



YEARLY STATUS REPORT - 2020-2021

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 its own campus? **Yes**

- Phone no./Alternate phone no. **03666245513**
- Mobile No: **9435321090**
- Registered e-mail **principalbhbcollge18@gmail.com**
- Alternate e-mail **principalbhb2018@gmail.com**
- Address **SARUPETA**
- City/Town **SARUPETA**
- State/UT **ASSAM**
- Pin Code **781318**

2.Institutional status

- Type of Institution **Co-education**

- Location **Rural**

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **GAUHATI UNIVERSITY**
- Name of the IQAC Coordinator **DR. DURGESWAR BARMAN**
- Phone No. **9508926895**
- Alternate phone No. **8135887783**
- Mobile **9508926895**
- IQAC e-mail address **iqacbhbcollege@gmail.com**
- Alternate e-mail address **durgeswarbarman19@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.bhbcollege.ac.in/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

[https://bhbcollege.ac.in/ACADEMIC%20CALENDAR%202021-22%20\(1\).pdf](https://bhbcollege.ac.in/ACADEMIC%20CALENDAR%202021-22%20(1).pdf)

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	74.25	2004	04/11/2004	03/11/2009
Cycle 2	B++	2.78	2016	02/12/2016	01/12/2021

6. Date of Establishment of IQAC

21/03/2002

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
B.H.B. College	Infrastructure Grant to Colleges	RUSA	2019 365	10000000

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. Initiatives to develop the campus by constructing pathways etc.
2. Initiatives to improve teaching-learning process by reviving the mentoring and remedial classes.
3. Online classes to be undertaken online during Covid 19 pandemic
4. Conduction of Research Methodology workshop or seminar to inculcate research culture.
5. Conduction of webinars

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

Plan of Action	Achievements/Outcomes
<p>1. Organizing seminars of both disciplinary and interdisciplinary nature 2. Publication of books 3. Plans for Campus Development 4. Covid 19 related Awareness Programmes 5. Academic Upliftment</p>	<p>1. Webinars were organised online as organisation of events and seminars offline was not possible due to the Covid 19 pandemic. 2. Two books named Synergy and Population: Socio-Economic Issues and Challenges were published by the publication cell in 2021 3. Plans were undertaken to execute infrastructural developmental works like pathways and others. 4. Covid 19 awareness programmes were conducted by the staff in nearby villages to raise awareness of the virus and measures to control its spread. 5. Online classes were conducted to help the students academically during the pandemic and mentoring and remedial classes were resumed after the reopening of the college</p>

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	07/05/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Location	Rural
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• Mobile	9508926895				
• IQAC e-mail address	iqacbhbcollege@gmail.com				
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• if yes, whether it is uploaded in the Institutional website Web link:	https://bhbcollege.ac.in/ACADEMIC%20CALENDAR%202021-22%20(1).pdf				
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	07/05/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	31/03/2022
15. Multidisciplinary / interdisciplinary	

The college follows the CBCS system of the Gauhati University which was introduced in 2019. The college has two streams: Arts (Provincialised) and Commerce (Non- Provincialised). There has been no interdisciplinary classes taken during the 2021 period due to Covid 19. However, the college endeavours to begin interdisciplinary classes in future where teachers of different departments will engage in teaching students from disciplines other than their own. The college has a Yoga centre which has been running from 2016. The college also has an instructor who provides self defence training to students, both boys and girls.

16.Academic bank of credits (ABC):

The institution has not yet registered in the Academic Bank of Credits system.

17.Skill development:

The college provides certain skill development courses like Knitting Cutting, Spoken English, Vermicompost Production, Yoga and Self Defence, Child Care etc. Due to Covid 19 and lack of enrolment, these courses had come to a standstill. However, a plan has been made by the college to restart these courses in full swing from 2022. The syllabus provided by the Gauhati University has certain ability and skill enhancement courses which are a part of the CBCS curriculum.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College has a Yoga Centre which teaches yoga and meditation. The College has a Cultural Centre which teaches Indian Music and Dance. However, this centre functions occasionally and its activities lay dormant during the Covid 19 period. The Cultural Centre organises street plays and organises music and dance programmes during important Indian festivals like recitation of the Naam-Ghokha during Saraswati Puja and Janmastami. But, The Sanskrit Department of the College sensitizes the students not just about the language speaking and fluency but also organises discussions on Gita, Mahabharata and the Vedas. Through these discussions the Department aims disseminate the values and ethics of ancient Indian culture. The Assamese Department organises webinars like Golpakatha, poem recitation. The Department also has a departmental folk museum The English Department teaches the paper Indian Classical Literature to the Semester 1 students and it is a part of the CBCS syllabus provided by the Gauhati University

