

**THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
2017-18**

**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

(For Affiliated/ Constituent College)

Institution Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible result achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution

• Name of the Head of the institution:

• Designation

• Does the institution function from own campus:

• Phone no./ Alternate phone no.:

• Mobile no.:

• Registered e-mail:

• Alternate e-mail:

• Address :

• City/Town :

• State/UT :

• Pin Code :

2. Institution status:

• Affiliated / Constituent : **Affiliated**

• Type of Institution: Co-education/Men/Women Co-education

• Location : Rural/Semi-urban/Urban : **Rural**

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) : **UGC 2(f) and 12 (B)**

- Name of the Affiliating University:

- Name of the IQAC Co-ordinator :

- Phone no.

:

Alternate phone no.

- Mobile:

- IQAC e-mail address:

- Alternate Email address:

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? Yes. Not uploaded in Website

Yes/No....., if yes, whether it is uploaded in the Institutional website:
Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	74.25 (Institutional score)	2004	From: 2004 to 2009
2 nd	B++	2.78	2016	From: 2016 to 2021
3 rd				From: to
4 th				From: to
5 th				From: to

6. Date of Establishment of IQAC: **21-03-2002**

DD/MM/YYYY:

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	participants/beneficiaries
Academic Meeting	6 December, 2016 (Duration 1 p.m. to 3 p.m.)	14
Internal IQAC Meeting	21 March, 2017 (2 p.m. to 4 p.m.)	12
Academic Meeting	1 September, 2017 (1 p.m. to 3 p.m.)	17

8. Provide the list of funds by Central/ State Government

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
B.H.B. College, Sarupeta	GDA	UGC	2017-18	8,70,000/-
B.H.B. College, Sarupeta	National Seminar	UGC	2017-18	91,200/-
B.H.B. College, Sarupeta	National Seminar (Final installment)	UGC	2017-18	9,600/-
B.H.B. College, Sarupeta	National Seminar (Final installment)	UGC	2017-18	19,200/-
B.H.B. College, Sarupeta	National Seminar (Final installment)	UGC	2017-18	25,000/-
B.H.B. College, Sarupeta	Infrastructure Development	Assam Govt.	2017-18	12,70,000/-
B.H.B. College, Sarupeta	Students' Excursion	Assam Govt.	2017-18	1,00,000/-
B.H.B. College, Sarupeta	WIFI facility	Assam Govt.	2017-18	50,000/-
B.H.B. College, Sarupeta	Skill development	NIELIT	2017-18	92925/-
B.H.B. College, Sarupeta	Students' Excursion	Assam Govt.	2017-18	1,00,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 2

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No: No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount: **Year**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* **IQAC works towards improving the academic quality of the college.**

* **IQAC is working endlessly with nearby schools and villages adopted by the college for developing general awareness and academic improvement.**

* **Feedback by faculties as well as students to improve academic quality of the college.**

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Students training programme for competitive exam	Regular Classes, Mock test, conducted for competitive exam
Frequent Alumni interaction with faculties	Evolved better planning for future academic environment
Promoting internal research environment	Organized workshop on Research methodology by Research committee

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the Statutory body: Governing Body Date of meeting(s): 28 September, 2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2017-18

Date of Submission: 09-04-2018

17. Does the Institution have Management Information System? **No**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation.
Explain in 500 words

The curriculum of the regular courses of study in the College is designed by Gauhati University to which the College is affiliated.

At the beginning of every new semester session, the Principal takes stock of the requirements holding meetings with the staff of the College especially with the heads of various departments.

The academic action plan of the College in line with the academic calendar of the University of Gauhati is made ready for implementation.

The events planned in advance are time bound and there is no scope for delay.

The heads of various departments distribute the course of study among individual teachers and the members of the staff make a lesson plan in consultation with the respective departmental heads and put the same into action.

Classes are chalked out for slow learners and their progress is regularly monitored. Remedial measures are a regular feature in the academic life of the institution.

Individual departments maintain work diary for keeping track of the execution of curricular, co-curricular and extra-curricular activities.

Curriculum provides a framework for the college's core- Teaching and learning. This policy promotes a transformation from institution or content driven curriculum to learning centered curriculum and purposefully places learning at the forefront of all curriculum development and renewal activity. Clearly articulated programme and course learning outcomes support this learning centered curriculum. The curriculum committee is a joint committee responsible for the process of mutual agreement regarding curriculum matters. The Heads of all the departments prepare policies and guidelines after discussing the pros and cons of each.

This academic committee strategizes the best methods to successfully implement the curriculum. Effective delivery of the curriculum is ensured by active implementation of the time plan.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil	Nil	Nil	Nil	Nil	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
ASOS 0018	27-06-2017	H.S. Level Course	27-06-2017		
D. EL. Ed 471805031	14-03-2018	Training for elementary teachers	14-03-2018		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	NIL	NIL	NIL	NIL	NIL
Already adopted (mention the year)					
Students enrolled in Certificate/ Diploma Courses introduced during the 1.2.3 year					
No of Students	Certificate		Diploma Courses		
NIL	NIL		NIL		

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
i) Early Childcare	i) 12.07.2015	i) 30
ii) Knitting and Cutting	ii) 05-01-2004	ii) 35
iii) Yoga training	iii) 15.06.2010	iii) 85
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
Credit facility for development of Agriculture of Assam. A case study in	45	

Barpeta District				
1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>The development of any institution heavily depends upon a well-functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. B.H.B. college has been practicing feedback system covering all the stake-holders including staff, students, Alumni, employers and parents, to help the individual employees and organization as a whole to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools and students' assessment outcomes are discussed for taking improvement measures.</p> <p>Students: The students' feedback on the staff finds a place in the performance appraisal scoring system of the individual faculty member and the same is evaluated.</p> <p>Faculty: The institute has made it a practice to conduct all faculties meeting periodically where the ways and means of enhancing the curriculum, academic discipline, teaching learning process, Research and Extension activities are debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation.</p> <p>Alumni: As the Alumni is found to be the brand ambassador of our institution, the feedback of the Alumni is taken with due considerations. Our institution enjoys a strong and healthy association with the Alumni. A formal exit feedback is conducted by the Alumni association regularly. Their suggestions are considered for positive performance and scope for improvement.</p> <p>Parents: As our important stake holders of this system, the parents' feedback is also obtained and analyzed. Some of the parameters accommodated in the parents' feedback include quality of teaching students, discipline, Sports facilities, Lab Facilities, examination system, students' activities etc. Their feedbacks are also given due consideration.</p>				
CRITERION II -TEACHING-LEARNING AND EVALUATION				
2.1 Student Enrolment and Profile				
2.1. 1 Demand Ratio during the year 2017-18				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	

UG	500	330 (B.A. 1 st Sem)	330 (B.A. 1 st Sem)
UG	50	26 (B.Com 1 st Sem)	26 (B.Com 1 st Sem)
UG	500	304 (B.A. 3 rd Sem)	304 (B.A. 3 rd Sem)
UG	50	29 (B.Com 3 rd Sem)	29 (B.Com 3 rd Sem)
UG	500	178 (B.A. 5 th Sem)	178 (B.A. 5 th Sem)
UG	50	28(B.Com 5 th Sem)	28 (B.Com 5 th Sem)
PG (IDOL)		34	34
PGDCA		20	20
UG (KKHSOU)		127	127

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	812 (BA)		30 (Sanctioned & Non-sanctioned)	Nil	
2017-18	83 (B.Com)		02 (Non-sanctioned)	Nil	

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
20 (Sanctioned) + 10 (Non-sanctioned)	8	LCD Projectors	3	3	(i)Own portal (ii)Whatsapp group (iii)Facebook group

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has introduced students mentoring system from the year 2016-17. Mentoring is used as medium to transfer knowledge and skills from mentor to the students. It primarily focuses on student and faculty relationship. Mentoring of student is an essential feature of the college to render equitable service to all our students having varied backgrounds.

