writing competition were held.
  - The Department of Political Science organised a picture interpretation competition based on the theme of „Swachh Bharat“, sustainable environment, development- induced destruction of nature. The participants were supposed to give their interpretation of a set of paintings and art works.
  - On the occasion of Constitution Day, a lecture was organised on the importance of „Fundamental Duties“.
  - On 8<sup>th</sup> September, 2017, Essay Writing Competition was organised on the topic „What Will I Do For Cleanliness“, keeping up with the spirit of Swachh Bharat Campaign.
  - A poster making competition was held on 30<sup>th</sup> October, 2017 on the theme of “Beti Bachao Beti Padhao” in order to sensitize and spread awareness.
- a) A free medical check-up camp was organised on 18 August 2017.
- b) A workshop on spoken English was organised on the college premises on 3 November 2017.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.24 Acres	Nil	State Govt.	9.24 Acres
Class rooms	25	2	UGC + State Govt.+ College Fund	27
Laboratories	2	Nil	UGC	2
Seminar Halls	2	Nil	UGC + State Govt.	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	15(12 comp., 3 Xerox Mach., 1 Projector, 1 Smart Board)	4 (3 comp. set, 1 Printer)	UGC	19
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.1,05,780/-	UGC	
Others				

#### 4.2 Computerization of administration and library Administration

Library Automation has been completed. INFLIBNET and other facilities are in progress.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9,910	Rs.5,39,122/-	1331	Rs.76,940/-	11,441	Rs.6,16,062/-
Reference Books	1378	Rs.21,000/-	690	Rs.18,118/-	7,078	Rs.39,118/-
e-Books			25			
Journals	1	Rs.40/-	3	Rs.1,800/-	4	Rs.1,840/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	1	5	X	X	3	12	Office S/W-2
Added	1	X	X	X	X	1	2	Library S/W -1
<b>Total</b>	<b>47</b>	<b>1</b>	<b>5</b>	<b>X</b>	<b>X</b>	<b>4</b>	<b>14</b>	<b>3</b>

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The I.T. cell of the college supports the teaching faculty in the handling of attendance and assessment record. There is an interactive MIS in the college. Support is rendered for correcting information subsequent to student feedback. Network Resource Centre is fully functional with four computers with internet access. Every department has a computer with internet connection. Students often make use of power point presentation of their papers in departmental seminars.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 50,000/-
ii) Campus Infrastructure and facilities	Rs. 2,75,000/-
iii) Equipments	Rs. 16,000/-
iv) Others	Rs. 9,000/-
<b>Total :</b>	<b>Rs. 3,12,000/-</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information about student support services and phone book is provided on help desk at the time of admissions.
- Circulars and details of support services like scholarship and placements are displayed regularly on notice board.
- Social Media (Facebook, Whatsapp groups, Linked In etc) is also used to enhance awareness among students.
- The College Union Body celebrates Union Day to strengthen the role of students in college activities and decision making. Elected union members communicate the information regarding students support services to all students of the college on regular basis.
- Regular meetings are held to provide this information and to take suggestions and feedback from students.
- Parents Teacher Meeting is also a platform where students as well as their parents are informed about the same.
- The college has the practice of publishing updated prospectus every year.
- Students who are economically poor are provided with financial assistance in order to reduce The dropout rate

#### 5.2 Efforts made by the institution for tracking the progression

Department wise alumnae meet were organised to collect alumnae"s present working and educational status and also to collect their feedback about different aspects of the college.

Active participation of alumnae on social media platform created by college, especially the Facebook and whatsapp.

Alumnae of the college are regularly invited for talks, to interact with students and to take part in different functions of the college like Sports Day, Annual Day etc. In this way their progression is regularly monitored on one to one basis.

Linkages created with different organizations also provide an opportunity to keep in touch with its alumnae who were placed there through on campus and off campus placements.

The career counselling cell of the college actively prepares the students for recruitment.

