



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>B.H.B. COLLEGE</b>
Name of the head of the Institution		<b>Dr. Birinchi Kumar Das</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>03666245513</b>
Mobile no.		<b>9435321090</b>
Registered Email		<b>principalbhbcollege18@gmail.com</b>
Alternate Email		<b>principalbhb2018@gmail.com</b>
Address		<b>Sarupeta</b>
City/Town		<b>Sarupeta</b>
State/UT		<b>Assam</b>
Pincode		<b>781318</b>
<b>2. Institutional Status</b>		

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	iqacbhbcollge@gmail.com
Alternate Email	durgeswarbarman19@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.bhbcollge.ac.in/3.pdf">https://www.bhbcollge.ac.in/3.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.bhbcollge.ac.in/ac.pdf">https://www.bhbcollge.ac.in/ac.pdf</a>

### 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

<b>6. Date of Establishment of IQAC</b>	14-Feb-2019
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### 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
Discussion on Unity on Rashtriya Ekta Divas	31-Oct-2019 1	114
Talk on Dr. Bhupen	05-Nov-2019	123

Hazarika's Works	1	
Talk on the Ideals of Guru Nanak	12-Nov-2019 1	97
Academic and Administrative Review	20-Nov-2019 1	22
Discussion on the Ideals of Indian Constitution on the Constitution Day	26-Nov-2019 1	124
Swayam Awareness Programme	03-Dec-2019 1	64
Academic and Administrative Review	17-Dec-2019 1	22
Discussion on Quality Enhancement Initiatives	02-Jan-2020 1	22
Administrative Review	20-Jan-2020 1	30
Talk on Jyotiprasad Agarwala and His Contributions to Assamese Culture	17-Jan-2020 1	112
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**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	Infrastructure Grant to Colleges	RUSA	2019 365	10000000
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

Encouraging the teachers, the non teaching employees and the students to create awareness among the common people as regards the Covid 19 pandemic

Organizing various competitions during the Covid19 lockdown situation to keep the students academically and creatively busy at home

Organizing Webinars to break the stalemate in academic activities during the Covid19 lockdown

Encouraging online classes to make up the loss incurred because of the Covid19 lockdown

Formation of Readers' Club to inculcate reading habits among the students and promote a book reading culture

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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	Achievements/Outcomes
Introduction of Skill Development Programmes	The college introduced a one year diploma course on Yoga and SelfDefence and a sixmonth certificate course on Office Automation. It also started a programme on Spoken English.
Publication of two books	Due to the pandemic situation, the proposed publication of two books slowed down. Now, one among them is under process and it will be ready for release soon.
Organizing seminars of both disciplinary and interdisciplinary nature	Due to the pandemic situation, it was not possible to organize any seminar at a big scale, but the college organized various state level and national level webinars where outside participants also participated.
Generation of fund for construction of side walls and other basic amenities by approaching the local MP and MLA	The local MLA was approached for granting some fund to the college for construction of side walls and other basic amenities, and he agreed to process our written appeal.
Construction and renovation under RUSA	The construction of new class rooms and canteen has been in progress, while some renovation works have also been going on.
Opening or Science Stream	The Govt. of Assam was approached for

allowing us to start the proposed science stream by recruiting new faculties and other persons, and as the Govt. of Assam is giving permission for recruitment against newly introduced science stream phase wise, our college is waiting for a nod from the Government in this regard. But the Govt. of Assam has sanctioned an amount of Rs. twenty five lakhs under untied fund to the Deputy Commissioner, Barpeta for construction of science building in our college.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of B.H.B. College	12-Dec-2020

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

2020

Date of Submission

24-Mar-2020

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

As B. H. B. College is affiliated to Gauhati University, this college follows the curriculum framed by Gauhati University and abides by the instructions issued by the university in this regard without any deviation from our end. At the same time, the college often puts its own innovative ideas to make the curriculum delivery more suitable to our students, such as activities outside the class rooms. In the beginning of the session, the Head of each department distributes the course contents among the faculty members so that there is no difficulty in smooth delivery of the course. The Principal asks the individual teachers to prepare a teaching plan at the beginning of the session, which will show how the individual teachers have planned their curriculum delivery from

the beginning till the end. In the teaching plans, the teachers show how they divide the lectures to be taken among the topics/units to be taught taking care of which topic/unit will demand what amount of time. The Heads also try to ensure that the individual teachers adopt mechanism of their own so that the course delivery could be interesting to the students. As the college belongs to a rural area and most of the students come from underprivileged sections, it sometimes becomes difficult to make them cope with the modern amenities. Still the teachers try their best to make learning interesting for the students of all backgrounds by trying to cater to the individual needs of them as well as making effective use of the ICT tools available in the college. On account of the pandemic situation, while the college was officially closed for a long time, the college tried to find out ways so that students didn't have to suffer a loss in respect of curriculum. In spite of the frequent network problems, and also the poor condition of many of the students which prevented them to buy their own mobile phones etc., the teachers tried their best to reach out to the students on online method and tried to help them academically as far as possible. The teachers also tried to offer counselling to the students wherever it was necessary. Because of the pandemic situation, the college had to find out new mechanism so that the curriculum delivery could be effective to the utmost, and though at the very beginning the outcome was not up to the mark, finally both the teachers and the students got adjusted to the new situation, and got themselves ready to garner as much benefit as possible. The individual teachers keep the records of the progress in their delivery of course contents.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Office Automation	Nil	22/12/2020	180	Employability	Nil
Nil	Yoga and Self Defence	22/12/2020	360	Nil	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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#### 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 on 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
Number of Students	50	24