Main aims of students mentoring system are-

- (1) To enhance the contact hours between student – teacher
- (2) To minimize student drop-out rates.
- (3) To render equitable service to students.

The system was promptly and effectively put into practice after mentoring system had been first introduced in this college in 2016.

Mentoring system has been useful in identifying slow-learners and advance learners based on the requirement deduced through a careful examination of each mentor's report, the college has organized several remedial classes in the identified subjects for slow-learners. The IQAC of this college has taken the initiative of implementing the mentoring of the students of this college. Students are divided into groups of 12-16 depending on the number of students. Each group is assigned a teacher mentor who would perform mentoring duties. With a wide variation in the student population in regard to educational and economic background, the system promises to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method for mitigating cases of those students who are vulnerable to dropping out from studies. The interactions with the mentees help the mentors to have a comprehensive record of their curricular and co-curricular activities and problems. It also helps the mentors to give them a descriptive certificate at the end of the course. The teacher collects personal information from his/her wards. The teacher takes care so as not to touch sensitive issues and does not force any information out of his/her wards. The teacher meets his/her wards informally outside class hours. Students are guided regarding their carrier options.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
812 (B.A.)	B. A. -- 20 (Sanctioned) + 10 (Non-sanctioned) = 30	1:27 (B.A.)
83 (B.Com)	B. Com. – 02 (Non-sanctioned)	1:41 (B.Com)

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph. D
21	20	1	5	8

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	N/A	N/A	N/A

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.A./B.Com.		6 th Semester	May, 2018	05-07-2018
PG (Distance)	PG (Distance) PGDCA (Distance)	4 th Semester 2 nd Semester	August, 2018 August, 2018	

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

B.H.B. College is affiliated to Gauhati University and follows the syllabus laid down by the university. We follow a number of guidelines and methods to carry out a continuous evaluation system at the institutional level. This allows the students to understand each concept individually as well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, various assessments in the form of class tests, tutorials, and seminars are conducted. Teachers have a detailed discussion of the topic as per the university question format and give the students a clean understanding of what to expect. Students are made aware of evaluation process through orientation at the beginning of the course, an academic calendar with the continuous internal evaluation (CIE) dates is displayed on the college as well as department notice board. These tests allow the teachers to continuously assess the students to track their progress and identify slow and advanced learners. Evaluation is done in both theory and practical examinations. The assessment remains impartial and accurate. The performance of the students is monitored by the Head of the Department and necessary feedback is given to the principal and the concerned faculty members. The principal conducts review meetings department-wise to discuss the improvement of the students' performance. The institution is keen on monitoring the performance of the students and reporting it to the parents. Progress Reports are sent to the parents after each internal examination. Parents/Guardians are advised to note the performance of their wards and take remedial measures. Academic Cell recommends the visit

of the parents to the college for a discussion on the students. Remedial classes are conducted for the slow-learners, absentees and students who participate in sports and extra-curricular activities.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution ensures effective time management and timelines. It receives the University-given timeline and adheres to it. In the beginning of the academic year, academic calendar is published by the institution for the whole year, which gives a time plan for the curricular as well as the extracurricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same.

The college conducts assessments of the students in three different components -- theory, practical and viva-voce. The pattern and the mark distribution of all the components is as per the university format. They are mapped with their respective course outcomes that are stated in the beginning of the course. Their tests are conducted in every spaced out intervals to avoid pressurizing the students with too many examinations. An average of best of the three internal examinations is calculated to attain the final internal marks of the students. Their marks are also considered to decide the methods for teaching slow learner students and rectify their performance before the university final examinations.

Following the institution academic calendar every department creates internal calendars to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective departments. This is followed by deducing a day- to-day decision on topics and chapters. These topics and chapters are chosen keeping the upcoming CIE in mind. The timeline created allows the students to complete the given syllabus in the stipulated time. The students are given plenty of time before the examinations to prepare and practice their concepts. In any condition the academic calendar is followed by teachers of all departments.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No such measure has been taken so far. (We are planning to do so in the next year.)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
2017-18	UG Final Year			
A-15119 (UG)	Examination B.A.	167	138	82.63%
C-15119	B.Com	26	24	92.30%

PG 2017-18	PG Final Year Examination	55	18	32.72%
2017-18	PGDCA Final Examination	05	05	100%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nil (We are planning to do it in the next year)				
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CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	On Going	UGC	315000.00	Nil
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	18 months	College itself	20,000.00	2017-18
Students Research Projects (other than compulsory by the College)	6 month	College itself	14,000.00	2017-18
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
"Awareness about Intellectual Property Rights"	Dept. of Economics	05.08.2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	N/A	N/A	N/A	N/A
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name	Sponsored by		
1	B.H.B. College Incubation Centre	Alumni Association		
Name of the Start-up	Nature of Start-up	Date of commencement		
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National	International		
Nil	Nil	Nil		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)				
Name of the Department	No. of Ph. Ds Awarded			
Nil	Nil			
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Nil			
International	Nil			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department	No. of publication			
Assamese	4			
Political Science	4			
Philosophy	4			
Education	3			

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in the

					citations	publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level		National level	State level	Local level	
Attended Seminars/ Workshops						
Presented papers	1		22			
Resource Persons						
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities			Number of students participated in such activities	
Republic Day Parade	N.C.C.	2			20	
Independence Day Parade	N.C.C.	2			20	
Swachh Bharat Abhiyan	N.C.C.	2			80	
Security Service during Durga Puja Celebration	N.C.C.	2			80	
Social Service	N.C.C.	4			120	
Celebration of Surgical Strike Day	N.C.C.	10			180	
World Environment day	N.C.C.	15			400	
Unity Day	N.S.S.	18			200	
Cleanliness Drive on 14 August	N.S.S.	02			500	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity	Award/recognition	Awarding bodies			No. of Students benefited	
Nil	N/A	N/A			N/A	

