Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**B.H.B. COLLEGE**
Name of the head of the Institution	**Dr. Birinchi Kumar Das**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03666245513**
Mobile no.	**9435321090**
Registered Email	**principalbhbcollege18@gmail.com**
Alternate Email	**principalbhb2018@gmail.com**
Address	**Sarupeta**
City/Town	**Sarupeta**
State/UT	**Assam**
Pincode	**781318**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Durgeswar Barman**
Phone no/Alternate Phone no.	**03666245513**
Mobile no.	**9508926895**
Registered Email	**iqacbhbcollege@gmail.com**
Alternate Email	**durgeswarbarman19@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.bhbcollege.ac.in/2.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bhbcollege.ac.in/Academic%20 Calendar,%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**74.25**	**2004**	**04-Nov-2004**	**03-Nov-2009**
2	**B++**	**2.78**	**2016**	**02-Dec-2016**	**01-Dec-2021**

6. Date of Establishment of IQAC

14-Feb-2019

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
I.Q.A.C. Meeting	**30-Jun-2018** **1**	**16**

Academic Meeting	06-Sep-2018 1	10
Academic Meeting	24-Sep-2018 1	11
I.Q.A.C. Meeting	18-Dec-2018 1	11
Academic Meeting	01-Aug-2019 1	20
[View File](#)		

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	Fund for Science Stream (Lab Equipment	Govt. of Assam	2019 297	1000000
B.H.B. College	Students' Excursion	Govt. of Assam	2019 297	100000
B.H.B. College	Development of Girls' Common Room	Govt. of Assam	2019 165	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Mentoring of students

Adoption of village and schools
Cleanliness programmes
Workshop on the newly introduced UG-CBCS under Gauhati University
Career Counselling programmes

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

Plan of Action	Achivements/Outcomes
More ramp facilities for physically challenged students	Three ramps were constructed.
Installation of transformer	A new transformer was installed.
Study room in Women's Hostel	A study room in the Women's Hostel was arranged.
Introduction of Science Stream	Preparation has been made for introducing science stream in the coming session.
Procurement of computers	Preparation has been made for purchasing new computers with RUSA grant.
Increase of fund for Research Project	College has increased the fund for Research Project from its own resources.
Increase of books and learning resources in library	A few new books and learning resources have been procured in both the Central Library and the Departmental Libraries.
Clean and green campus	The college has made many efforts to keep the college campus clean and green with several plantation programmes.
Increase of sports facilities	Preparation has been made for purchasing new sports equipment with RUSA grant.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	25-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	No

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 college being an affiliated institution of Gauhati University does not enjoy the liberty of contributing directly to the development of curriculum. The curriculum of the regular courses of study in the college is designed by Gauhati University. However, students' as well as teachers' feedback on curriculum can be brought to the notice of the concerned authority in the university through proper forums for modification as and when needed. On the eve of the starting of the academic session, the Principal of the college holds meeting with the faculty members of all departments, especially with the Heads of various departments regarding implementation of curriculum. After having discussion, the academic action plan of the college in line with the academic calendar of the university is made ready for implementation without any delay. The Heads of the Departments distribute the course of study among the individual teachers and a lesson plan is prepared by the faculty members in consultation with the respective departmental Heads and the same is put into action. Every individual department maintains work diary for execution of curriculum properly and the Heads of all departments prepare policy and guidelines for successful implementation of the same. Thus, the college spares no effort to carry out effective curriculum delivery and transactions of the curriculum. The distribution of course contents is done at the very beginning of the academic session. The entire academic activities like classroom teaching, internal examinations, departmental seminars, group discussions are planned in advance and carried out according to the schedule. The appointment of qualified and computer savvy teachers adds to the effective curriculum delivery. Apart from these, excellent facilities like infrastructure, services and equipment in the college come in handy for effective curriculum transaction. The college has the practice of keeping the members of teaching staff oriented to the need of updating their knowledge in their disciplines for effective teaching and proper implementation of curriculum. On the other hand, the use of internet, audio visual aid help effective transaction of curriculum. The college also attempts to forge strong links with research bodies in order to hold seminars and workshops related to the curriculum. The college sees to it that the stated objectives of the curriculum are achieved in the course of implementation. Moreover, the departments of the college keep a tab on the

> **proper implementation of the curriculum. Last but not the least, the academic committee of the college adopts some strategies and methods for successful implementation of the curriculum and effective delivery of the same is ensured by active implementation of the time plan.**

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	**Undergraduate course of humanities**	**01/06/2019**
BCom	**Undergraduate course on commerce**	**01/06/2019**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Socio Economic Survey of Sarupeta Town**	**40**
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes

Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is a process in which the effect or output of an action is returned to modify the next action. In other words, feedback system is one that compares its output to a desired input and tags corrective action to force the output to follow the input. Feedback system is a must for all round development of an institution. In an educational institution also, the implementation of the Feedback system is very essential for academic as well as administrative development. Feedback system is an essential part of effective learning and faculty development. Realizing the importance of feedback system, our college has been practising feedback system covering all the stakeholders, i.e. students, teachers, alumni, parents, and different policy measures are adopted on the basis of feedback given by the different stakeholders. Feedback is collected at departmental as well as institutional level taking the view on curriculum, teaching schedule, teaching tools, administration, examination system, sports facilities and so on. In our institution, the feedbacks are obtained using specially designed different formats for different stakeholders. Students feedback is an effective tool for the development of faculty members. The students feedback on the faculty members are properly analysed on the basis of performance appraisal scoring of the individual faculty at departmental level and different measures are adopted to sensitize them towards the students need. Feedback is also taken from the faculty members which is very essential for the development of the institution. That is why, the college has made it a practice to conduct meetings of the faculty members periodically, where the ways and means of enhancing the curriculum, academic discipline, teachinglearning process, research and extension activities are debated and discussed. The appropriate suggestions and resolutions adopted in the meeting are put forward to respective departments for implementation. The alumni are part and parcel of an educational institution. The alumni association is found to be the brand ambassador of our college. And hence, the feedback of alumni is specially taken into consideration. There is a strong and healthy alumni association in our college. The feedback from the alumni is formally collected with the help of the alumni association regularly. And their suggestions on the basis of feedback report are duly considered for implementation, which helps to a great extent in overall development of the institution. Another important stakeholder of the institution is the parents of the students. And hence, the parents feedback is also collected on the basis of some parameters. Some of the parameters accommodated in the feedback format are quality of teaching, discipline, sports facilities, lab facilities, examination system, cocurricular activities, library facility etc. After having the feedback report, a thorough analysis is made and the institution tries its level best to implement the suggestions and recommendations of the parents as far as practicable. In this manner, feedbacks are obtained from the different stakeholders of the college and these are properly analysed and utilized for overall development of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Undergraduate honours and	300	177	177

BCom	Undergraduate honours and regular	30	1	1

(first visible row: | | regular | | | |)

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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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	468	0	31	0	0

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
29	8	3	3	1	3
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No file uploaded.					

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

Mentoring is a system of guidance whereby one person shares his knowledge, skill and experience to assist others progress in their own lives and careers. In the college level, the mentoring system is essential for all round development of the students. Keeping this point in view, the mentoring system has been introduced in our college from the year 201516. Mentoring is used as a medium of transferring knowledge and skills from the mentors to the mentees. Mentoring enhances the relationship between teachers and students. A mentor is someone, who always keeps themselves in the students corner and they act as career counselors of the students. Mentoring relationship is a very personal one, which is often important to the mentees. Mentoring of the students is an essential feature of our college to render equitable service to all of our students having different background. The main objectives of mentoring system are: 1. To extract the hidden qualities of the students. 2. To reduce the gap between teachers students relationship. 3. To enhance the contact hours between teachers and students. 4. To minimize the students drop out rates. 5. To render equitable service on the basis of their capabilities. 6. To find out the slow and the advance learners. The IQAC of the college has taken the initiatives of implementing the mentoring of the students of the institution. Students are divided into groups of 15/20 students and each group is assigned a teacher as mentor who performs the duties of mentoring. The system promises to provide a better understanding of individual students having a wide variation in the student population in regard to educational and economic backgrounds and bring out their highest potential. On the other hand, the mentoring system has been useful in identifying the slow and the advance learners. The identification of the slow and the advance learners is made on the basis of examination of mentors report, and the college authority organizes several remedial classes in different identified subjects for the slow learners. Mentoring also appears to be the most effective method for mitigating the cases of those students who are vulnerable to dropping out from studies. Thus, mentoring system is helping in reducing the students drop out rates to a great extent. The interaction with the mentees helps the mentors to have a comprehensive record of their curricular and cocurricular activities along with different personal problems. To solve the personal problems, apart from the academic problems, the mentors collect personal information from the mentees without touching the sensitive issues. Sometimes the mentors meet the students informally outside the class hours or even at home and suggest properly for their career development.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio

institution		
468	31	1:15

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
22	21	1	1	8

2.4.2 – Honours and recognition 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
No Data Entered/Not Applicable !!!			
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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
BA	UG	6	20/05/2019	10/07/2019
BCom	UG	6	20/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the syllabus prepared by Gauhati University since our college is affiliated to the same. Though the college follows the syllabus of Gauhati University, and the external (final) examinations are conducted by the college following guidelines of the university, yet a continuous internal evaulation (CIE) is adopted at the institutional level. Continuous internal evaluation system greatly helps the students in understanding the course of syllabus. The students are given the syllabus at the very beginning of the academic session in detail with exact segregation. After each topic is taught in detail various assessments are made, such as class tests, verbal questions, group discussions, seminars, and so on. After completion of a particular chapter, the departmental faculty members sit together and have a detailed discussion regarding probable questions as per the university question format and the same are given to students so that they can have an idea regarding the questions to be set in the final examination. Students are made aware of continuous evaluation system at the very beginning of course. Apart from this, the academic calendar showing the periodical tests with dates specially the written test is also made available to the students so that they can make themselves ready for the same. These tests allow the teachers to continuously assess the students as well as to identify the slow and the advance learners. Continuous evaluation is done on both theory and practical parts of the course. Apart from the scheduled written tests students are given home assignment also. Assessments are done impartially and accurately.Of course, special tests are taken for the slow learners. The overall performance of the students is

monitored by the respective heads of the departments and the reports of the assessment prepared by the HODs are submitted to the Principal as well as to the respective departmental faculty members.The Principal conducts review meetings departmentwise to discuss the improvements of students performance. The institution is keen on monitoring the performance of students and the same is reported to the parents. The progress reports of the students are also conveyed to the parents after each internal examination.Parents are advised to take necessary remedial measures on the basis of performance of their wards. Academic Committee of the college recommends the visit of parents to the college for discussion on the students. Apart from this, special classes are also arranged for the slow learners, absentees and students who fail to attend the classes regularly because of participation in sports and extracurricular activities.