### 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
Nil	Nil	Nil
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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	Cultural Aspects of Satras and Other Religious Institutions of the Greater Sarupeta Area	20
BA	History of the Religious Institutions of the Greater Sarupeta Area	12
BA	Various Aspects of the Development of Education	19
BA	Religion, Ethics and Philosophy	2
BCom	Various Commercial Issues Relevant to Local Society	11
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
<p>B.H.B. College gives special emphasis on feedback system, because it is through this feedback system that we can know the outcomes of our efforts. In this feedback system, we cover all the stakeholders of the college including students, teachers, employers, alumni and parents, though particular emphasis is given to the heart of the institution, the students. We adopt various mechanisms to obtain feedback from the students. One of them is the annual feedback system, in which certain questions are put to the students through a questionnaire as regards curriculum, teaching and learning, infrastructural facilities, college administration etc., and the written answers that they give are analysed properly so that we can try to overcome the problems they cite and also can take future plans of action accordingly. Another way of obtaining feedback from the students is direct interaction with them by the principal, where they are encouraged to open up and speak out their minds. The Principal has brainstorming sessions with students in presence of the departmental faculties so that, besides obtaining direct and verbal feedback from the</p>

students, it becomes possible to bridge the gap between the students and the teachers. For feedback from the teachers, the Principal has frequent meetings with the teachers where they are able to speak out the problems they face. In the brainstorming sessions also students and teachers can directly interact, and this helps us obtaining feedback from the teachers, besides that from the students. So far as the feedback from the employers is concerned, though there is no other way to obtain it, in the meetings of the Governing Body, we place various issues of the college, and seek the feedback of the members on those issues. The college has an Alumni Association, and the Association time and again sits and discusses various issues of the college, reviewing the past progress and offering suggestions as regards the future courses of action. So, the college can get their feedback from the discussions they have. Moreover, there are other occasions where we can have interactions with some alumni from whom we can obtain feedback. So far as parents are concerned, we occasionally meet the parents, class-wise or student-wise, and let them know about the progress of their wards and also obtain their feedback so far as the overall development of the college is concerned. All these processes taken up by the college for obtaining feedback from students, teachers, employers, alumni and parents keep the college aware of the fruits borne by its efforts as well as the things that the college needs to focus on.

## 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 Regular in Humanities	300	180	177
BCom	Undergraduate Honours and Regular in Commerce	30	30	22

[View File](#)

### 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
2019	538	Nil	32	Nil	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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used



32	32	58	2	2	4
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The college has an effective mentoring system, which is applicable for both the Undergraduate and the Higher Secondary students. In both the cases, the mentoring is done in two ways -- one in the departmental level and the other in the general level. In the departmental level, each of the departments frames their own mechanism to mentor their students according to their needs. Where the number of students is quite high, the department divides the students into groups, and entrusts the responsibility of each group on a particular teacher. The department occasionally reviews the outcomes of such mentoring. On the general level, there is a Mentoring Committee which decides the frameworks for mentoring and also makes timely reviews of the accomplishments of the mentoring. In the Undergraduate level, one or more teachers are assigned as mentor of one particular semester. In the Higher Secondary level, students are divided into groups of twenty/forty and one teacher is assigned as mentor of one group. The mentor sits with the students of their respective groups, and discusses various academic and other relevant issues. They try to find out the issues and difficulties that the students are faced with, and offer them suggestions and counselling so far as practicable. The mentors also address individual issues when necessary. If the issues are difficult to be handled by an individual teacher, the matter is brought to the notice of the Mentoring Committee as well as the Principal. Then, in the review meeting of the Mentoring Committee presided over by the Principal, the solution to such problems is sought. The main emphasis of the mentoring is to encourage the students to open up, so that they can express the hurdles they are facing in getting quality education. As the needs of different students are different, the mentors try to reach out to each and every student individually, even outside the campus, through digital medium if necessary and try to understand the individual issues. As there was lockdown in the most part of the current year on account of the Covid pandemic, the students were unable to be present physically in the college during a large part of their academic session. So, the teachers did their mentoring task using various online methods, particularly through mediums like WhatsApp etc. They formed WhatsApp Groups with students and also tried to connect the students individually through WhatsApp. They also kept themselves in touch with students through phone calls when it became necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
834	32	1 : 26

**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
24	22	2	1	9

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
Nil	Nil	Nil	Nil
No file uploaded.			

**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
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				examination
BCom	Undergraduate	6th	15/10/2020	05/12/2020
BA	Undergraduate	6th	21/10/2020	05/12/2020
<a href="#">View File</a>				

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

As B.H.B. College, Sarupeta is affiliated to Gauhati University, it has to follow both the syllabi and the examination pattern prescribed by Gauhati University. Of course, in the Higher Secondary level, which doesn't come within the purview of Gauhati University, the college has to follow the syllabi and the examination pattern of the Assam Higher Secondary Education Council. For internal assessment, Gauhati University has prescribed for the undergraduate students sessional examinations, home assignments, seminars etc. Besides the pattern of internal assessment of the students as prescribed by Gauhati University in its guidelines, the college also adopts its own mechanism for Continuous Internal Evaluation system, according to which the departments and individual teachers hold class tests, oral tests, group discussions etc., so that the progress of the students both the undergraduate and the higher secondary level can be known by the teachers as well as by the students themselves. But this year, on account of the lockdown resulted from the Covid-19 outbreak, the regular classes couldn't be taken for a long period of time, and as a result, the common procedures that are usually adopted for internal assessment of students couldn't be followed. Even Gauhati University asked the colleges to take internal assessment only of the 6th semester students, and that too, with only home assignments, avoiding sessional examinations, seminars etc. as these required physical presence of the students in the college. But still, our college tried to adopt some new mechanisms for Continuous Internal Evaluation which covered almost all the students. As instead of regular classes the teachers had to adopt online mode of teaching as far as practicable, they also adopted some online modes for internal evaluation of the students. One such method applied by the departments and individual teachers for online internal evaluation of the students was evaluation through WhatsApp groups. The departments and teachers formed WhatsApp groups of students and various tasks were assigned to the students through the groups. The teachers gave questions in WhatsApp groups which the students had to answer and send their answers through the groups itself. The teachers also gave other assignments to the students which were used for internal evaluation of the students. The teachers used other online mediums such as google meet and zoom for conducting group discussions and this could also be used for internal evaluation of the students. Apart from the direct question-answer type examinations, another method applied for internal evaluation was home assignments. Students were given home assignments by the departments or the individual teachers through WhatsApp or other online means and they submitted their assignments through WhatsApp, mail etc., which were then assessed and the teachers assessments of the assignments were made known to the students by the same online modes.