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachh Bharat	NCC	Cleanliness drive in Railway Station	02	80
3.5 Collaborations				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Computer Literacy for SC/ST students	150	NIELIT	2 years	
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Nil				
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NIELIT	07-04-2017	Computer Literacy for SC/ST students	150/3	
CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
17,00,000/-		15,35,075/-		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities		Existing	Newly added	
Campus area		09.3 acres		
Class rooms		30	7	

Laboratories	02	
Seminar Halls	02	
Classrooms with LCD facilities	03	
Classrooms with Wi-Fi/ LAN	5	
Seminar halls with ICT facilities	2	
Video Centre	2	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1	
Value of the equipment purchased during the year (Rs. in Lakhs)	1,37,000/-	
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially		2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12054	622771	404	109327	12458	732098
Reference Books	2672	421339	80	25000	2752	446339
e-Books	NIL		02	1200	02	1200
Journals	NIL		04	4000	04	4000
e-Journals	NIL		02	1400	02	1400
Digital Database	NIL					
CD & Video	NIL		10	2000	10	2000
Library automation	YES					
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	44	1	5	5	1	2	14		
Added	6								
Total	50	1	5	5	1	2	14		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)			
..... MBPS /GBPS : NIL			
4.3.3 Facility for e-content -- NIL			
Name of the e-content development facility		Provide the link of the videos and media centre and recording facility	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Nil	N/A	N/A	N/A

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities /	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8,00,000/-	7,65,107/-	17,00,000/-	15,35,075/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>Library: The library is headed by the librarian, who is supporting by the supporting staff. Library is providing open shelf system for its users students need to present their valid photo ID for facilitating check out. They can borrow two books for seven days and faculty can borrow five books at. Library Timing – 9.00 am to 4.00 pm.</p> <p>The maintenance and upkeeping of the infrastructure facilities is carried out with the support of the infrastructure development and planning committee.</p> <p>Laboratory Equipment: The equipment in the laboratory is maintained by the HOD of the concerned department.</p> <p>Computer Software & UPS: The computers are maintained in the College by computer department (Information Technology system support group). This department provides the integrated IT services like smooth running of automation; up-gradation and maintenance of websites, biometric, hardware, networking equipment etc.</p> <p>Health Care: A Medical officer is available for any emergency treatment.</p>			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	ST, SC, OBC, MINORITY, ISHAN UDAY & SITARAM JINDAL SCHOLARSHIP	192	7,81,615/-
Financial support from other sources			
a) National	NIL		

b) International	NIL		
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5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Computer Literacy for SC/ST students (NIELIT)		07.04.2017	150	NIELIT	
YOGA Training		01.09.2018	85	College itself	
Self Defense Training for Girl Students		10.08.2018	60	College itself	
Counseling for slow learners students		10.10.2018	120	College itself	
5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Finishing School Training	80			
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
4		All received		1	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil			Nil		
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

2018	80	B.A.	i)English ii)Assamese iii)Education iv)Sanskrit v)Bodo vi)Economics vii)Philosophy viii)History ix)Pol.Sc. x)Commerce	i)Gauhati Uni. ii)IDOL (GU) iii)Bodoland Univ. iv)K.B.V.Sanskrit University v)USTM vi)KKHSOU	Post Graduate
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
i) Major games	Intra-institution	80
ii) Minor games	-do-	65
iii) Cultural	-do-	56
iii) Debate	-do-	14
iv) Quiz	-do-	24
v) Literary	-do-	12

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) -- NIL

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>There is a Students' Union in the college, constituted with representatives of the students elected following the Supreme Court directives. The Students' Union organizes various competitions in the fields of sports, debate, quiz, music, dance etc. among the students. The Union also organizes the Freshmen Social and College Week, which include cultural programmes and open meetings with invited speakers from the outside speaking to the students on various relevant issues. The Students' Union also organizes programmes on Independence Day, Republic Day, Gandhi Jayanti, birth and death anniversaries of various important personalities etc. so as to instil in the minds of the students a feeling of love for and dedication towards the nation. The office bearers of the Students' Union work as a team that inspires a team spirit among them. They act under the guidance of teachers who are given the responsibilities to look after various activities of the Students' Union. Some office bearers are involved in various committees and cells like I.Q.A.C., Academic Committee, RUSA committee, Planning Committee, Grievance Redressal Cell, Women Cell, Campus Beautification Committee, Gymnasium Committee, Yoga Training Committee, Seminar Committee, Cutting and Embroidery Committee, Gardening Committee, Canteen Committee, Fishery Committee, Anti Ragging Squad, Anti Tobacco Squad etc. In this way, the Union gets involved in the academic and administrative matters of the college.</p>						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
No. The college has an Alumni Association, which has not yet got registered under the Societies Registration Act, 1960. We propose to arrange registering the Association at the earliest.						
5.3.2 No. of registered enrolled Alumni:						
5.3.3 Alumni contribution during the year (in Rupees) : Rs. 20,000.00						
5.3.4 Meetings/activities organized by Alumni Association : 2 meetings						
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT						
6.1 Institutional Vision and Leadership						
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)						
<p>Institute has a mechanism for delegating authority and providing operational autonomy to all of the various functionaries to work towards decentralization of governance system.</p> <p>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 to fulfill the vision and mission of the college.</p> <p>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 extracurricular activities. They are given authority to conduct seminars/workshops/conferences.</p>						

Student level: Students are given opportunities to play an active role as members of Co-curricular activity cells to develop their leadership quality.

For effective implementation and improvement of the college following committees are formed.

(a) Academic Committee

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Dr. Durgeswar Barman
- (ii) Mr. Upendra Nath Barman
- (iii) Dr. Kalpana Baishya
- (iv) President of the Students' Union
- (v) Gen. Secy. Of the Students' Union

Co-ordinator: Mrs. Rina Rani Deka

Purpose/ Functions/Activity of the committee to identify various issues pertaining to delivery of quality education and maintenance of proper academic environment in the college.

(b) Curriculum Development and feedback Committee

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Dr. Namita Das
- (iii) Dr. Diganta Borgohain

Co-ordinator: Dr. Dipti Kalita

Purpose/ Functions/Activity of the Committee: For development of schemes/Syllabi/academic timetable with representation from academic experts, industry and Alumni.

(c) Scholarship & Award Committee

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Mr. Mofazzal Hussain
- (iii) Mr. Phanidhar Mech

Co-ordinator: Dr. Dipul Talukdar

Purpose/ Functions/Activity of the Committee: To identify meritorious/deserving students for various awards/Scholarship by the college.

(d) Library Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Mr. Madan Chandra Kakati

(iii) Mr. Prabodh Kalita

Co-ordinator: Mrs. Bijon Saloi

Purpose/ Functions/Activity of the Committee: To frame the protocol for the library code of conduct for students/teachers, purchasing books/journals/periodicals and for the overall development of the library.