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

The institution prepares academic calendar ensuring effective time management and time lines. Following the time line of the affiliating university in the beginning of the academic year, the academic calendar is published by the institution for the whole year. The academic calendar gives a time plan for both curricular and cocurricular activities for the students and on the basis of the academic calendar a proper planning is made by the college which allows the teachers and the students to space out their teaching and learning as well as regular assessment. The academic calendar is strictly followed by the college so that the institution can conduct the examinations along with other related matters without having any inconvenience. The college makes academic assessment of the students in three different segments, i.e. theory, practical and viva voce. The pattern and mark distribution of all segments are as per guidelines of the affiliating university. The students are assessed on the basis of their respective course outcomes that are stated in the beginning of the course. The sessional and internal examinations are conducted in every spaced out intervals. With a view to avoiding the unnecessary pressure of examination of the students an average of all the internal examinations is calculated and the same is considered as the final internal marks of the students. Their marks are also considered to decide the methods for teaching slow learner students as well as to rectify their performance before appearing in the final examination conducted by the university. Following the academic calendar of the college, each and every department prepares a departmental calendar for ensuring timely delivery of syllabus, and the same is approved by the Head of the Department. The departmental calendar is strictly followed by every faculty member. The faculty members of each department try their level best to finish the course of syllabus within the stipulated period of time and the students are given sufficient time to prepare themselves for the final examinations.

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 by the institution.

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

UG	BA	Major and General course	257	169	66
UG	BCom	Major and general	21	13	62

View File

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)

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

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 year
No Data Entered/Not Applicable !!!				
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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
Awareness about plagiarism in research	Dept. of Assamese	07/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if

		any)
No Data Entered/Not Applicable !!!		
No file uploaded.		

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	12
History	2
English	3
Political Science	3
Statistics	1
Education	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	9	0	0
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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 participated in such activities	Number of students participated in such activities
Republic Day Parade	NCC	1	60
Seminar on Swachha Bharat Abhijan	NSS	1	160
Cleanliness Drive	NSS and NCC	2	450

Blood Donation Awareness Programme	NSS	1	70
Swachha Bharat Abhijan	NCC	1	60
Swachha Gaon Abhijan	NCC and NSS	2	250
Independence Day	NCC	1	60
[View File]()			

 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	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

 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 participated in such activites	Number of students participated in such activites
Swachcha Gaon Abhijan	Barpeta District Water and Sanitation Committee	Cleanliness drive	2	85
[View File]()				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

 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	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

 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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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
800000	878747

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

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 patially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12458	732098	28	7720	12486	739818
Reference Books	2750	446339	8	3400	2758	449739
e-Books	2	1200	0	0	2	1200
Journals	4	4000	0	0	4	4000
e-Journals	2	1400	0	0	2	1400
CD & Video	10	2000	0	0	10	2000
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4.2.3 – 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	Date of launching e-

		is developed	content
	No Data Entered/Not Applicable !!!		
	No file uploaded.		

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	**29**	**1**	**5**	**5**	**1**	**2**	**14**	**5**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**29**	**1**	**5**	**5**	**1**	**2**	**14**	**5**	**0**

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

28 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
1200000	**1290003**	**150000**	**158216**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution is to cater to the needs of the students by providing them with excellent infrastructural facilities that lead to effective teaching and learning. The college authority under the guidance of the Governing Body of the college sees to it that the infrastructural facilities are meticulously planned and provided with all the modern amenities to foster the growth of both physical and intellectual capabilities of the students and the teachers. And different procedures and policies are being adopted for maintaining and utilizing the physical, academic and support facilities such as laboratory, library, sports complex, classrooms, internet facility and so on. There is a central library in the college, apart from the departmental libraries of each department. The library is headed and well maintained by the librarian who is assisted by two other support staff of the library. There is a library committee constituted by the Principal to look after the functioning of the library. Library is providing open self system for its users. The students are allowed to enter the library after showing their valid college identity cards and they are issued only two borrowing cards with the help of which they can borrow two books for 15 days only and a fine is imposed if they do not return the books on the stipulated dates. Moreover, full money value of the books is recovered from the students if a book is lost or damaged. The faculty members

also can have books from the library and the same rules are followed in their case too. Reading room facilities are there in the library for both students and faculty members and these are well maintained by the staff of the library. The library is opened for 8 hours during the working days, that is from 9.00 a.m. to 4 p.m. The library has a ramp to be used by the physically challenged persons. The staff of the library is always there to help the visitors of the library. The support staff helps in locating specific books wanted by the students and the faculty members. The library committee takes appropriate measures to make the library student and user friendly. The equipment of laboratory are well maintained by the department itself, especially the HODs of the concerned departments are given the responsibilities for maintaining the laboratory equipment. The computers are maintained by the computer department, and the department provides the integrated IT services, smooth running automation, upgradation and maintenance of websites, networking equipment etc. Apart from these, the college has effective mechanism for maintenance and upkeep of the buildings, furniture, sports complex, class rooms, gym complex, garden etc. There are different committees like construction committee, purchase committee, campus development committee etc., the members of which keep close tabs for maintaining and utilizing the physical, academic and support facilities of the institution.