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

Every year B.H.B. College prepares its own academic calendar. This calendar is at par with the academic calendar prepared and published by its affiliating university Gauhati University. In the academic calendar prepared by the college, the college strictly follows the instructions given in the academic calendar of Gauhati University as regards examinations and other important activities of the college other than the classes, and in the matters where there is no specification in the academic calendar of the university, the

college follows its own ways. Particularly in the matters such as college election, freshmen social, college week etc., the college selects the dates according to its convenience without hampering the academic calendar prepared by the university. But this year, on account of the stalemate position that the educational institutions had to face in the wake of the lockdown resulted from the pandemic situation, Gauhati University couldn't adhere to its original academic calendar and most of the months of the year, the University as well as its affiliated colleges had to remain closed. This is what our college was also faced with quite naturally. Still, when the situation showed some kind of improvements and a possibility for restoration of the normal activities of the university and the colleges was in sight, the university prepared an academic calendar newly. After that, B.H.B. College also prepared newly its own academic calendar on the basis of the academic calendar prepared by Gauhati University, incorporating its own issues in its own way too in it as usual. The academic calendar was adhered to in matters of examinations and other important activities of the college that were permitted by the Government to be taken up in the college campus. The academic calendar of the college incorporated the probable dates of examinations conducted by Gauhati University (and also by Assam Higher Secondary Education Council in case of the higher secondary examinations). It also incorporated the university-prescribed sessional examinations besides its own internal examinations and other important activities. The end semester examinations were, of course, held as per the programmes notified by Gauhati University. It may be mentioned that this year some important activities, in spite of their being mentioned in the academic calendar of the college, couldn't be performed as the Government of Assam didn't allow the college to go on with such activities, such as college election, freshmen social, college week etc.

## 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)

<https://www.bhbcollege.ac.in/PROGRAMME%20OUTCOMES%20OF%20B.H.B.%20COLLEGE%20DURING%202019-20.pdf>

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	Undergraduate Major and General	115	115	100
UG	BCom	Undergraduate Major and General	16	14	87.5

[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)

<https://www.bhbcollege.ac.in/STUDENT%20SATISFACTION%20SURVEY%20DURING%202019-20.pdf>

## 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
Nil	0	0	0	0
No file uploaded.				

### 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
Industry-Academia Innovative Practices	Department of Economics	11/12/2020

#### 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
Nil	Nil	Nil	Nil	Nil
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#### 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
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Not applicable	Nil

#### 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)
National	Department of English	2	0
<a href="#">View File</a>			

#### 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	4
Political Science	1
Economics	1

English	3
<a href="#">View File</a>	

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
Nil	Nil	Nil	Nil	0	Nil	Nil
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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	22	50	15	19
Presented papers	4	1	Nil	Nil
Resource persons	Nil	4	2	2
<a href="#">View File</a>				

### 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
Observance of National Voluntary Blood Donation Day	NCC/NSS/Aloran and Angkuram Hospital, Barpeta	2	60
Corona Awareness Programme	NCC /NSS	16	124
Participation in Official Republic Day Parade	NCC	1	60
Plantation Drive on World Environment Day	NCC	1	60
<a href="#">View File</a>			

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
Nil	Nil	Nil	Nil
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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 activities	Number of students participated in such activities
Gender Issues	College Students Union	Discussion on Gender Issues on International Womens Day	7	156
AIDS Awareness Programme	Red Ribbon Club, B.H.B. College	Quiz on AIDS	5	85
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### 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
Collaboration with Bijni College for organizing National Webinar on The Heritage of Assamese Drama and Its Evolution	250	Jointly financed by Bijni College and BHB College	2
<a href="#">View File</a>			

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
Nil	Nil	Nil	Nil	Nil	0
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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
Third Eye	29/06/2020	To run the certificate course on Office	50

[View File](#)**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
6000000	6688916

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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**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	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12486	739818	3237	89934	15723	829752
Reference Books	2758	449739	49	9885	2807	459624
e-Books	2	1200	Nil	Nil	2	1200
Journals	4	4000	Nil	Nil	4	4000
e-Journals	2	1400	Nil	Nil	2	1400
CD &	10	2000	Nil	Nil	10	2000

Video

[View File](#)

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 is developed	Date of launching e-content
Nil	Nil	Nil	Nil
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	32	0	0	0	0	0	0	0	0
Total	61	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
Nil	<a href="#">Nil</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
1900000	1965031	550000	562531

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 college tries its best to maintain and utilize the physical, academic and support facilities it has, such as laboratory, library, sports complex, computers, classrooms etc. in the utmost possible way. The main emphasis put by the institution in this regard is on how the students, all of whom belong to the rural background and most of whom come from economically underprivileged families, can have the maximum benefits out of these facilities. At present the college has only two well-equipped laboratories belonging to the Department of Computer Applications and the Department of Education, and the concerned Departments take care of the matters related to maintenance and utilization of them. The laboratory equipment are well maintained by the concerned Departments, and if any problem arises, the matter is brought to the immediate



notice of the Principal. The college has one Central Library, which is run under the supervision of the Librarian, who is well supported by three support staffs. There is also a Library Committee to take major decisions as regards functioning of the Central Library. The Library maintains proper procedure for lending books to teachers and students, and records are properly kept. Apart from the Central Library, all the Departments have their own Departmental libraries and the Departments have their own mechanisms as regards maintenance and utilization of their libraries. The college has a wide playground for outdoor games, besides the required sports equipment. In the college students' union, there are two portfolios of secretaries such as Major Games Secretary and Minor Game Secretary, who are entrusted with the responsibilities of conducting sports activities and utilizing the sports facilities. They act under the guidance of Teachers-in-charge. The college also has a multi-gym, the activities of which are supervised by a teacher. Maintenance and utilization of the computers are done by the Department of Computer Applications as well as the college office staff. Classrooms are looked after by the Departments as well as the office staff, while the Principal and the Vice Principal make the overall monitoring of the things. The college believes in the decentralization of the management activities, and therefore, several committees are set up for looking after different issues. The committees comprise teachers, non-teaching employees and students. It is taken care of that the committees, the Departments and the office staff have a good co-ordination in looking after how the physical, academic and support facilities are maintained and utilized in the best possible ways, and in such matters, students are also occasionally involved.