Serious counselling is also offered to the prospective students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
905	87	.	HS - 594 PGDCA- 36

#### (b) No. of students outside the state

Nil

Nil

Men	No	%	Women	No	%
	406	44.86%		499	55.14%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
439	18	123	79	x	659	619	23	144	119	X	905

Demand ratio = 1:1 Dropout % =0%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching classes for competitive examinations were held under the guidance of the Career Counselling Cell of the college.

No. of students beneficiaries 61

5.5 No. of students qualified in these examinations

NET	<input type="checkbox"/>	SET/SLET	<input type="checkbox"/>	GATE	<input type="checkbox"/>	CAT	<input type="checkbox"/>
IAS/IPS etc	<input type="checkbox"/>	State PSC	<input type="checkbox"/>	UPSC	<input type="checkbox"/>	Others	<input type="checkbox"/>

5.6 Details of student counselling and career guidance

➤ **Efforts by Placement Cell:-**

- A week long employability workshop was held between 5<sup>th</sup> March to 10<sup>th</sup> March 2017, during the mid-semester break.
- Placement Cell organised extended support for recruitment by reputed organisations such as Maruti Suzuki, Bongaigaon, etc.

➤ **Departmental Initiatives**

Various departments organised career guidance and counselling sessions. Given below are the details of the same:-

- Sanskrit Department organized a career counselling session on 21<sup>st</sup> March 2017 by Dr. Diptimani Goswani HOD of Sanskrit Department to make the students aware of the opportunities of employment.
- Commerce Department held a session by Mr. Jayanta Sarkar, Cost Accountant on 28<sup>th</sup> March, 2017.
- Department of Mathematic, Statistics and Computer Science organised a series of talk on career guidance, such as
  - „Career Opportunities and Prospects in Mathematics Sciences by Mr. Madan Ch. Kakati Assistant Professor, HOD department of Mathematics.
- Political Science Department organised career counselling workshop on February 2<sup>nd</sup>, 2017 where they invited eminent personalities from various fields.
- Counselling of the students is made periodically by the counselling and career guidance cell of the college.
- Information regarding employment opportunities for students is provided regularly

No. of students benefitted

15



## 5.7 Details of campus placement

<b>On campus</b>			<b>Off Campus</b>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	29

## 5.8 Details of gender sensitization programmes

1. On 20<sup>th</sup> March 2018, a talk on Gender Equality & Women Empowerment was organized by Women Cell. Miss Rina Rani Deka vice principal was the speakers. The talk was on women's equal participation in all areas of life with a strong focus on increasing women's participation in leadership position.
2. An inter-class Poster making competition on „Participation and Ending Violence against Women's was also held.
3. In order to spread awareness regarding sexual harassment, a talk was organised on 20<sup>th</sup> September, 2017 in the college premises with three honorable guest speakers Dr. Amiya Mahanta (Retired Associate Professor). The main objective of the talk was to sensitize students on gender issues and to inform them about sexual harassment and mechanisms to cope with any such problem.
4. College organizes various visits to conferences & symposium to enrich the students & make them aware.
5. Poster making competition was organized on the topic “Beti Bachao Beti Padhao” on 30<sup>th</sup> October, 2017 in the college premises.
6. Department of Political Science released its newsletter dedicated to women empowerment.
7. Celebration of Women's Day on 8<sup>th</sup> March 2017.
8. *Women's Cell* of the College conducted a 21 day training programme in Karate for self-defence in the month of September 2017.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Iniversity level  National level  International level



#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	15000/-
Financial support from government	175	9,40,280
Financial support from other sources		
Number of students who received International/ National recognitions	X	X

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Institute has a mechanism for delegate authority and providing operational autonomy all the various functionaries to work towards decentralization governance system. Principal level: Governing body delegates all the academic and operational decisions based on policy to the various mentoring committees headed by the Principal in order fulfill the vision and mission of the college.

Faculty level: Faculty members are given representation in various committees and cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in-charge of various academic co-curricular and extra curricula's activities. They are given authority to conduct seminars/workshop/conferences.

Students level: Students are engaged to play an active role as member of Co-curricular activity cells to develop their leadership quality.