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	Free admission to meritorious students	5	25710
Financial Support from Other Sources			
a) National	NIL	0	0
b)International	NIL	0	0
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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 implemetation	Number of students enrolled	Agencies involved
Yoga	01/09/2018	90	College itself
Self Defence	10/08/2018	65	College itself
Mentoring	10/08/2019	35	College itself
Yoga	21/06/2019	85	College itself
Special programme for slow learners	10/10/2018	41	College itself
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2019	Counselling on Mass Communication	0	100	0	0
2019	Counselling on Banking Service Recruitment	0	70	0	0
2019	Coaching for TET Examination	0	22	0	0

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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	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	English	Gauhati University	MA
2019	1	BA	English	Gauhati University	LLB
2019	1	BA	English	Anandaram Barua Academy	B.Ed
2019	1	BA	Assamese	Bhattadev University	MA
2019	1	BA	Assamese	Krishnaguru Adhyatmik Viswavidyalaya	MA
2019	1	BA	Political Science	Bajali Teachers' Training	BEd

2019	1	BA	Education	Basic Training Centre	D.El.Ed.
2019	1	BA	Economics	Gauhati University	MA
2019	1	BA	Economics	USTM	MA
2019	1	BA	Economics	IDOL	MA
2019	1	BA	History	IDOL	MA
2019	2	BA	Bodo	Bodoland University	MA
2019	1	BA	Bodo	Gauhati University	MA
2019	1	BA	Bodo	Dibrugarh University	MA

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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	Number of students selected/ qualifying
Any Other	8

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

Activity	Level	Number of Participants
Sports Competitions	Institution level	300
Debate and extempore speech Competition	Instititution level	100
Quiz Competition	Institution level	50
Cultural competitions	Institution level	100
Cultural rally	Institution level	500
Literary competitions	Institution level	30
Quiz on Gandhi	Local level	60
Essay writing competition on Gandhi	Institution level	30
Extempore Speech competition on Gandhi Jayanti	Institution level	30
Wall magazine competition	Institution level	18

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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a students union in the college constituted by the members elected by the students from themselves through election that follows the directives of the Supreme Court of India based on the recommendations of the Lyngdo Commission. The students union is involved in different activities of the college. Various competitions in the field of sports, debate, quiz, music, dance etc. among the students are organized by the students union of the college. The union also organizes the freshmen social, parting social and college week which include cultural programmes and open meetings, to which renowned persons, especially academicians, are invited to speak to the students. The students union also organizes programmes on Independence Day, Republic Day, Gandhi Jayanti, birth and death anniversaries of various famous personalities. Apart from these, the students union is also engaged in administrative and academic activities. There is an Academic Committee in the college to look after the academic matters of the college in which two members generally the President and the General Secretary of the students union are included. One of the most important cells of the college is Internal Quality Assurance Cell (IQAC) and in that cell too two members from the students are included. Likewise, some office bearers of the students union of the college as well as some other students are involved in some other committees and cells such as RUSA Project Monitoring Unit, Grievance Redressal Cell, Anti Ragging Committee, Campus Development Committee, Gymnasium Committee, Yoga Training Committee, Seminar Committee, Cutting and Embroidery Committee, Gardening Committee, Canteen Committee, Anti Ragging Squad, Anti Tobacco Squad etc. In this way, the students union of the college as well as other students gets involved in the academic and the administrative matters of the college. The students union of the college acts under the guidance of teachers who are given the responsibilities to look after various activities of the students union. The office bearers of the students union work as a team for the academic, administrative as well as other development of the college. The students union also annually publishes a magazine titled Aalok, which is edited by the Literary Secretary of the students union.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

5.4.4 – Meetings/activities organized by Alumni Association :

2 meetings were organized by the Alumni Association during the year.

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)

Imparting global knowledge and at the same time the age old ethical and moral values necessary for life are the vision of the institution. Keeping this vision in view, the college has taken upon itself the great task of imparting higher education to students affected by the economic and social backwardness of this rural area. The college is really happy to make it known that those who receive education here are mostly female students belonging to tribal community and backward classes. To translate the mission and the vision of the college into reality, the decentralized and participative management system are being practised by the institution. The institution has a mechanism for delegating authority for providing scopes to all of the various functionaries for being operational in a way that leads the institution towards decentralization of governance system. Though the governing body of the college constituted by the Department of Higher Education, Assam as per guidelines of the State Government is the topmost management body of the college, yet the principal of the college enjoys sufficient autonomy in designing and implementing the policies and plans for the academic and administrative development of the college. On the other hand, the principal delegates authority and provides operational autonomy to the departments and also the members of various committees for the development of the institution. Thus, the departments of the college enjoy considerable latitude in doing their academic works. They have absolute autonomy in holding departmental entrance examinations, sessional examinations and allotment of the classes to the teachers of the respective departments. Moreover, the teachers in various committees of the college have authority and power to put forward constructive suggestions which are considered for implementation according to their importance. The college also promotes a culture of participative management and it becomes quite evident from the fact that some members of both teaching and nonteaching staff play a leading role in performing the duties of management by being convenors and members of different committees constituted by the principal as well as the governing body of the college. Apart from the staff of the college, the students are also included in different committees following the objectives of decentralization and participative management. This also encourages the students to develop their leadership quality. Different practices are being followed by the institution to fulfill the objectives of decentralized and participative management of the college. Among them, the two most important examples are Project Monitoring Unit and Tender Committee of RUSA fund in which members have been included from teaching and nonteaching staff. In the former, even the students who are representative of the student community of the college are included as members. Apart from these, another committee on SWAYAM for implementing Massive Open Online Course (MOOC) has also been formed giving full autonomy to operate the same. Thus the institution has adopted different practices of decentralization and participative management for the academic and administrative development of the institution.