(e) Student Grievance Redressal Cell:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Mr. Phanidhar Mech
- (iii) Mr. Mrinal Dutta
- (vi) President of the Students' Union
- (vii) Gen. Secy. Of the Students' Union

Co-ordinator: Mr. Madan Chandra Kakati

Purpose/ Functions/Activity of the Committee: To address all student-related grievances, work towards a better service to students and conduct other student-related activities for betterment of the student community.

(f) Student Welfare & Cultural Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Mr. Prabodh Kalita
- (iii) Mrs. Pritirekha Dutta
- (viii) President of the Students' Union
- (iv) Gen. Secy. Of the Students' Union
- (v) Cultural Secretary of the Students' Union

Co-ordinator: Dr. Namita Das

Purpose/ Functions/Activity of the Committee: To Coordinate all extra curricular & co curricular activities (other than sports) both in campus outside.

(g) Hostel Welfare Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Mrs. Pranita Kalita
- (iii) Miss Gitali Roy

Co-ordinator: Dr. Kalpana Baishya

Purpose/ Functions/Activity of the Committee: To address the grievances of the students living in the hostel and to work towards the betterment of the hostel facilities.

(h) Social Responsibility Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

(i) Mrs. Rina Rani Deka

(ii) Mr. Mrinal Dutta

(iii) Miss Sobita Tokbipi

Co-ordinator: Mr. Rajib Thengal and Mr. Nabamoni Saikia

Purpose/ Functions/Activity of the Committee: To plan overview and monitor the social responsibility & community services including Blood Donation, NSS activities , camps near by areas & villages etc.

(i) Sports Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

(i) Mrs. Rina Rani Deka

(ii) Mr. Rajib Thengal

(iii) Miss Sobita Tokbipi

Co-ordinator: Mr. Mrinal Dutta

Purpose/ Functions/Activity of the Committee: To conduct yearly sports activities in BHB College as well as to Co-ordinate inter college sports events in which B.H.B. College students participate.

(g) Society for the Sensitization & Prevention of Sexual Harassment:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

(i) Dr. Namita Das

(ii) Dr. Purabi Talukdar

(iii) Mr. Debajit Talukdar

(ix) President of the Students' Union

(vi) Gen. Secy. Of the Students' Union

(iv) Secy. , Girls' Common Room, Students' Union

Co-ordinator: Mrs. Rina Rani Deka

Purpose/ Functions/Activity of the Committee: The Purpose /Function of the committee is to prevent any form of sexual discrimination/ harassment and also to take special care of women in the campus – their welfare, grievances and other activities and to conduct talks/workshop to promote gender sensitization.

(j) Research Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

(i) Mrs. Rina Rani Deka

(ii) Dr. Dipti Kalita

(iii) Mr. Prabodh Kalita

Co-ordinator: Dr. Diganta Borgohain

Purpose/ Functions/Activity of the Committee: To Co-ordinate research activities in the College including dissemination of research grants/ research projects from the management and other national and international organizations.

(k) Alumni Association:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Dr. Namita Das
- (ii) Mr. Prabodh Kalita
- (iii) Mr. Debajit Talukdar

Co-ordinator: Dr. Dipti Kalita

Purpose/ Functions/Activity of the Committee: To keep records of the Alumni and also to offer various types of contribution towards uplift of the college.

(l) Mentors:

1st Semester -- Mr. Nabamoni Saikia

2nd Semester -- Mr. Mrinal Dutta

3rd Semester -- Mr. Rajib Thengal

4th Semester -- Miss Sobita Tokbipi

5th Semester -- Mrs. Pritirekha Dutta

6th Semester -- Dr. Diganta Borgohain

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (i) Mrs. Rina Rani Deka
- (ii) Dr. Durgeswar Barman
- (iii) Dr. Dipul Talukdar

Purpose/ Functions/Activity of the Committee: To guide the students & address their concerns -- both academic and Non- academic.

(m) Ethic Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members

- (iv) Mrs. Rina Rani Deka
- (v) Dr. Durgeswar Barman
- (vi) Mr. Upen Barman

Purpose/ Functions/Activity of the Committee: To address the ethical issues pertaining to both students and teaching/non-teaching employees inside the campus, besides encouragement of maintaining proper ethics in the college.

(n) Anti Ragging Committee:

Composition:

Chairperson – Dr. Birinchi Kumar Das (Principal)

Members :

- (i) Mrs. Rina Rani Deka
- (ii) Dr. Dipul Talukdar
- (iii) Mr. Prabodh Kalita
- (iv) President, Students' Union
- (v) General Secy., Students' Union

Co-ordinator: Mr. Madan Kakati

Purpose/ Functions/Activity of the Committee: To ensure that there is no ragging in the Campus including hostels.

Participative Management: The institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives.

Both students, faculties and staff are allowed to express themselves for any suggestions to improve the excellence in any aspect of the institution.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development:

B.H.B. College is affiliated to the Gauhati University and follows the curriculum, scheme and syllabus of it. However the college has developed modules to enhance the Teaching learning experience beyond the university syllabus. These initiative include the following:

- (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 offers Yoga training to students, faculties, stuff and general people through its Patanjali Yoga Centre.
- (b) Value added programs delivered through workshops 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 expose them to research, the college has adopted a students-oriented own departmental research programme guided by senior faculties for students, funded by the college.

❖ Teaching and Learning :

The teaching learning outcomes are monitored on regular basis both at the department and the college level. Review of the course contents is done 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 Facebook Group & WhatsApp group from the year 2016-17.

Surprise review of lecture delivery system is done by the principal and Heads of the departments. Review of the lessons at the end of the lecture is also done through question answer sessions. Students can give feedback through mentors and directly to the academic committee, which is used to improve teaching-learning.

Parents' feedback is taken on teaching learning programmes. Students are encouraged to participate and also to present papers in Local/ National/International conferences. (Through its own portal developed by the B.H.B. College.)

❖ 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 in the semester-wise University examination result.

Examinations are well planned and well conducted under CCTV surveillance.

Weak students finding difficulty in grasping the course contents are allotted extra assignments and tutorials.

❖ 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 is Rs. 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.

❖ Library, ICT and Physical Infrastructure / Instrumentation:

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 going to increase with many more books to be added in the current financial year. 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, and 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 in operation including 30 computers which are present in computer lab for students to access to internet, which makes Teaching learning effective.

(c) A total 15 Laptops are used for departmental purpose in each department of the college.

❖ 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 in 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 of service Excursions for staff are being organized by Human Resource team for inculcating sense of togetherness among staff members. Monetary loans are being provided to staff at the time of need. There was recently a tobacco cessation campaign held for employees of B.H.B. College campus with an aim to achieve a Tobacco free campus.

❖ Industry Interaction / Collaboration: Situated in a rural college, it appears to be a bit difficult for the college to have suitable industry interaction/collaboration. Still, we are planning to have such interaction and collaboration in the field of tourism in the near future.

❖ Admission of Students :

(a) The admission to Degree courses are made on the basis of merit.

(b) Online application for admission is in progress.

(c) Fair, transparent and merit based Admission process is maintained through the B.H.B. College Admission committee. The committee is dedicated to guide students and parents as regards the admission process including online filling up of university admission forms.