Vision: The College sincerely believes that through proper implementation of the future plans, it will be fully equipped in the coming years to meet the challenges in higher education in the fast changing society of the present century and contribute significantly to the emerging knowledge based economy of the day.

Mission: True to its original objectives, the college aspires to open up avenues of opportunities for poor and economically and socially backward students.

In line with the changing scenario of education, the college desires to introduce and update courses of studies relevant to the present day needs.

#### 6.2 Does the Institution have a management Information

System? No

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

B.H.B. College is a affiliated to the GU Assam and follows the curriculum scheme and syllabus of the affiliating university. However the college has developed modules to enhance the Teaching learning experience beyond the university syllabus. These initiative including.

- (a) The colleges has one UGC sponsored skill oriented programme namely Early Child care, The College also offers a certificate course of its own namely knitting and cutting for girls. The college offer Yoga training to students, faculties, staff and general people through its Patanjali Yoga Centre which is many for four year.

(b) Value added programs delivered through workshop are regularly conducted.

These programs go beyond syllabus and aim to impart knowledge and skills in various areas.

C. To widen the horizon of the students and exposing them to research the college has adopted a students oriented own departmental research programme guided by senior faculties for students, funded by the college. The preparation of curriculum is the sole responsibility of the university. The college, at best, can put forward suggestions through proper forum for modification of the curriculum.

### 6.3.2 Teaching and Learning

The teaching learning outcomes are monitored on regular basis both at the department and college level. Review of the course contents by the departmental heads before starting the teaching learning in the class room and field visits are frequently organized.

The college lays special emphasis on the slow learners through student mentorship programme and special lecture classes with a one to one interaction conducted regularly. The College has started online consulting mechanism through modern social media like Face book Group & WhatsApp group from the year 2016-17.

Surprise review of lecture delivery system by the principal and Heads of the departments. Review of the lessons at the end of the lecture by question answer sessions. Students feedback through mentors and directly to the academic committee to improve teaching learning to overcome the lacunae. Parents feedback on teaching learning programmes students are encouraged to participate guided by faculty to ever present papers in Local/National/International conferences. (Through its own portal developed by the B.H.B. College.) Special tutorial classes are arranged for slow learners. Imparting pragmatic folk culture of Bodo students to other students.

### 6.3.3 Examination and Evaluation

Three internal assessment examinations are conducted for each semester. This forms the basis for the internal assessment marks to be sent up to the university for inclusion with the annual University examination result. The final Examination papers duly coded examinations are sent to external examiners for evaluation.

Examination are well planned and well conducted under CCTV surveillance.

Weak students finding difficulty in grasping the course contents are allotted extra assignments and tutorials. Sessional examinations are held as per Semester System.

Examination committees are constituted from time to time for different examinations to conduct the final as well as internal examinations.

There is an academic committee headed by senior professor of the college to monitor the academic progress of the college

#### 6.3.4 Research and Development

There is special emphasis on promotion of quality academic research at our College. This is made possible by allocation of funds for research in the annual budget of the college. This is used for supporting selected students and departmental research projects financially. The allocation for the financial year (50,000.00).

A special social science Research Methodology programme has been conducted by experts from university for both faculty and students before the start their dissertation work. The college has a research committee which is active in promoting research related activities on the campus. The central library of the college has a copious no. of reference books conducive to doing research work. The staff of the college is encouraged to do research work including major and minor projects sponsored by UGC.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT plays a major role in all academic activities of the college. The library housed in a spacious building has all the facilities to cater to the needs of the increasing number of students in the college. The reading room attached with the main building of the library has computers and e-books to meet the academic needs of the students. Xerox copiers in the library come in handy for copying study material from rare reference books.