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

No

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):

Strategy Type	Details
Curriculum Development	The curriculum of regular courses of study in the college is designed by Gauhati University to which the college is affiliated. However, students and teachers feedback on curriculum can be brought to the notice of the University

	through proper forum. On the other hand, college itself has developed curriculum for certificate course like three months certificate course in basic computer application and knitting and cutting specially for girl students. The college takes proper initiatives for effective delivery and transaction of the curriculum provided by the affiliating university and the institution itself. Distribution of course content is done at the very beginning of the academic session and the entire academic activities like classroom teaching, internal examinations, departmental seminars, group discussion and home assignment are planned in advance and carried out according to schedule.
Teaching and Learning	The college follows the academic calendar of Gauhati University making appropriate changes according to the needs of the institution in connection with teaching and learning process. Individual departments make a plan for their own before regular classes get under way. Traditional mode of learning combined with innovative methods of learning has made teaching learning process more studentcentric in the college. The college also lays more stress on the importance of using ICT facilities available in the institution. The students of the college are asked to voice their opinion on teaching learning process through feedback on this aspect. The IQAC of the college is the virtual watchdog on improvement of teaching learning process in the campus and hence, the IQAC tries its level best in association with the other academies of the college to improve the teaching learning process in the college.
Examination and Evaluation	There are two types of examinations in the college, i.e. internal examinations and external examinations. The conduct of external examinations and evaluation of the answerscripts of the college strictly follow the guidelines provided by Gauhati University to which it is affiliated. The internal examinations are planned and conducted by the college and the scripts are properly evaluated by the concerned departments itself and the marks obtained by the students are sent to the concerned

	university for inclusion in the marksheets for final examination results. The college has separate examination boards for conducting internal and external examinations constituted by the principal of the college. The academic calendar of the college furnished in the prospectus contains information about the external and the internal examinations. All the examinations are well planned and are held under CCTV surveillance.
Research and Development	The institution is keen on developing research culture and attitude amongst the students as well as faculty members of the college. Though there is little scope for doing full fledged research, students are given basic training in research related activities which will help them for growing into prominent researchers in future. Students of semester classes at undergraduate level are given home assignments, reports, seminar papers and surveys, which show in them the seeds of research at this stage. The institution provides some facilities such as time off, reduced teaching load, special leave etc. to the faculty members for smooth progress and implementation of research done by them. The college does have a research committee for carrying out research and research related activities. The committee takes upon itself the task of encouraging research works among teachers and helping out those who are doing research.
Library, ICT and Physical Infrastructure / Instrumentation	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 the 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 these specialities. (b) Availability of digital materials in digital library. ICT usage: (a) In teaching learning process three LCD projectors are installed at classrooms and seminar room and course materials on internet are made available for ready references, as well as Wifi facility is available on the campus.

	(b) In administration also biomatric attendance system is available for employees in the college.
Human Resource Management	The college has policies and process for human resource management. BHB College has a complete human resource team that takes care of the recruitments, payrolls, apprisals 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 such as the employees are honoured with award on completion of ten years of service. Excursion for staff is also 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 a tobacco cessation campaign held for employees of BHB College with an aim to achieve a tobacco free campus.
Industry Interaction / Collaboration	Situated in a rural area, 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 near future.
Admission of Students	(a) The admission to degree courses is 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 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:

E-governace area	Details
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 multilevel, hierarchical approvals. The software has allowed the college to give egovernance 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 email.
Finance and Accounts	Payments of staff salaries are made electronically.

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	Dr. Diganta Borgohain	Training Programme (RUSA) on DPR Preparation, PFMS, eprocurement	Nil	600
2019	Nabamoni Saikia	Workshop on challenges and opportunities in NSS in Assam	Nil	2000
2019	Phanidhar Mech	Student Induction Programme	Nil	2000
2019	Dr. Diganta Borgohain	Third Annual National Teachers Congress at MIT World Peace University in Pune	Nil	20000
2019	Dr. Diganta Borgohain	Training on functions of Payment Portal, National Scholarship Portal and PFMS Portal in connection with disbursement of sholarship fellowship to students	Nil	20000
2019	Dr. Diganta Borgohain	NAAC sponsored workshop on revised assessment and accreditation framework and compilation of self study report	Nil	700
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Basics of Computer	02/07/2019	02/07/2019	0	6
2019	Talk on UGCBCS syllabus	Nil	09/08/2019	09/08/2019	14	0
2019	Workshop on UGCBCS	Nil	28/06/2019	28/06/2019	32	0
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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	From Date	To date	Duration
Short Term Course	2	25/07/2018	31/07/2018	7
Short Term Course	1	13/10/2019	20/10/2019	7
Refresher Course	1	27/02/2019	19/03/2019	21
Refresher Course	1	16/10/2019	29/10/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Saharya Nidhi	Saharya Nidhi	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)