<https://www.bhbcollge.ac.in/p.pdf>

## 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	Supply of books and other materials to the meritorious students by some alumni at individual level	5	5000
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0
<a href="#">View File</a>			

#### 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	21/06/2020	25	The college itself
Online counselling to students on stress management during	27/06/2020	30	The college itself

Covid 19 by a reputed clinical psychologist			
Spoken English	06/03/2020	122	The college itself
<a href="#">View File</a>			

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 students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Counselling on Employment Opportunities in Banking Sector	Nil	104	Nil	Nil
<a href="#">View File</a>					

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
3	3	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	Nil	Nil	Nil	Nil
No file uploaded.					

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
2020	1	BA	Political Science	J.B. Law College, Guwahati	LLB
2020	1	BA	Political Science	Gauhati University	MA
2020	1	BA	Assamese	Nursing Training Institute,	Nursing Training

				Barpeta	
2020	1	BA	Assamese	Signature Institute, Guwahati	Makeup Artist
2020	1	BA	Assamese	Kumar Bhaskar Barma Sanskrit and Ancient Studies University	MA
2020	1	BA	Education	ITI, Guwahati	Cosmetology
2020	1	BA	Economics	Gauhati University	MA
2020	1	BA	Economics	DIET, Howly	DEEd
2020	1	BA	English	Handloom Training Centre, Barpeta	Artisan Course
2020	1	BA	Assamese	Pragjyotish College under Gauhati University	MA

[View File](#)

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	53

[View File](#)

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

Activity	Level	Number of Participants
Quiz Competition on National AIDS Day	Local	55
Online Book Review Competition	State	17
Online Poem Writing Competition	Local	22
Online Quiz Competition on Corona Awareness	National	1315
Quiz on Culture of Rajasthan under EBSB	Institution	65
Indoor Games Competition for Girls	Institution	10
Indoor Games	Institution	14

Competition for Boys		
Athletics Competitions	Institution	10
Football Competition	Institution	90
Cricket Competition	Institution	90
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

B. H. B. College believes in participative management system and therefore, it likes to allow the student community to play a significant role in various activities of the college. The college has a Students' Union, the office bearers of which are elected by the students from themselves. The election of the office bearers of the Students' Union is held annually according to a written constitution for the Students' Union, which strictly follows the guidelines of the Supreme Court of India issued in 2007 in this regard. In the month of February, 2020, the Students' Union organized College Week in which various competitions among students were held, besides an open meeting where a guest was invited to speak to the students on academic and other pertinent issues. As for a large part of the discussed year the college remained closed on account of the lockdown resulted from the outbreak of Covid-19, the Students' Union couldn't carry out many of its normal activities. But during this period, the Students' Union took active part in implementation of various works of the college. They set up a help desk while the online admissions were going on, so that the students could find the required help in matters of online admission in proper time. The Students' Union annually publishes a trilingual magazine titled 'Aalok', and the preparation for this year's magazine was timely initiated by the Secretary of the Literary Section in the Students' Union in spite of the lockdown. They also got themselves involved quite actively in various academic, cultural and extension programmes organized by the college. The college authority involves students in various committees set up for the purpose of carrying out different kinds of activities that go on in the college. There are two student members in the Project Monitoring Unit that monitors the works done under the RUSA 2.0 grant under the scheme 'Infrastructure Grant to College'. There are student members in the Internal Quality Assurance Cell, Academic Committee, Anti-Tobacco Squad, Red Ribbon Club, Internal Complaints Committee constituted as per the provision in the 'Sexual Harassment of Women at Workplace (Prohibition, Prevention and Redressal) Act, 2013, Green Club, Library Committee, Collegiate Student Grievance Redressal Cell, Student Welfare and Cultural Committee, Sports Committee, Anti Ragging Committee, Anti-Ragging Squad, Gymnasium Committee, Cutting and Embroidery Committee, Campus Development Committee, Fishery/Canteen Committee, Yoga Committee etc. Under the Department of Bodo, every year Bodo Students' Literary Society is formed and the Society plays active role in undertaking various programmes under the guidance of the Department concerned.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

170

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association organized 2 (two) meetings during the year to discuss various issues pertaining to the development of the college. They Association also got involved in the preparation for celebration of Golden Jubilee of the college in the coming year. A member of the Association also contributed Rs. 5000.00 for rejuvenation of the vermi-compost plant in the college. Five alumni individually helped five meritorious students with books and stationery with a total amount of Rs. 5000.00.

## **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)

B. H. B. College, Sarupeta believes in decentralization and participative management and the functioning of the college during the year 2019-20 exemplifies this policy of the college once again. The policy of decentralization and participative management found proper reflection in two ways - one, partial autonomy to various departments and library management, and the other, constitution of various committees and cells to look after various activities pertaining to the development of the college, in which the members are from the teaching and the non-teaching staff and occasionally from the students too. Officially, the Governing Body of the College, constituted according to the rules laid down by the Govt. of Assam, of which the president and several members are appointed by the Director of Higher Education, Assam, is the highest decision-making body of the college. The Principal is the Secretary of the Governing Body, and though they are accountable to the Governing Body as well as to the Director of Higher Education, Assam, they enjoy ample autonomy in framing policies in both the academic and the administrative matters, and implementing them. They in turn give some autonomy to the departments, particularly in academic matters. Each department is guided by one teacher appointed as Head as per the Govt. rules and regulations, who looks after the departmental matters such as allotment of classes to the teachers of the concerned department, entrusting of responsibility of the departmental library on any teacher of the department they deem fit, and other academic matters like seminar, workshop, field study etc. that the department organizes. The Head holds meetings with the departmental colleagues and reviews the progress in teaching as well as the various activities of the departments. In case of the central library, the librarian is given some autonomy to decide how to run the library affairs in the best possible way. The college authority encourages participative management in all spheres of functioning of the college, so that the teachers and the non-teaching staff, and occasionally representatives of the student community too, can have a role to play in various college affairs. The Principal and occasionally the Governing Body constitute various committees to look after various aspects of the college functioning. Besides this, teachers are appointed as In-charge for each office

bearer of the Students' Union, so that the management of the Students' Union gets smoother. There are more than 50 different committees and cells, some of which are formed as per the UGC/Gauhati University/Govt. of Assam instructions, but most of the committees are constituted by the Principal themselves with their own ideas. A committee can frame policies for the purpose it has been constituted, and takes responsibility of implementing them. The Principal doesn't usually act against any of the committee decisions though their personal opinion may differ. Apart from the Committees, some individual teachers are appointed to look after the matters related to NCC, NSS and SWAYAM, and they can take decisions of their own in the respective fields they are appointed to.