1. Library: To enrich the library the following practices are followed
    - (a) As an institutional policy the library encourages procurement of a large number of titles rather than a large number of volumes of a title. Presently this number is with many more books to be added in the current financial years. The new books are procured based on recommendations from all the departments with a fair distribution across all specialties.
    - (b) Availability of digital materials in digital library.
  2. ICT Usage of ICT
    - (a) In Teaching learning process: 03 LCD projectors are installed at classrooms, seminar rooms' availability of course materials on internet for ready references; Wi-Fi enabled campus.
    - (b) In administration: Library; fees, admission biometric employee attendance system, attendance monitoring of students through CCTV.
  3. Infrastructure / Instrumentation:
    - (a) Infrastructure as per regulatory body is established.
    - (b) A total of 35 Computers are operation which includes 30 computers which are present in computer lab of B.H.B. College for students to access to internet which makes Teaching learning effective.
- A total 15 Laptops are used for departmental purpose in each department of the college.

### 6.3.6 Human Resource Management

The college has policies and process for Human Resource Management. B.H.B. College has a complete Human Resource Team that takes care of the recruitments payrolls appraisals and all Human Resource related issues accordance with the Government and UGC guidelines. Human Resource team is also involved in providing several benefits to employees eg. the employees are honoured with award on completion of 10 years service Excursions for staff are being organized by Human Resource team for including sense of togetherness among staff members. Monetary loans are being provided to staff who are need. There was recently a tobacco cessation campaign held for employees of B.H.B. College campus with an aim to Tobacco free campus.

### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment are carried out in line with the rules and regulations of the University of Gauhati as well as with the statutory orders of the Government of Assam in addition to the guidelines of the University Grants Commission.

6.3.8 Industry Interaction / Collaboration: NEILET Govt. of India

6.3.9 Admission of Students

An admission committee comprising the staff of the college is formed to take care of admission of students. Selection is done generally on the basis of merit. Individual departments conduct special tests to select major students. As the college is located in a rural and backward area, poor students, women students and students belonging to SC/ST/OBC/MOBC/ Minority students are given preference.

The Contact Centre of The Institute of Distance Education and Open Learning (IDOL) of Gauhati University in the College provides access to higher education as per G.U. guidelines. A large number of students get admitted to various courses and the demand for the courses is on the rise.

6.4 Welfare schemes for

Teaching	Saharjya Nidhi, B.H.B. College
Non teaching	Saharjya Nidhi B.H.B. College
Students	Student Aid Fund, B.H.B. College

6.5 Total corpus fund generated

50,000.00

6.6 Whether annual financial audit has been done Yes  No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes	√	IQAC
Administrative	Yes	Yes	√	Authority

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes     No

For PG Programmes      Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination

Reforms? No

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent

colleges? No

6.11 Activities and support from the Alumni Association

The Alumni Association is very active offering constructive suggestions for the progress and development of the college.

6.12 Activities and support from the Parent – Teacher Association

A meeting of Parent-Teacher Association was held on 15 February 2014.

6.13 Development programmes for support staff

The support staff of the college got trained in Secretarial Practice.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. The college takes effective measures to make the campus eco-friendly.
2. Environmental awareness programme is a regular feature in the academic life of the college.
3. Our college is situated in a pollution-free zone with greenery. Fishing and farming are added activities that make the campus eco-friendly.
4. Garbage is dumped in dustbins in the campus. The approach roads are full of trees and shrubs on either side. A park like garden in front of the administrative block is an additional attraction.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The Academic Committee has chalked out a plan for inter-disciplinary lectures and talks. As part of this, faculty of the college will address the students of other departments on various topics.
2. Study plan of individual faculty taken at the commencement of semester.
3. Career counselling & opportunities of higher education for every course and subject.
4. Department Alumnae meet organized to strengthen the relation between college and its Alumnae.
5. A socio-economic survey was conducted by the Department of Statistics.
6. A workshop on report writing was organised by the Department of Economics.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Department and societies submitted proposed activity calendar.
2. Feedback sought at regular interval regarding plans submitted
3. Support (infrastructural, etc.) provided for all the intended activities (seminars, conferences, etc.)
4. Office bearers of Alumnae Council were elected.
5. Field visits and excursions organised by various departments.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Improving the standards of Teaching, learning and Evaluation.
2. Clean campus.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Field Excursions were organised to Manas National Park, Deepor Bill and Kaziranga National Park. Students interacted with the experts.

Department of Philosophy championed the cause of the protection of the natural environment through tree plantation & related activities.