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development:

Office Automation Software has been installed. The software is specially designed for colleges. Almost cashless functionality is in progress. Digitalized process with no scope of errors is about to be achieved because of multi-level hierarchical approvals. The software has allowed B.H.B. college to give E-governance a new meaning because of its bold initiatives. All students are thus taught the importance of digital records for their future.

❖ Administration:

Most of official communications are carried out via e-mail.

❖ Finance and Accounts:

Payments of staff salary to employees are made electronically.

❖ Student Admission and Support:

There is an Admission committee of B.H.B. College from which students get information about admission procedure, course fees, college facilities.

❖ Examination:

Internal Examinations are held at regular intervals for monitoring of learning process.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. Phanidhar Mech	Workshop on Soft Skill Development	Educare, Guwahati	Rs. 5000.00

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL	NIL	NIL	NIL	NIL	NIL
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Short-term Course		i) Dr. Dipti Kalita ii) Mr. Phanidhar Mech		24 June, 2018 – 30 June, 2018	

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
5	5		
6.3.5 Welfare schemes for			
Teaching		Saharjya Nidhi	
Non teaching		Saharjya Nidhi	
Students		Students Aid Fund	
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)			
<p>External audit is conducted by an independent audit firm M/S Mosum Agarwal and Co. The external audit activity assesses the risk of significant mistakes in financial statement, material weakness and other deficiencies in internal control over financial reporting and significant issues related to recording, auditing and financial reporting matters. External auditors obtain a thorough understanding of our work environment, operations and internal controls.</p> <p>Internal audit activity evaluates risk exposures and adequacy and effectiveness of controls by responding to risks related to organizational governance, operations and information systems, regarding achievement of the organization objectives, reliability and integrity of financial and operational information, safeguarding of assets and compliance with laws,</p>			

regulation policies procedures and contracts. Follow up reviews are conducted to monitor implementation status of audit findings.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) – NIL				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated – Rs. 50,000.00				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Retired teachers	Yes	IQAC
Administrative	Yes	Retired Govt. officials	Yes	Authority
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
(a) Parent teacher meetings are being held regularly.				
(b) Students’ attendance and internal examination results are sent to parents for regular monitoring of their wards’ progress.				
(c) Parents are encouraged to be a part of institutional committees for students’ welfare.				
6.5.3 Development programmes for support staff (at least three)				
(a) Computer literacy programs for non-teaching staff.				
(b) Tobacco cessation campaign held with a motive to provide counseling to support staffs to quit habit of tobacco consumption.				
(c) Workshops on office functioning.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. The sanctioned vacancies in the teaching staff are already filled up.				
2. Emphasis is given to organize programmes for soft skill development.				
3. The ramps for the physically challenged people are improved.				
4. Initiatives have been taken to open up science stream.				
6.5.5				
Submission of Data for AISHE portal : (Yes /No) YES				
Participation in NIRF : (Yes /No) YES				
ISO Certification : (Yes /No)				
NBA or any other quality audit : (Yes /No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--- --to-----)	Number of participants
2017-18	Organized a workshop on research methodology for teachers and students	12.03.2018	2 days (12.03.2018 to 13.03.2018)	40

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
International women's day (8 March) (themes and motives were same like previous year)	2017-18		
		80	25

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

1. The College Conducts Green Audit at its Campus.
2. Environment Consciousness is created through workshops, debates, fields visit etc.
3. Green Audit cell, Sanitation Maintenance cell and waste management Committee looks after the matters related to environment consciousness.
4. Use of renewable energy: The College has a plan to make use of solar energy on the campus in the upcoming days.
5. Water Harvesting: The College has a plan to make rain water storage to reuse the rain water in the upcoming days.
6. Efforts to Carbon neutrality: There is no large or small industry in this area and planting is also done by the college fraternity to make it a Carbon neutral area.
7. (i) Plantation: A park in front of the administrative building, containing a good number of exotic plants is situated. The College has appointed a gardener to look after it and plantation of new plants in that park is a regular exercise set in motion by the nodal officer of environmental studies. The College has also started a new garden containing a good number of valuable plants in front of its new building. For the awareness of the students and local people, college authority hangs the scientific nameplate in every tree located in the whole campus.

(ii) Students and teacher of this College do plantations in the Campus on various occasions.

(iii) Some nature related volunteer organizations of this area, Alumni associations of the College and NGOS have also planted trees on the College Campus in various occasions.

(iv) In every year, on the occasions of world environment day, the College fraternity organizes various programmes like meeting, road show etc amongst the local people

to make them aware about the environment.

8. Hazardous waste Management: Wastes of the College is disposed effectively.
9. E-waste management: Various e-wastes of the college are stored safely for reuse, resale, salvage, recycling and disposal.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	05
Provision for lift	No	
Ramp/ Rails	Yes	10
Braille Software/facilities	No	
Rest Rooms	Yes	10
Scribes for examination	No	00
Special skill development for differently abled students	Yes (motivational speech programme for them organized by college)	10
Any other similar facility	Yes (Free admission for differently able Students)	10

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017-18		3	(i)23.04.2018 (1 day) (ii)02.10.2018 (1 day) (iii)18.11.2018	(i)Legal awareness camp for women (ii) Awareness of cleanliness (iii)Tying up with Sarupeta Cricket Club for cricket training	(i)Domestic violence against women (ii)Importance of cleanliness (iii)Importance of sports development	(i)45 (ii) 100 (iii)80

				centre		
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders -- NIL						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)			Number of participants	
<p>National Unity Day is celebrated on the birthday of Sardar Vallabh Bhai Patel and initiatives are taken to make Students aware about the integrity of our Country and inspire them to follow the path of Patel.</p>		<p>2017-18 31st October</p>			<p>220</p>	
<p>Gandhi Jayanti is observed on the birth day of Mahatma Gandhi. Efforts are made to inspire Students to be good citizens and follow the path of truth and honesty.</p>		<p>2017-18 02nd October</p>			<p>350</p>	
<p>Teachers' day (on Teachers' Day, Programmes are organized by the students to display their love and respects towards their teachers and teachers also suggest them to be always respect the elders of the Society.</p>		<p>2017-18 5th September</p>			<p>480</p>	
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
<ol style="list-style-type: none"> 1. The College has established a park in front of the Administrative building. 2. A new garden is also developed by the College in front of the new building. 3. Students, teachers, some nature-related volunteer organizations of this area, alumni association of the College and some NGOS have planted trees on the College Campus in various occasions. 4. A good number of dustbins are put in various places of the college to make the campus clean and students are always advised and encouraged to throw their wastes into the dustbins and not in the open places. 5. Every year on the occasion of World Environment Day, the College fraternity organizes various programmes like meetings, road shows etc. amongst the local people to make them aware about the environment. 						