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
Industry Interaction / Collaboration	As the college is situated at a rural area, the college is facing difficulties in matters of industry interaction/ collaboration. But at the beginning of the year, the college adopted a policy to get tied up with some industry for some skill development programmes for students but because of the pandemic situation this year, the proposed activities had to be postponed. The college feels that there is ample opportunity for the tourism industry and the agriculture based industries to grow in this locality, and hence, the scope for industry interaction/collaboration in these two fields is wide. So, the college is going to adopt some effective policies in this regard in the days to come.
Library, ICT and Physical Infrastructure / Instrumentation	To enrich the central library of the college, every year the college adds new books. Each department is given a fund with which they purchase books pertaining to their subjects for the central library. The departments are also helped financially to purchase books for the departmental libraries. The college also procures for the library digital learning materials. There are three rooms, including the digital class room, where LCD projectors are available. This year, the number of computers has been increased so that each department can be provided with a computer and the central library can also be facilitated with more computers.
Examination and Evaluation	The major examinations that the

college has to conduct are (i) the end semester examinations at the undergraduate level (ii) Higher Secondary 1st year and final examinations and (ii) the sessional examinations, which are prescribed in the syllabi framed by Gauhati University. For smooth and fare conduct of these examinations, the college constitutes Examination Boards with a few teachers and non-teaching employees as members, which look after all the relevant matters pertaining to the examinations. Apart from these examinations, the departments and individual teachers conduct regular examinations and evaluation processes among their students, in both offline and online mode, such as unit tests, periodical evaluations etc. so that a continuous evaluation of the students can be attained.

Curriculum Development

Though in the regular courses B.H.B. College follows the curriculum framed by Gauhati University it is affiliated to, even within the regular framework of the university prescribed curriculum, the college tries to inculcate something of its own, so that the students can get the maximum benefit out of the curriculum. Students are given opportunities to get acquainted with new things through regular talks, discussions etc. Students' participations are highly encouraged in the classes, and they are given assignments which help in widening the horizon of their learning, and getting maximum benefit out of the curriculum.

Teaching and Learning

In the process of teaching and learning, though the college follows the traditional method of classroom teaching and learning, it tries to add newness to the teaching and learning in various ways. In the beginning of the session, the individual teachers are asked to prepare teaching plans. Teachers are also encouraged to use the ICT facilities available in the college whenever they feel the need of it. As in the most part of 2020, the college remained closed because of the lockdown, the teachers, apart from doing online classes, also made video and audio clippings on various topics pertaining to the courses, formed

WhatsApp groups with students to share with them study materials etc.

**Research and Development**

The college tries its best to develop a research culture by encouraging its faculty members to do various research works. The college believes in introducing the students with research oriented activities, and therefore, they are involved in various surveys, project works, seminars and webinars etc. Seminars and talks on research methodology, plagiarism etc. are organized for both teachers and students. With keen eyes on the academic development in the college, teachers and students are given opportunity to listen to various scholars outside the college on various topics through various online and offline programmes.

**Human Resource Management**

The college has an effective mechanism for human resource management. The teachers are encouraged and even given incentives whenever necessary, to go for programmes and courses organized outside for their professional development. The college itself organizes seminars, workshops etc. for the teaching and the non-teaching staff so that they can make improvement in their performances in imparting education. The grievances raised by the teaching and the non-teaching staff individually or as a unit are addressed at once. There is also provision for financial assistance to the staff members at the time of their need. There is utmost attempt to make the college environment friendly to the staff members.

**Admission of Students**

The admission of students is done in this college completely on the basis of merit, maintaining the reservation policies of the government. The college tries its level best to encourage meritorious students to get admitted to the college by giving them free admission and other incentives. The college always maintains transparency in respect of admission. This year, online method for application and selection of candidates is introduced and the merit list is displayed in the college notice board. There is an admission committee which looks after the whole process of the admission.



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

E-governance area	Details
Student Admission and Support	From the year 2020, the college adopted the method of online admission for all the students of all the classes. All the data of the students have been maintained digitally and these were submitted to the higher authority online when required. It enabled the students to get various financial assistances offered to them by the state government directly.
Finance and Accounts	The college has adopted PFMS in respect of the payments under RUSA grants and other Government grants. The college also makes payments incurred under other heads of expenditure through RTGS when feasible. The State Government fund allocations for salaries etc. are received through FinAssam portal, and the relevant bills are submitted for payment through the said portal. For collection of fees against admission and examination, there is the system of cashless transactions.
Examination	Online method is adopted in respect of submission of forms for examination by individual students. The college also submits all the required data regarding examinations to the concerned University/Council, i.e. Gauhati University and Assam Higher Secondary Education Council online.
Planning and Development	The college is trying to adopt e-governance as far as possible in the developmental activities of the college. In case of RUSA works, the Project Monitoring System (PMS) created by RUSA has been used to put all information regarding progress of RUSA works there.
Administration	There is an office automation mechanism through which the college records are maintained. Official correspondences are often made via email, and occasionally via WhatsApp. A bio-metric system of attendance of the teachers and the non-teaching employees is maintained.