On 8<sup>th</sup> September, 2017 an Essay Writing Competition on the topic „What I Will Do For Cleanliness was organized.

20 NCC cadets participated in the day long sanitation campaign of District Administration, Barpeta on 15<sup>th</sup> August 2017

College is also in the process of implementing a new policy with the goal to transform the campus as a plastic free zone.

Environmental awareness programmes are a regular feature in the academic life of the college.

World Environmental Day (5 June) was celebrated during the session. Lectures on environmental awareness and planting of saplings marked the occasion.

Decision was taken to make the campus free from the use of tobacco and plastic products. Cleanliness drive was initiated to keep the campus spick and span.

7.5 Whether environmental audit was conducted? Yes  No

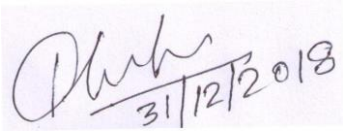
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### **8. Plans of institution for next year**

1. Up gradation of ICT in teaching learning and administration through workshop and training programme.
2. Department Academic Audit
3. Strengthening Internal Quality Assurance Cell activities.

**Name: Mr. Phanidhar Mech**

**Name: Dr. Birinchi Kumar Das**



Phanidhar  
31/12/2018



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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

**Co-ordinator  
IQAC,  
B.H.B. College  
Sarupeta**

**Principal  
B H B College, Sarupeta**

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# ANNEXURE I

## ACADEMIC CALENDAR

B.H.B. College

### Academic Calender

B.H.B. College, Sarupeta

(July 2016 to June 2017)

Months/Year & Dates	Class Days/Working Days/ Examination Days/Holidays	Academic & other Activities	
<b>July/ 2016</b>			
1-2	Working days	Celebration of College Foundation Day	
3	Sunday		
4-5	Working days	Summer Vacation	
6-7	Eid-ul-Fitre (Holiday)		
9	Working days		
10	Sunday		
11-16	Working days		
17	Sunday	Commencement of odd semester classe from 1st August	
18-23	Working days		
24	Sunday		
25-30	Working days		
31	Sunday		
<b>August/2016</b>			
1-6	Working days/ Class days		
7	Sunday		
8-13	Working days/ Class days		
14	Sunday		
15	Independence Day (Holiday)		
16-20	Working days/ Class days		
21	Sunday		
22	Tithi of Sri Sri Madhab Dev (Holiday)		
23-24	Working days/ Class days		
25	Janmastomi (Holiday)		
26-27	Working days/ Class days		
28	Sunday		
29-31	Working days/ Class days		

# B.H.B. College

## September/2016

1-2	Working days/ Class days	Students Union Body Election of the colleges be held within 2 months of completion of admission.
3	Tithi of Shrimanta Shankar Dev (Holiday)	
4	Sunday	
5-10	Working days/ Class days	
11	Sunday	National Semener
12	Id-Uz-Zuha (Holiday)	
13-17	Working days/ Class days	
18	Sunday	
19-24	Working days/ Class days	
25	Sunday	
26-30	Working days/ Class days	

## October/2016

1	Working days/ Class days	Educational Field Trip be arranged in the first half of October
2	Sunday Gandhi Jayanti (Holiday)	
3-6	Working days/ Class days	Publication of College Magazine be made before Puja Holidays
7-15	Durga Puja, Lakshmi Puja, Muharram (Holoiday)	
16	Sunday	National Semener
17	Kati Bihu (Holiday)	
18-22	Working days/ Class days	
23	Sunday	
24-28	Working days/ Class days	
29-30	Kali Puja & Dewali (Holiday)	
31	Working days/ Class day	

## November / 2016

1-5	Working days/ Class days
6	Sunday
7-12	Working days/ Class days
13	Sunday
14	Guru Nanak's Birthday (Holidays)
15-19	Working days/ Class days
20	Sunday
21-26	Working days/ Class days
27	Sunday
28-30	Working days/ Class days