7.2 Best Practices
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
(i) The college encourages the students of each department to publish a wall magazine regularly. (Annexure III-A) (ii)The college has a very active Alumni Association, which regularly contribute to various academic and other matters of the college. (Annexure III-B)
7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the weblink of the institution in not more than 500 words
The college, with a forty eight year long glorious past, has always been giving priority to offer quality education to the students. Situated in an economically underdeveloped rural area, the college gets most of its students from farmers and labourers class. Besides, a religious, linguistic and ethnic diversity is seen among the students of this college. The college has its goal to cater to the academic needs of students, taking into consideration their economic background, while taking special care to avoid any kind of religious, linguistic and ethnic discrimination. We are trying our best to provide the students with the up-do-date learning facilities. We are trying our best to develop their skills in various activities. We also try to cultivate in them a community feeling, social awareness, competitive bent of mind. We are trying to develop the infrastructural facilities in the college, so that the students don't find difficulty to cope with the changing scenario of higher education. We are trying to instill in them motivation for research works. We are trying our level best to channelize local talent and skill by introducing training programmes for the local community. We have a Yoga centre, Vermi-compost training centre, Cricket training centre, Karate training centre, cultural centre. We also have a science society to evoke scientific awareness among students. We have a pro-active alumni association, which works hard to give support in all-round development of the college. Particularly they offer counseling to the students in respect of career opportunities.

8. Future Plans of action for next academic year (500 words)

1. The first floor of the new R.C.C. Block be completed in the next year.
2. More ramp facility for physically challenged student will be constructed. The ramp in the central library to be modified.
3. A transformer will be installed in the next year.
4. A study room for the boarders of girls Hostels be arranged. The toilet facility for girls' student will be increased.
5. There will be a separate staff room for female staff. The college will be brought under more CCTV surveillance.
6. Science Stream for UG level will be introduced from the next Academic

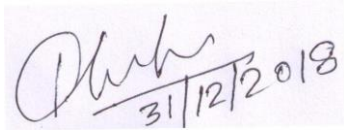
session.

7. College will procure a good number of computers for the benefit of the students.
8. College will take initiative to increase fund for Research project.
9. We have a plan to take necessary step to establish soft skill development cell to motivate our students to strengthen the IT infrastructure with more LCD network computer lab, quality internet/ Wi-Fi facility and computer literacy program for the students, teaching and non teaching staff.
10. We are trying to increase the number of Text books, Reference books, E-books, E-Journals etc. in our central as well as departmental libraries.
11. Efforts are to be made to keep the college campus clean and green. A good number of plantation programme will be adopted.
12. College has a plan to improve the sport facility.

Conservation of energy's: Irregular supply of electricity is a major problem in this area. So, we will install a transformer within the campus to meet the problem. We use LED bulb in our campus to make use of solar energy in the campus in the upcoming day.

Name: Mr. Phanidhar Mech

Name: Dr. Birinchi Kumar Das



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC


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

**Principal
B H B College, Sarupeta**

ANNEXURE-I

ACADEMIC CALENDAR

2017- 18

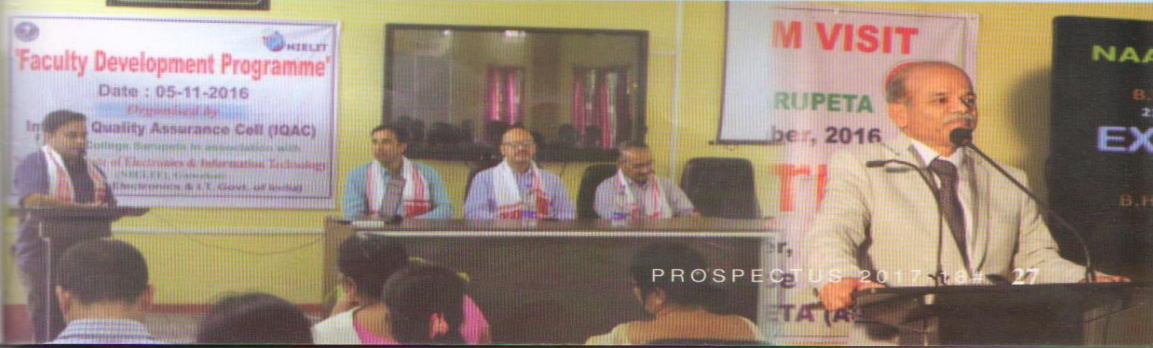


**BHAWANIPUR
HASTINAPUR
BIJNI COLLEGE**

Academic Calender

B.H.B. College, Sarupeta
(July 2017 to June 2018)

Months/Year & Dates	Class Days/Working Days/ Examination Days/Holidays	Academic & other Activities
July/ 2017		
1	Working days	
2	Sunday	Celebration of College Foundation Day
3-8	Working days	
9	Sunday	
10-15	Working days	
16	Sunday	Summar Vacation
17-22	Working days	
23	Sunday	
24-29	Working days	
30	Sunday	
31	Working days	
August/2017		
1-5	Working days/ Class days	
6	Sunday	
7-12	Working days/ Class days	
13	Sunday	
14	Janmastami	
15	Independence Day	
16-19	Working days/ Class days	
20	Sunday	
21-26	Working days/ Class days	
27	Sunday	
28-31	Working days/ Class days	
September/2017		
1	Working days/ Class days	
2	Id-Uz-Zuha	Students Union Body Election of the
3	Sunday	
4-9	Working days/ Class days	colleges be held within 2 months of completion of admission.
10	Sunday	



PROSPECTUS 2017-18



**BHAWANIPUR
HASTINAPUR
BIJNI COLLEGE**

11-16	Working days/ Class days
17	Sunday
18-23	Working days/ Class days
24	Sunday
25-26	Working days/ Class days
27-30	Dugra Puja

October/2017

1	Sunday
2-5	Gandhi Jayanti/ Lakshmi Puja
6-7	Working days/ Class days
8	Sunday
9-14	Working days/ Class days
15	Sunday
16-18	Working days/ Class days
19-20	Kali Puja & Dewali
21	Working days/ Class days
22	Sunday
23-28	Working days/ Class day
29	Sunday
30-31	Working days/ Class day

Educational Field Trip be arranged in the first half of October
Publication of College Magazine be made before Puja Holidays

November / 2017

1-3	Working days/ Class days
4	Guru Nanak's Birthday
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
27-30	Working days/ Class days

December / 2017

1	Working day/ Class day
2	Asom Divas (Sukapha Divas)
3	Sunday
4-9	Working days/ Class days

End Semester Exam be completed within the month and will be followed by evaluation work





10	Sunday
11-16	Working days/ Class days
17	Sunday
18-23	Working days/ Class days
24	Sunday
25	Christmas Day
26-30	Working days/ Class days
31	Sunday

January /2018

1-6	Working days/ Class days
7	Sunday
8-13	Working days/ Class days
15-16	Magh Bihu, Silpi Divas
17-20	Working days/ Class days
21	Sunday
22	Saraswati Puja (Holiday)
23-25	Working days/ Class days
26	Republic Day / GU Foundation day
27	Working days/ Class days
28	Sunday
29-31	Working days/ Class days