**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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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	Awareness Programme on SWAYAM	Nil	03/12/2020	Nil	28	Nil
2020	Workshop on Online Classes	Nil	14/08/2020	Nil	32	Nil
2020	Nil	Workshop on record keeping.	03/09/2020	Nil	Nil	6
<a href="#">View File</a>						

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
Faculty Development Programme	1	24/08/2020	30/08/2020	7
Faculty Development Programme	1	13/07/2020	19/07/2020	7
Orientation Programme	1	28/07/2020	17/08/2020	21
Orientation Programme	1	10/11/2020	09/12/2020	30
Faculty Development Programme	1	17/08/2020	23/08/2020	7
Orientation Programme	1	26/06/2020	24/07/2020	29
Faculty Development Programme	1	06/07/2020	12/07/2020	7

Faculty Development Programme	1	06/07/2020	11/07/2020	6
Faculty Development Programme	1	22/06/2020	28/06/2020	7
Faculty Development Programme	1	06/07/2020	13/07/2020	8
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Saharjya Nidhi	Saharjya 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)

The college conducts both the internal and the external audits on a regular basis. The details of them are given below. Internal Audit: The college conducts internal audits through a Chartered Accountant, and for this purpose, a Chartered Accountant has been engaged by the college. This audit covers all the financial matters including the grants received from the Government, the UGC and the RUSA. Of course, the internal audits of the examination funds of the Higher Secondary and the undergraduate examinations are done not by any Chartered Accountant but by some other efficient persons with ample knowledge and experience regarding financial matters, who are chosen by the Centre Committees constituted for the purpose of looking after all the matters related to the conduct of the mentioned examinations. External Audit: The external audit of the funds of the college is also a regular affair. This audit is done by the Audit Officers of the Department of Audit (Local Fund), Govt. of Assam. Of course, the schedule of this audit is decided by the concerned Department as per the departmental procedures and the Government rules and regulations, and the college has no say in this regard. The Audit Officer who is to audit the accounts intimates the college when the audit will start and for which period. Sometimes, it so happens that the Audit Officer is entrusted the responsibility of auditing the accounts for a period more than one year together as per the convenience of the concerned Department. Accordingly, the college submits all the documents and records as asked by the Audit Officer, and helps them in every possible way to complete the audit.

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
Mr. Biplab Mahanta	5000	Rejuvenation of the vermi-compost plant
<a href="#">View File</a>		

## 6.4.3 – Total corpus fund generated

10037.80

**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 college teachers chosen by the college authority	Yes	A three member committee comprising senior teachers, constituted by the IQAC
Administrative	Yes	Retired govt. officials chosen by the college authority	Yes	A three member committee comprising senior teachers, constituted by the IQAC

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

1. The Parent-Teacher Association holds meetings regularly. 2. The Parent-Teacher Association remains concerned about the class attendance of the students and their results in the internal examinations. 3. The Parent-Teacher Association keeps monitoring the overall progress of the students and offers suggestions as to how to motivate the students for their academic uplift.

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

1. The support staff is given training on how to handle the online processes as regards admission and examination. 2. The support staff is given training on data keeping. 3. Training is also imparted to the support staff on the website management.

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

1. As a Post Accreditation initiative, the college tries to encourage a research culture in the college. 2. The efforts are made so that more and more extension activities can be pursued. 3. Special emphasis is given on strengthening the mentoring system. 4. It is attempted to make the college campus eco-friendly. 5. Efforts are made to facilitate the college with more provisions required for online method of teaching-learning.

## 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
2019	Discussion on Unity on Rashtriya Ekta Divas	31/10/2019	31/10/2019	31/10/2019	114
2019	Talk on Dr. Bhupen Hazarikas Works	05/11/2019	05/11/2019	05/11/2019	123
2019	Talk on the Ideals of Guru Nanak	12/11/2019	12/11/2019	12/11/2019	97
2019	Academic and Administrative Review	20/11/2019	20/11/2019	20/11/2019	22
2019	Discussion on the Ideals of Indian Constitution on the Constitution Day	26/11/2019	26/11/2019	26/11/2019	124
2019	SWAYAM Awareness Programme	03/12/2019	03/12/2019	03/12/2019	64
2019	Academic and Administrative Review	17/12/2019	17/12/2019	17/12/2019	22
2020	Talk on Jyotiprasad Agarwala and His Contributions to the Assamese Culture	17/01/2020	17/01/2020	17/01/2020	112
2020	Quiz on the Culture of Rajasthan under EBSB	10/02/2020	10/02/2020	10/02/2020	65
2020	Celebration of Mother Tongue Day	22/02/2020	22/02/2020	22/02/2020	76
<a href="#">View File</a>					

## 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	08/03/2020	08/03/2020	138	98

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 tries its best to create an environmental consciousness among the students as well as the teachers and the non-teaching employees by organizing different programmes such as seminars and talks on environmental issues, project works and field visits, plantation inside and outside the campus on various occasions etc. World Environment Day is observed in the college every year, which involves both teachers, non-teaching staff and students. 2. The college regularly conducts green audit so as to assess the environmental position inside the campus. 3. The college has constituted Green Club, Tree Plantation Committee and Campus Development Committee, whose activities help immensely to create environmental consciousness. 4. So as the maintain an eco-friendly atmosphere in the college campus, the college sets up a garden in front of the administrative building, which has a variety of exotic plants. There is another garden in front of the New RCC Block, which is growing gradually. Apart from these, the whole campus is enriched with a lot of plants, which were planted by, besides the college authority, some local nature related organizations and NGOs as well as the Alumni Association of the college. 5. There is a total ban on littering in the campus, particularly the plastic materials. There are efforts to create awareness among students as well as teachers and non-teaching employees against use of the single-use plastic materials. 6. So far as sustainability/alternative energy initiatives are concerned, the college has undertaken the following measures: (i) The college has contacted the concerned authority for establishment of a solar energy plant in the college. Initiatives have been taken to get some support from the district administration and the Gaon Panchayat. (ii) The college has also initiated some measures for storage of rain water. (iii) The college has taken up programmes for creating awareness among the students about waste management and energy saving.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	7

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	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	Nil	1	27/11/2019	1	Cleanliness	Cleanliness	10

					Awareness Programme	awareness programme was organized among the school children in the neighbouring primary school	
2020	Nil	1	11/01/2020	1	Health Awareness Programme	At the village Nalbaripam, a health awareness programme was organized to inform the poor people of the village about the post-flood maintenance of health and hygiene as well as the preventive measures for Corona	7
2020	Nil	1	17/03/2020	6	Corona Awareness Programme	The ordinary people of the neighbouring villages were made aware of the dangers of the Novel Corona Virus and the measures they must have to take to	32

						save them selves from getting infected, by meeting them and distributing leaflets among them.	
2020	Nil	1	18/03/2020	4	NCC Service to Fight Corona	The N.C.C. Cadets offered voluntary services in various places of public gathering to prevent people from violating the Covid Protocol.	20
2020	Nil	1	07/04/2020	4	Help to Poor People of the locality during Lockdown.	Each of the teachers and the non-teaching employees apart from the Principal supplied neighbouring poor people with foods, each covering 10 to 20 families.	27