In the institution both internal and external financial audits are done regularly. Generally, the internal audit is done by the Chartered Accountants and for this purpose, a Chartered Accountant is appointed by the college itself. The internal audit is done for all financial matters including grants allocated by the Government and University Grants Commission. The audit of examination centre is not done by the Chartered Accountant, and it is done by

some experienced local persons, as selected in the meetings of the Centre Committees of the concerned examinations. These persons are expected to have experience in dealing withj financial matters. Apart from the internal audits, there is also a system of conducting external financial audit in the college. Of course, the external audit is conducted by the Department of Audit (Local Fund) under the Government of Assam. This audit is a regular affair, but it is done as per the departmental procedures of the concerned department. This audit is also done as per the requirements felt by the Govt. of Assam. But the college always keeps itself ready for the audit by the Department of Audit (Local Fund), and provides all the required facilities to the auditors of this department as they ask for.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

9825

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	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

a) Parent Teacher Meetings are 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 welfarec

6.5.3 – Development programmes for support staff (at least three)

a) Computer literacy programmes for nonteaching staff b) Tobacco cessation campaign held with a motive to provide counselling to support staff to quit the habit of tobacco consumption. c) Workshops on office functioning.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

a) Efforts are made to create a research culture in the college. b) Emphasis is given on more and more extension activities c) Mentoring system is more emphasized. d) Attempts are taken to make the campus more ecofriendly.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	I.Q.A.C. Meeting	30/06/2018	30/06/2018	30/06/2018	16
2018	Academic Meeting	06/09/2018	06/09/2018	06/09/2018	10
2018	Academic Meeting	24/09/2018	24/09/2018	24/09/2018	11
2018	I.Q.A.C. Meeting	18/12/2018	18/12/2018	18/12/2018	11
2019	Academic Meeting	01/08/2019	01/08/2019	01/08/2019	20

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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	Period To	Number of Participants	
			Female	Male
Celebration of International Womens Day	08/03/2019	08/03/2019	100	48

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1) The college conducts green audit at its campus. 2) Environment consciousness is created through workshops, debate, field visits etc. 3) Green Club, Campus Development Committee and Tree Plantation Committee look after the matters related to environment consciousness. 4) The college has a plan to make use of solar energy in the campus in the upcoming days. 5) The college has a plan to make rain water storage to reuse the rainwater in the upcoming days. 6) Plantation (i) 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 the part 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 the college authority hangs the scientific name plates on every tree located in the whole campus. (ii) Students and teachers of the college join plantation programmes in the campus on various occasions. (iii) Some nature related voluntary organizations of this area, alumni association of the college and NGOs have also planted trees in the college campus on various occasions. (iv) In every year on the occasion of World Environment Day, the college fraternity organizes various programmes like meetings, road show etc. amongst the local people to make them aware of the environment. 7) Waste management programmes are done in the college to dispose the wastes effectively.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	5
Ramp/Rails	Yes	10
Rest Rooms	Yes	10
Special skill development for differently abled students	Yes	10
Any other similar facility	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	0	1	20/07/2019	1	Flood relief	Distribut ion of foods and medicines to flood victims of nearby village, awareness about health and hygiene in postflood situation	12
2019	0	1	04/10/2019	1	Cleanline ss drive	Awareness about danger of plastic use	252
2019	0	1	05/10/2019	4	Voluntary service	NCC Cadets offered voluntary services in the public Durga Puja cele bration	100
2019	0	1	27/11/2019	1	Cleanline ss awaress	Cleanline ss awares sness programme was	10

					organized among the small children in nearby primary school

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2019	05/09/2019	185
Gandhi Jayanti	02/10/2019	02/10/2019	100
National Unity Day on occasion of the Birthday of Sardar Vallabh Bhai Patel	31/10/2019	31/10/2019	120
All religion prayer	14/08/2019	14/08/2019	200
Guru Nanaks Birth Anniversary	12/11/2019	12/11/2019	180

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) The college has established a park in front of the Administrative block. 2) A new garden is also being developed in front of the new RCC block. 3) Stuidents, teachers, naturerelated voluntary organizations, alumni association and some NGOs have planted trees in the campus on various occasions. 4) A number of dustbins are put in various parts of the college campus, and students are always advised and encouraged to throw their wastes into the dustbins instead of throwing them in open places. 5) On the occasion of the World Environment Day, the college fraternity organizes various programmes like meetings, road shows, plantation programmes etc. 6) An awareness among students is created against the singleuse plastic.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – I Benevolent Participating Management 1. Objectice: The main objective of this best practice is to give opportunity to all the members of the teaching and the nonteaching staff in decision making, so that they can play a significant role in preparing the policies for the college. It is also a way to inculcate a democratic spirit among the staff members. This in a way helps to attain a kind of decentralization in respect of exercising power and responsibility in the college affairs. 2. Need Addressed and the Context: Usually all powers in respect of running the college affairs are vested on one person, that is the Principal. But the Principal alone can't run a college if they don't seek support from the staff members, because there are a lot of works to do in a college – from administrative matters to academic matters, and a Principal, with a few office assistants with him, can't properly look after everything. Secondly, in the staff there are some very intelligent and