## December / 2016

1	Working day/ Class day	End Semester Exam be completed
2	Asom Divas (Sukapha Divas) (Holiday)	
3	Working day/ Class day	

4	Sunday	
5-10	Working days/ Class days	by 15 <sup>th</sup> December and
11	Sunday	will be followed by evaluation cum
12-17	Working days/ Class days	semester break upto 10 <sup>th</sup>
18	Sunday	
19-24	Working days/ Class days	January-
25	Christmas Day (Holiday)	
26-31	Working days/ Class days	
<b>January /2017</b>		
1	Sunday	
2-7	Working days/ Class days	Annual College week be held in the
8	Sunday	last part of January. Commencemen
9-14	Working days/ Class days	t of even semester classes be from
15-17	Magh Bihu, Silpi Divas (Holidays)	12 <sup>th</sup> January.
18-21	Working days/ Class days	
22	Sunday	
23-25	Working days/ Class days	
26	Republic Day / GU Foundation day (Holiday)	
27-28	Working days/ Class days	
29	Sunday	
30-31	Working days/ Class days	
<b>February / 2017</b>		
1	Saraswati Puja (Holiday)	
2-4	Working days/ Class days	
5	Sunday	
6-11	Working days/ Class days	
12	Sunday	
13-18	Working days/ Class days	
19	Sunday	
20-25	Working days/ Class days	
26	Sunday	
27-28	Working days/ Class days	
<b>March /2017</b>		
1-4	Working days/ Class days	
5	Sunday	Departmental Seminars
6-11	Working days/ Class days	
12-13	Dol-Yatra (Holi) (Holidays)	
14-16	Working days/ Class days	
17	Good Friday (Holiday)	

## **ANNEXURE- II A BEST PRACTICES**

Improving the Standards of Teaching, learning and Evaluation

### GOAL

To improve the quality of teaching, learning and Evaluation.

### CONTEXT

The quality of Education and excellence of an institution is directly linked with the quality of output of its students in different spheres. An institution acquires a distinctive characteristic through the quality of teaching. It is therefore important to improve the standard of teaching, learning and evaluation.

### PRACTICES

Pedagogy does not aim at merely rote learning or comprehension, but effective learning through Audio- visual aids and other modes of ICT

- Field trips and Excursions.
- Industrial Interaction.
- Case studies.
- Paper presentation and group projects.
- Use of films and film analysis.
- Academic Enrichment programs like interaction with resource persons from outside the institution who are experts in their field of study.
- Mid semester examination at college level.
- Inter- College and Intra College contests
- E.-newsletters of departments.

### EVIDENCE OF SUCCES

Such practices have positive effect on students all round development and academic performance in particular.

### PROBLEM

These practices basically involve the teaching fraternity. Their initiatives have a few impediments which need to be overcome. Provision is required for teaching aids and technology.

#### **Contact Details:**

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## **ANNEXURE- II B BEST PRACTICES**

### Practice 2

#### 1. Title of the Practice

#### **CLEAN CAMPUS**

#### 2. Goal

This practice aims at keeping the college clean. The true intention is to put an end to littering and the use of plastic carry bags and other rubbish. This practice will give the students an opportunity to understand the importance of keeping the surroundings clean. Once they leave college, this practice will be adopted by society thus leading to a clean India.

#### 3. The Context

With enormous stress put on environmental protection in the present context, the college has to follow suit taking effective measures to keep the environment clean. The result is the introduction of this practice.

#### 4. Practice

The Social Service wing of the Students' Union of the College has the habit of keeping the campus clean on special occasions. Now with more emphasis on cleanliness on the campus, more cleanliness drives are launched. Rubbish bins are placed for throwing waste material into them.

#### 5. Evidence of Success

The practice has made the college campus quite clean. Littering has come down significantly. If someone leaves litter on the college campus, senior students advise them to throw them into the rubbish bins. The college campus is now kept spick and span.

#### 6. Problems Encountered and Resources:

This practice is now very popular among students. The only problem is with funding required for the purpose of keeping the college clean. Moreover, in case of some students old habits die hard. They litter waste in spite of advised not to do so.

#### **Contact Details:**

#### **Contact Details:**

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