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Human Values and	27/12/2019	After publication of



Professional Ethics Code of Conduct

the Handbook 'Human Values and Professional Ethics Code of Conduct', the college circulated it among various stakeholders that included the teachers, the non-teaching employees and students, besides the Principal. There is an 'Ethics Committee' in the college, and the committee was given the responsibility to see whether the code of conduct was properly maintained by the stakeholders. The college tried its best to create awareness among all the stakeholders about the human values and the professional ethics, and encouraged them to follow the prescribed code of conduct without any exception.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Unity Day on the occasion of the birthday of Sardar Vallabh Bhai Patel	31/10/2019	31/10/2019	120
Guru Nanaks birth anniversary	12/11/2019	12/11/2019	180
Celebration of Teachers Day	05/09/2020	05/09/2020	40
Celebration of Gandhi Jayanti	02/10/2020	02/10/2020	156

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

Plantation programmes on various occasions.
Nurturing the garden in front of the administrative block.
Enrichment of the garden in front of the new RCC block.
Creation of awareness about the avoidance of single-use plastic.
Cleanliness drives and the ban on littering.
Ban on spitting inside the college campus.

#### 7.2 – Best Practices

## 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I** Title of the practice: **BENEVOLENT PARTICIPATING MANAGEMENT** The Context: The college feels that it can have an effective management system if various stakeholders of the college, particularly the teaching and the non-teaching staff and occasionally the students, are involved in the management system. With the changing academic scenario which is at par with the need of the hour, the college needs to strengthen its pursuance of excellence, and therefore, the college requires participation of efficient teachers and non-teaching staff in various activities other than the regular ones. A conducive environment in the college can also be created if the stakeholders feel that they are integral parts of the system. It is with this idea that the college has adopted 'Benevolent Participating Management' through a committee system, with the help of which it is aimed to achieve harmonious administration.

Objectives: The main objective of this practice is to open up for all the teachers and the non-teaching employees, and also the office bearers of the Students' Body and other efficient students, the opportunity to participate in framing policies for the betterment of the college and implementing them. Firstly, this will build up a democratic way of functioning and leave rooms for all the stakeholders to have a say in the functioning of the college. Secondly, it will help the college authority to make utmost utilization of the efficiency and experience of some people whose participation will help the college in growing smoothly. The Practice The highest decision-making body of the college, the Governing Body, is constituted as per the rules and regulations laid down by the Department of Higher Education, Assam, which is presided over by a prominent academician appointed by the Director of Higher Education, Assam. The Governing Body has two teacher representatives and one representative from the non-teaching staff besides other members. Every department has one Head appointed as per the rules and regulations of the Department of Higher Education, Assam, who guides the other faculty members of the department and has a large role to play in taking decisions in matters concerning the departments. But the most important way adopted by B. H. B. College to attain 'Benevolent Participating Management' is the committee system. There are fifty two regular committees in the college apart from the RUSA Project Monitoring Unit formed according to the RUSA guidelines, the Tender Committee for RUSA, individual teachers given responsibility of NCC, NSS, SWAYAM, and also Examination Boards. Some other committees are also constituted to meet occasional issues. All the permanent teachers and non-teaching employees get an opportunity to be a member of one or the other committee. A few committees have student members too. Obstacles Faced if any and Strategies Adopted to Overcome them: Execution of the practice of 'Benevolent Participating Management' at B. H. B. College is not free from obstacles. The basic obstacle faced by the college is the scarcity of resources. As the number of sanctioned (permanent) posts of teachers and non-teaching employees is very small, and also there are still some vacancies against some teaching and non-teaching posts, a shortage of people required to carry out all the initiatives and activities taken up by the college is often felt, and one individual has to be a part of several committees at a time, which hampers in functioning of the particular committees. The college tries to overcome this problem by engaging the teachers and the non-teaching employees in non-sanctioned posts in some committees, besides maintaining a coordination between the committees. Impact of the Practice: The practice of Benevolent Participating Management has a significant impact on the college functioning. The efficiency level of the college administration has increased. The practice has enhanced the team spirit among the staff members. It enables the college to complete the activities or initiatives undertaken timely. It also helps in increasing the efficiency level of individual teachers and non-teaching employees, besides inculcating in them a sense of belonging to the college. Resources Required: The only resource

required to pursue this practice of 'Benevolent Participating Management' is the human resources. Though there is a shortage of staff in the college, there is no dearth of people with strong sense of motivation and involvement. About the Institution: Name of the Institution: B. H. B. College Year of Accreditation: 2016 Address: P.O. Sarupeta, District- Bajali, Assam, PIN - 781318 Grade Awarded by NAAC : B (plus plus) Email:

principalbhbcollge18@gmail.com Contact Person for Further Details: Dr.