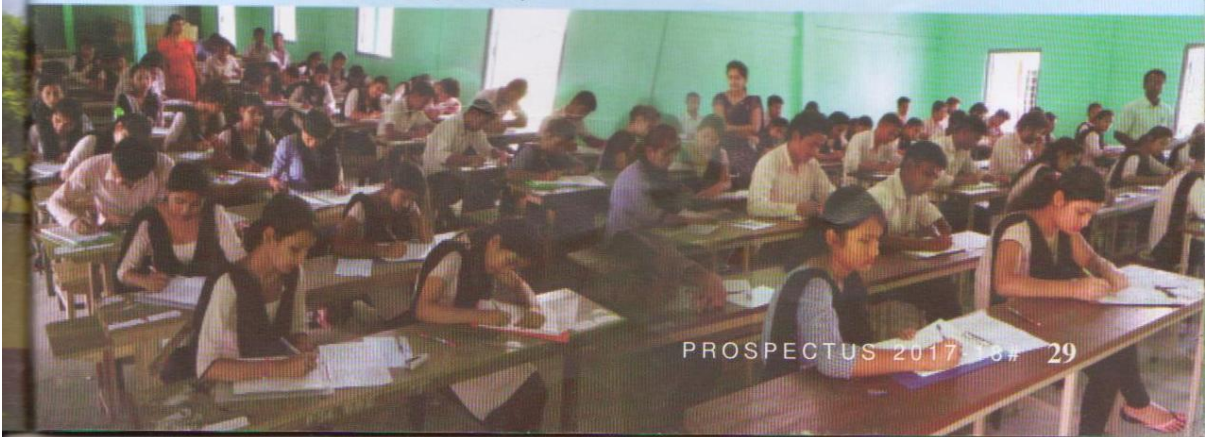
Annual College week be held in the last part of January.

February / 2018

1-3	Working days/ Class days
4	Sunday
5-10	Working days/ Class days
11	Sunday
12-13	Working days/ Class days
14	Sivaratri
25-17	Working days/ Class days
18	Sunday
19-24	Working days/ Class days
25	Sunday
26-28	Working days/ Class days

March /2018

1	Dol-Yatra
2-3	Working days/ Class days
4	Sunday
5-10	Working days/ Class days





**BHAWANIPUR
HASTINAPUR
BIJNI COLLEGE**

11	Sunday
12-17	Working days/ Class days
18	Sunday
19-24	Working days/ Class days
25	Sunday
26-29	Working day/ Class day
30	Good Friday
31	Working days/ Class days

April /2018

1	Sunday
2-7	Working days/ Class days
8	Sunday
9-13	Working days/ Class days
14-16	Bohag Bihu
17-21	Working days/ Class days
22	Sunday
23-28	Working days/ Class days
29	Sunday
30	Working days/ Class days

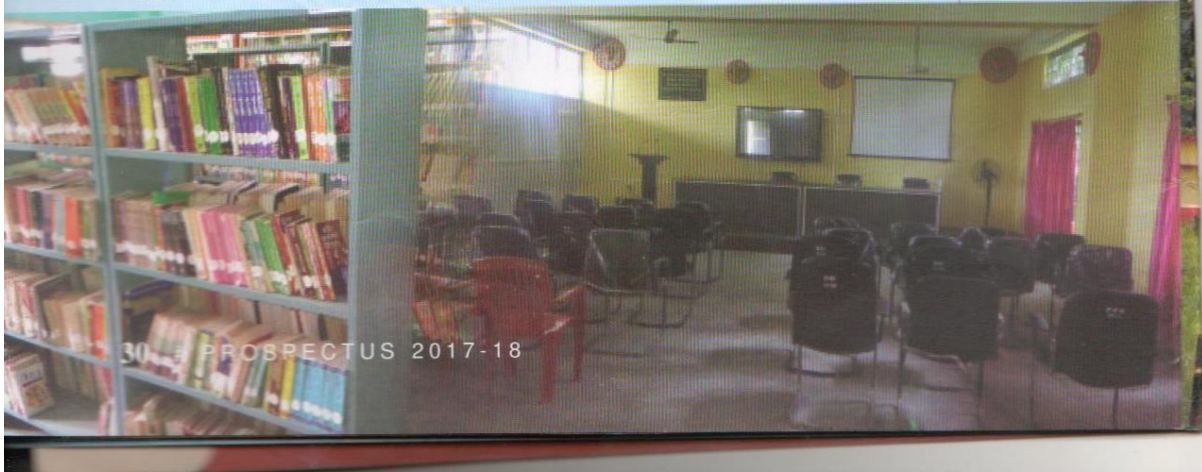
Sessional Exam. (for even semesters) be completed by 1st week of April.

May /2018

1	May Day (Holiday)
2-5	Working days/ Class days
6	Sunday
7-12	Working days/ Class days
13	Sunday
14-19	Working days/ Class days
20	Sunday
21-26	Working days/ Class days
27	Sunday
28-31	Working days/ Class days

June /2018

1-2	Working days/ Class days
3	Sunday
4-9	Working days/ Class days
10	Sunday
11-16	Working days/ Class days
17	Sunday
18-23	Working days/ Class days
24	Sunday
25-30	Working days/ Class days



ANNEXURE-II

**OFFICE OF THE PRINCIPAL
BHAWANIPUR HASTINAPUR BIJNI (B.H.B.) COLLEGE, SARUPETA**

Accredited by NAAC (Second Cycle) with CGPA of 2.78 on Seven Point Scale at B++ Grade

P.O.: SARUPETA, DIST.: BARPETA

ASSAM, PIN – 781318

From -
Dr. Birinchi Kumar Das, M.A., Ph.D
Principal



Website: www.bhbcollege.com
Email- principalbhbcollege18@gmail.com
principalbhb2018@gmail.com
Ph. (03666) 245513, 9435321090

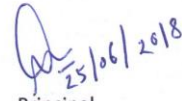
Ref. No.: BHBC/2018/

Date: 25-06-2018

NOTICE

The Undersigned Is Pleased to constitute the Internal Quality Assurance Cell B.H.B. College, Sarupeta in the following structure as per the latest UGC guidelines.

- Chairperson - Dr. Birinchi Kumar Das
Co-ordinator - Mr. Phanidhar Mech
Members - Mrs. Rina Rani Daka, Vice Principal
Dr. Kishor Kumar Talukdar, G.B. nominee
Dr. Durgeswar Barman, Teaching Staff
Dr. Dipul Talukdar, Teaching Staff
Dr. Kalpana Baishya, Teaching Staff
Mr. Upendra Nath Barman, Teaching Staff
Dr. Diganta Borgohain, Teaching Staff
Mr. Gobinda Ram Das, Non-Teaching Staff
Mr. Manik Chandra Das, from Local Society
Mr. Naba Kumar Das, Member from Alumni
General Secretary of Student's Union


25/06/2018

Principal

B.H.B. College, Sarupeta


B H B College Sarupeta

ANNEXURE III-A

BEST PRACTICE Publication of Wall Magazines

GOAL

Helping students to develop their writing skill, their knowledge base besides evoking their inert self-confidence.