experienced people whose intelligence and experience can help the college in the process of its development. Thirdly, there is also the necessity to create a conducive working atmosphere in the college for smooth functioning of the college, and that can be attained through adoption of benevolent participating management. 3. The Practice: B. H. B. College adopts benevolent participating management system in three ways. Firstly, the highest decisionmaking body of the college is the Governing Body, which is formed according to the rules specified by the Higher Education Department, Govt. of Assam. According to the Government norms, there are two representatives of the teaching staff and one representative of the nonteaching staff, selected annually by the concerned staff members, in the Governing Body. Secondly, again according to the rules of the Higher Education Department, Govt. of Assam, each department has a Head and they lead the departmental activities. The Principal holds meetings with the Heads of the departments to chalk out various academic activities and also to discuss the matters related to teachinglearning and evaluation. But the most important way of attaining benevolent participating management by the college is through committee system. In this college, there are fifty one permanent committees and cells including the IQAC, apart from the committees and cells constituted from time to time to address temporary requirements. The permanent committees and cells are – IQAC, Academic Committee, Admission Committee, Curriculum Development and Feedback Committee, Green Audit Committee, Media and Report Keeping Committee, AntiTobacco Sqaud, Excursion Committee, Science Stream Committee, Internal Complaint Committee {as per the provision in the 'Sexual Harassment of Women at Workplace (Prohibition, Prevention and Redressal) Act, 2013}, Green Club, Constitution Revision Committee for Students' Union, Room Arrangement Committee for Science Stream, Prospectus Committee, Scholarship and Award Committee, Library Committee, Collegiate Student Grievance Redressal Cell, Student Welfare and Cultural Committee, Hostel Management and Welfare Committee, Social Responsibility Committee, Sports Committee, Research Committee, Inhouse Alumni Association, Mentoring Committee, Ethic Committee, AntiRagging Committee, AntiRagging Squad, Disciplinary Committee, Publication Cell, Routing Preparation Committee, Extension Education Cell, Career Counselling and Placement Cell, Gymnasium Committee, Health Counselling Cell, Seminar Committee, Cutting and Embroidery Committee, Campus Development Committee, Fishery/Canteen Committee, National Cadet Corps, National Service Scheme, Swayam, Planning and Budget Committee, Purchase Committee, Construction Committee, Disaster Management Cell, RUSA Committee, Yoga Committee, Committee for Celebration of Gandhi Jayanti and Birth Anniversary of Guru Nanak, Committee for Tree Plantation on Earth Day and World Enviromnent Day, Bodo Students' Literary Society and Adoption Cell. Besides these, there are also a Project Monitoring Unit for RUSA (as per guidelines by RUSA) and Tender Committee for RUSA. In all these committees and cells, teachers and nonteaching staff members, and sometimes students too, are members. Moreover, some teachers are engaged as Teachersincharge in the activities and functions of the Students' Union. Besides, the Principal occasionally holds staff meetings for discussing various issues and taking decisions. 4. Evidence of Success: The system of benevolent participating management has borne fruits in B.H.B. College. As the entire staff of the college (both teaching and nonteaching) functions as a team to perform various responsibilities, the conduct of various activities becomes quite easy and smooth. It has increased the efficiency level of both administrative and academic functioning. It also helps the staff members to attain a sense of belonging in the college. 5. Resources: In this best practice, the resources that are required is only the human resources with a strong sense of motivation and involvement. BEST PRACTICE – II Community Reach Programmes 1. Objective of the Practice: The Teachers of a college have some social responsibilities. As some highly illustrated citizens, they should also render some services towards the community they belong to, besides teaching in classrooms. Moreover, it is