Birinchi Kumar Das, Principal Website: www.bhbcollge.co.in BEST PRACTICE-II

Title of the Practice: BOOK READING COMPETITIONS The Context: It is often seen that among the student community, there's a great decline in the habit of reading books outside the syllabus. With a lot of means for entertainment ready for them, they don't feel inclined to getting a taste of literature. The socio-economic situations they are in also don't appear to be so encouraging in this matter. There seems to be a gross disinterestedness in reading books among the students outside the prescribed syllabus and this disinterestedness is likely to result in narrowing their intellectual and creative horizons. It was in this context that the college decided to create a 'Book Reading Culture' among students by introducing the practice of 'Book Reading Competitions' Objectives of the Practice The main objective of this practice is to create an environment in the college which will attract many more students to reading books and create in the college a 'Book Reading Culture'. It is aimed at creating among the students an interest in reading books written by the prominent authors of the world, besides biographies and autobiographies of the great personalities, which are likely to teach the students lessons of life. The college tries to make the young students aware that the habit of reading books will help them to achieve a healthy mental set-up, which is required for attaining success in life. The Practice With an aim to create an interest among the students in reading books, the college gives the whole process an organizational structure. The college first set up a 'Readers' Club' with the Librarian and two teachers as the convenors of the club and the other teachers and the interested students as its member. The Readers' Club first organized a discussion on 'The Necessity and Importance of Book Reading' where the Principal and some teachers spoke about the importance of reading books, emphasizing how the habit of reading books helps building up one's personality. On that occasion, some students were also given opportunity to express their views on reading books. Students were asked to make regular visits to the library and utilize the library resources to the maximum. Then, the 'Readers' Club' organized various competitions among students on book reading, in which the outside students were also encouraged to participate. One such competition was 'Book Review Competition', in which students were asked to write a review on a book, particularly one that the individual student liked the most. A sizable number of students participated in the competition, and the three winners were awarded with cash prizes along with books. The 'Readers' Club' also initiated the process of organizing several other competitions among students , one of which was titled 'Know Your Books', with an intention to boost their reading habits. Obstacles Faced if any and Strategies Adopted to Overcome them: While executing the practice, the major obstacle faced by the college was that this year, owing to the lockdown resulting from the Covid-19 outbreak for several months, the students couldn't be given ample opportunity to visit the library and utilize the library resources to the maximum. There was also difficulty in reaching out to students so far as the competitions were concerned owing to their physical absence from the college. But the college tried to overcome these obstacles through utilization of the online methods. Students were encouraged to read books, the PDF versions of which were available free in the internet. The competitions were also organized online. Impact of the Practice: The practice of the Book Reading Competitions has a significant impact on the students. There is a remarkable enhancement in the reading habit among students, which can be estimated from the participation of the students in the competitions. There is

also an increase in the library visit by the students during the normal class days. The interested students have got an idea of why and how to read books which are not included in their syllabi. They have also learnt what kind of books to be chosen for reading. Resources Required: The resources required for carrying out this practice are only the library resources, apart from a bit of human resources such as a few enthusiastic teachers besides the Librarian.

About the Institution: Name of the Institution: B. H. B. College Year of Accreditation: 2016 Address: P.O. Sarupeta, District- Bajali, Assam, PIN - 781318 Grade Awarded by NAAC : B (plus plus) Email: principalbhbcollege18@gmail.com Contact Person for Further Details: Dr. Birinchi Kumar Das, Principal Website: www.bhbcollege.co.in

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

<https://www.bhbcollege.ac.in/BEST%20PRACTICES%20OF%20B.H.B.%20COLLEGE%20SARUPETA%20IN%202019-20.pdf>

### 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

B.H.B. College, being situated in a culturally rich but economically backward place, has set its main vision in providing quality higher education to the students belonging to the economically weak sections, and it has been pursuing this goal for the last forty nine years. Guiding the students towards attainment of academic excellence is its topmost priority, and therefore, it puts its main thrust on facilitating the students with the basic amenities so that they, particularly those belonging to the poor families, can break their narrow confinement and find themselves in a wide arena of knowledge. This year, the college's way to this goal faced impediments because the lockdown resulted from the Covid-19 outbreak compelled the college to suspend all kinds of in-campus academic activities including classes for several months. But the college tried to rise above the situation, and found ways to help the students in continuing their academic pursuits as far as possible in spite of their confinement at home. The teachers did regular online classes, remained in contact with the students through WhatsApp groups and gave them study materials with the help of such groups, besides preparing audio-visual materials to help the students. The college also remained concerned about the problems of mental health that the students might face during the lockdown, and therefore, invited a renowned clinical psychologist to talk to the students and interact with them directly in a webinar organized by the college. When the normal situation was partially restored and the in-campus activities started in a limited way, the college organized several programmes so that the students could know about the present world scenario of education and could be motivated to break their economic and societal barriers and look forward to preparing themselves for exploring the modern avenues of education. The college increased the number of ICT facilities available in the college so that the students could be benefitted by them. Students were also made aware of the scope and prospects of having a secure future that various academic activities might open up before them. The central library of the college has formulated ways to offer special help to the poor students, besides the normal help it offers to all the students, so that the poor students do not have to face difficulties in their studies. All these efforts have brought fruits and the success rate of the students in the undergraduate final examination saw a significant increase and many passed out students could join the next level of education, while some others could show success in respect of selection for government jobs.

Provide the weblink of the institution

## **8.Future Plans of Actions for Next Academic Year**

1. Keeping in view the growing importance of online teaching that has been highly felt because of the pandemic situation, the college plans to lay more stress on the online teaching and give it a more institutional structure in the next academic year. The college plans to set up an e-teaching cell, which will work out how the college can facilitate itself more for online teaching-learning process and how the level of benefits obtained by the students from online teaching can be enhanced. 2. The college plans to lay more stress on introducing skill development programmes. It wants to keep in view the rural background of the learners of the college while framing skill development programmes and therefore, to put on top priority agriculture, cottage industry and fishery based skills. The college wants to introduce some skill based programmes which will enable the students, particularly the female students, to use the easily accessible domestic agricultural products to prepare food materials etc., which will help them earning some money too. 3. As the college is heading towards celebration of its Golden Jubilee in the year 2021, the college plans to publish as a part of the celebration some more books other than the two books proposed last year, which will cover some historical, cultural and economic aspects of the locality, besides epistemological matters. Moreover, the individual teachers and the non-teaching employees with talent in creative writing will be motivated to come up with their books that reflect their creativity. 4. In a bid to grow a book reading culture among the students of this college, B.H.B. College plans to enhance the activities of the newly formed Readers' Club and organize some more competitions as regards book reading. Besides the competitions, the Readers' Club will also organize other programmes such as Organized Library Visits and Talks on Books to motivate the students to read books. 5. The college plans to enhance the collaborative activities in the coming year. It proposes to collaborate with some other neighbouring colleges for activities such as organization of seminars and workshops, faculty exchange programmes, student exchange programmes etc. The college also plans to have collaborations with other organizations and institutions for skill development programmes, career counselling and other academic matters. 6. The college plans to pursue all the plans undertaken in the beginning of this year and could not be carried out fully because of the pandemic situations, such as generation of fund for infrastructural development with the help of the local MP and MLA, publication of the two books etc.. As the next year, the college will be in a better position from the point of view of infrastructure, the college will request the Govt. of Assam again to fulfil its earlier promise to allow the college to open science stream by giving permission for new recruitment for the science stream.