CONTEXT

Any kind of education cannot be complete if the learners are not given the opportunity to express themselves. Instead of confining themselves to reading the textbooks, the students need to read various books, write what they have learnt or what they think or feel, and in this process they need to gather their self-confidence to face the world. A wall magazine helps the students to express themselves, it develops their writing skill, their knowledge base, and instil in them a kind of self-confidence with the help of which they can open up to the world outside. It helps building up their personality too.

PRACTICES

Various academic departments of the college as well as other organizations publish regularly wall magazines, where the students publish items like articles, stories, poems etc. They are:

- i) Department of Assamese
- ii) Department of Bodo
- iii) Department of English
- iv) Department of Education
- v) Department of History
- vi) Department of Economics
- vii) Department of Commerce
- viii) Department of Philosophy
- ix) Department of Sanskrit
- x) Department of Pol.Science
- xi) Department of Mathematics
- xii) Department of Arabic
- xiii) Department of Statistics
- xiv) Department of Computer Application
- xv) Karate Club
- xvi) IQAC
- xvii) Students' Union

EVIDENCE OF SUCCESS

It has been observed that the Wall Magazines have helped the students to improve their reading and writing skill.

PROBLEMS

We have not faced much problem in publication of wall magazines.

Name of the Principal: Dr. Birinchi Kumar Das

Name of the Institution: B.H.B. College

City: Sarupeta

Pin Code: 781318

Accredited Status:

Phone: 03666 245513

Mobile: +919435321090

Email: principalbhbcollge18@gmail.com

ANNEXURE-III-B

BEST PRACTICE

Active Alumni Association

GOAL

It exists to support the parent organisations' goal, to strengthen the ties between alumni, the community and the parent organisation.

CONTEXT

Alumni community are the brand ambassadors of the institution they graduated from. Earlier, alumni and their alma-mater were treated as separate entities wherein one's existence was independent of other. Local alumni associations were formed as a means to interact with other fellow alumni. With the advent of social media and communication system, alumni relationship has taken a different flavour altogether. Through the help of alumni association the college can do many developing activities in every sphere like education, sports, communication etc. By adopting some initiatives like book donation, plantation in the college campus etc. alumni association has played a vital role in the uplift of the college.

PRACTICES

The alumni association has taken various initiatives to make this college a better institution. Their important contributions towards the development of this college are:

1. Established an Incubation centre (Vermicompost production training Unit)
2. Donated books worth of two lakh rupees to the central library of this college.
3. Cricket practice and training centre.
4. Donated a water cooler.
5. Sapling plantation.
6. Established a cultural centre (they organised workshop and training camps on various cultural activities).

EVIDENCE OF SUCCESS

Several groups have already been trained through the Incubation centre and cricket practice is also started in the centre.

PROBLEMS

Sometimes the communication problem emerges amongst the alumni.

Name of the Principal: Dr. Birinchi Kumar Das

Name of the Institution: B.H.B. College

City: Sarupeta

Pin Code: 781318

Accredited Status:

Phone: 03666 245513

Mobile: +919435321090

Email: principalbhbcollege18@gmail.com

ANNEXURE-IV-A

The Minutes of the IQAC Meeting held on 4th May, 2017 at 2 .00 pm

Members present:

Dr. Bhupen Kumar Sarma (Chairman IQAC)

Mrs. Rina Rani Deka

Dr. Durgeswar Barman

Dr. Dipul Talukdar

Dr. Gautam Ch. Das (Alumni)

Dr. Kalpana Baishya

Mr. Unpendra Nath Barman

Mr. Mofazzal Hussain (Special Invitee)

Mr. Phanidhar Mech (Coordinator, IQAC)

Mr. Prabodh Kalita, Dr. Dipti Kalita could not attend the meeting.

Dr. Bhupen Kumar Sarma welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the College.

The following decisions were taken during the meeting.

1. The Minutes of the previous meeting was confirmed.
2. The following issues were raised during the discussion on the Action Taken Report.
 - a. Coordinator of IQAC informed the Committee about setting-up of IQAC Website. The Committee recommended that all information including forms etc. may be uploaded on the website. It was also agreed upon that the lecture schedule for all courses of different departments including reading materials should also be put up on the website. Principal informed that this matter will be discussed in the Governing Body for implementation.

- b. Regarding the functioning of Mentor group for departments, it was decided that setting up of such a group will be left to the respective departments. The College will provide necessary financial support for holding these meetings.
- c. Faculty Self Assessment Form as well as Student Evaluation Form has been modified. It was decided that Principal will take care of getting feed-back from students and Faculty. The college can utilize the information for improving courses and infrastructure and will be requested to send a summary of the findings to IQAC.
- d. The College has received queries regarding the application filed for NAAC accreditation and this will be compiled and sent as soon as possible.
- e. IQAC is planning to hold a Work shop in order to familiarize people about its functioning.

The meeting ended with thanks from the Chair.

Action taken report:

- a) A mentor group was formed, entrusting the responsibilities of each semester to one teacher.
- b) A workshop on IQAC was organized.

ANNEXURE-IV-B

The Minutes of the IQAC Meeting held on 12th September, 2018 at 2.30 PM

Members present:

Dr. Birinchi Kumar Das (Chairman IQAC)

Mrs. Rina Rani Deka

Dr. Durgeswar Barman

Dr. Dipul Talukdar

Mr. Naba Kumar Das (Alumni)

Dr. Kalpana Baishya

Mr. Unpendra Nath Barman

Mr. Phanidhar Mech (Coordinator, IQAC)

Mr. Prabodh Kalita

Dr. Diganta Borgohain

Mr. Gobinda Ram Das

Mr. Sanjib Kalita (Student representative)

Mr. Manik Chandra Das (Representative from local society)

Dr. Birinchi Kumar Das welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the College.

The following decisions were taken during the meeting.

3. The Minutes of the previous meeting was confirmed.
4. The following issues were raised during the discussion on the Action Taken Report.
 - a. The meeting discussed the matter of sending AQARs for the years 2016-17 and 2018-19. The coordinator was given the responsibility for arranging to send the AQARs in time.
 - b. The meeting discussed taking various programmes for skill development of the students. It was resolved that a workshop of Finishing School be organized in collaboration with M. C. College, Barpeta.
 - c. The meeting also resolved to take initiatives to make the campus of the college more eco-friendly.

d. The meeting also decided to encourage the departments to organize research activities involving the students.

The meeting ended with vote of thanks from the chair.

Action taken report:

- a) The AQARs have been made ready for sending.
- b) A Finishing School workshop was organized in collaboration with M. C. College, Barpeta.
- c) Tree plantation and cleanliness drives were taken.
- d) Research activities involving students were done by various departments.