also part of the education to cultivate some sense of social responsibilities among students. They should know that their education can't be complete by mere reading of books and passing examinations. They should understand the society they belong to, and also create in their mind a strong attitude to serve the society. With these objectives in view, B. H. B. College has taken up various community reach programmes. 2. Need Addressed and the Context: B.H.B. College is situated in a rural area, which mainly consists of poor farmers and labourers. These people are suffering from many problems, like poverty, illiteracy, lack of knowledge as regards health and hygiene and sanitation etc. Many nearby places are also affected by flood annually. Most of the students of this college come from this kind of a background, and it is of the utmost need to make them acquainted with the reality. Therefore, B. H. B. College thinks of helping the poor, backward people of this locality in different ways, as well as creating awareness among the students about how to combat the problems they and their people regularly face, besides inculcating a sense of social responsibility and an attitude to serve the community. 3. The Practice: B.H.B. College adopts various ways to implement the community reach programmes. The units of the N.C.C. and the N.S.S. of B. H. College take up various programmes for community services. Their primary emphasis is on creating a mass awareness about cleanliness. They also lay importance on attaining a green environment through plantation programme. They have taken up various programmes of these natures, like cleanliness drives in the nearby railway station and the market area. In these activities, a few teachers and a large number of students get involved. There are three other important committees/cell in the college, which take up programmes pertaining to social responsibility of the college fraternity. They are, Social Responsibility Committee, Extension Education Committee and Adoption Cell. They also take up programmes in the locality to create awareness among common people about health and hygiene, cleanliness, sanitation etc. Moreover, they occasionally take up programmes to impart education in some primary schools of this locality, so that the students as well as the teachers of these schools can be acquainted with the modern avenues of education. The college has adopted a nearby village, and a few teachers occasionally visit the primary school of the village and take some classes there. The college fraternity also takes up programmes such as flood relief, in which the flood affected villagers are offered foods and medicines. They are also given lessons on maintaining health and hygiene in the post flood situations. The NCC Cadets of the college are encouraged to offer voluntary services during social occasions where a large number of people gather. One such social occasion is the public Durga Puja celebration that is organized at a distance of one kilometre from the college. In the programmes of Durga Puja celebrations, our NCC cadets act as volunteers so as to enable the organizers of the programmes to conduct the same quite smoothly and peacefully. In other ways also the teachers and the students of the college keep themselves involved in various public functions and activities. 4. Evidence of Success: Because of the involvement of social activities in the ways mentioned above, the college always gets positive feedbacks from the local society. The teachers and the students of the college are always invited to various social functions that are organized in the locality. In this way, B.H.B. College fraternity has been playing a significant social role. 5. Resources: Our resources in this best practice are some teachers who are dedicated towards their job and their responsibility. Moreover, a large section of students are highly motivated to perform their duties towards the community. Nonteaching staff also comes up as a strong support in this regard. We sometimes collaborate with local associations and clubs as well as the government departments for these activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college that passed a long period of forty eight years has its main vision to make modern higher education accessible to the poor students of this locality. The locality that the college is situated in is basically an underdeveloped rural area, and as a result, most of its students belong to the families of poor farmers and labourers. So, it is the main thrust of the college to help the poor students to come out of their narrow compass and to try to shine in every sphere of human endeavour. It has been our relentless effort so that they can overcome every difficulty on their way to higher education, and in this respect, we have attained success to a great deal. It is also the priority of the college to provide the poor students with education and skill they require to fit themselves in the changing pattern of the society. We have tried hard to modernize the teachinglearning process with use of all the available modern tools of education as far as possible. From time to time, students are given orientation about the new avenues in the field of education. We have organized several programmes to acquaint the students with the scopes and prospects that various fields of activities may offer to them. They are given orientation about how to prepare for jobs after their educational life is over. The students are encouraged to visit the library regularly in a bid to inculcate a reading habit in them. The library offers special help to the poor students, outside its regular practice, so that the poor students dont get any trouble in pursuing their studies. Students are also encouraged to have access to internet facilities free of cost in the college premises, so that they can obtain uptodate learning resources from internet. Our basic concern is to inculcate in the students a competitive bent of mind in spite of their financial and societal limitations. We are trying our level best to make the students aware of the global scenario in the field of education in spite of their belonging to a small village with a lot of hardships. With our limited resources and opportunities, we are trying to keep our students uptodate in respect of every possible aspect of education as far as possible. Our goal is to lift the students up from their present position, to make them feel confident about themselves, and give birth to a spirit of looking beyond their own situation, and in this respect, we are successful to a great degree.

Provide the weblink of the institution
www.bhbcollege.ac.in

8.Future Plans of Actions for Next Academic Year

1. B.H.B. College is preparing itself for implementation of its plan of the previous year to introduce science stream. For opening science stream, it is necessary to have the support of the Higher Education Department, Govt. of Assam, particularly because only the Govt. of Assam can give us permission to appoint teachers for science stream. The Govt. of Assam gave a declaration in the previous year as regards giving permission to our college to open science stream, and this year, the Govt. has allocated some fund for the preparatory works of the laboratories. It is expected that the Govt. will sanction posts of new teachers for the science stream very soon. So, with the due approval of the Higher Education Department, Govt. of Assam and Gauhati University, we hope to start our science stream in the coming year. 2. In the coming year, we plan to expand the building area of our college with some new constructions. Already we have got some grants from RUSA to construct some classrooms and a canteen. Moreover, with the grants of RUSA, we are planning to go for some renovation works too. As per the guidelines of RUSA, we have signed Memorandum of Agreement with Housefed for

the construction and the renovation works as mentioned. We can hope that in the coming year the construction and the renovation works will be completed. 3. In the coming year, we plan to generate funds for construction of side walls and for other basic amenities for the college by approaching the Member of Parliament and the Member of Legislative Assembly. If they help us generously, we can proceed towards some infrastructural developments of the college. 4. The college wants to give more emphasis on skill development programmes. The college has made a plan to start a course of Spoken English for not only the students but also some willing teachers of the college. We want to go on with this programme with our own resources, using our own people in the Department of English. Some other skill oriented programmes in respect to cottage industry, knitting and cutting etc. are also parts of our future plan. 5. The college plans to organize some seminars of both disciplinary and interdisciplinary nature. Each of the departments will be encouraged to organize seminars on small scale with their own teachers and students. Moreover, plans are there to organize large scale seminars, such as national seminars, state level seminars etc. and for this, the college is going to seek appropriate funding agencies. 6. The college is going to give more importance on the side of publication. In the coming year, the college is planning to publish two books by compiling research papers and articles of high quality, to be contributed by teachers of this college as well as of other colleges.