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College has till now focused on producing Traditional Outcome Based Education where a definite time table is followed and 7 hours of teaching is provided to the students per day. Besides this an additional 1 hour is allotted to the teachers to use ICT to teach students (if required). In the Transitional Outcome based knowledge, the celebration of Independence Day, Republic Day, Constitution Day help the students to understand the importance of being a good citizen of the country.

20.Distance education/online education:

The college has IDOL (Gauhati University) and KKHSOU (Krishna Kanta Handique State Open University) Centres in the college which provide UG and PG courses through distance mode since 2016. Online Education was provided to the students during the Covid 19 pandemic period and the records are kept by the departments. Before Pandemic, the college had used whatsapp and facebook platform to provide online teaching to the students since 2016. Also, webinars were organised during the pandemic lockdown period.

Extended Profile**1.Programme**

1.1

357

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

664

Number of students during the year

File Description	Documents
Data Template	View File

2.2

237

Number of seats earmarked for reserved category as per GOI/

State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3		120
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	View File	
3.Academic		
3.1		31
Number of full time teachers during the year		
File Description		Documents
Data Template	View File	
3.2		22
Number of Sanctioned posts during the year		
File Description		Documents
Data Template	View File	
4.Institution		
4.1		23
Total number of Classrooms and Seminar halls		
4.2		4492670
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		60
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

An effective time table is drawn by the routine committee head by the principal for academic purposes where theory, practical and ICT classes are included. The departments provide effective curriculum delivery through sessional examination, home assignments and group discussions that test the students' aptitude. The teaching plans based on the academic calendar covers the time frame in which a course is completed and is flexible to allow changes. The division of the syllabus among the faculties is done in departmental meetings and the teaching plans are submitted to the principal. Projects, class tests and internal assessments comprise of the formal evaluation and students are encouraged to meet the faculty members beyond class hours for clearing doubts. Remedial classes are taken for students if necessary. The mentoring committee along with the mentors takes stock of the teaching-learning progress of the students. ICT facilities are extensively used by the teachers to make the delivery of the curriculum effective. Group discussions, quizzes, seminars and special lectures by guest scholars intensify the learning experience of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bhbcollge.ac.in/ac.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

B.H.B. College strictly follows the Academic Calendar notified by the Gauhati University at the start of each academic session. Additionally, the College prepares an Internal Academic calendar including for the conduct of continuous Internal Evaluation. Internal Academic calendar is prepared by a committee under the Principal of the College

- In the beginning of the academic session the students are apprised of the internal academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations.
- Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the

unforeseen circumstances.

- The Schedule of All Examinations is given in academic calendar.
- The course teachers announce the syllabus and display question bank for Assignment and sessional examination as per the academic calendar.
- Assignments are submitted by students as per the dates given in academic Calendar
- The slots of the Assignment and sessional exam are mentioned in the academic calendar. Examination schedule of these exams is announced and displayed in advance by Head of the Departments.
- Display of marks is also as per the schedule given in academic calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bhbcollege.ac.in/ac.pdf . https://www.sentinelassam.com/amp/north-east-india-news/assam-news/bhb-college-organizes-online-literary-quiz-in-sarupeta-551220

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

02

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution runs the courses in Arts and Commerce. Curriculum is designed by Gauhati University, Guwahati which included various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. Environmental Studies is a compulsory subject for all under graduate second semester students, related to Environment and Sustainability. Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of University in various subjects in the form of topics, chapters, poems and co-curricular activities.

Environment and Sustainability About Environment and Sustainability related issues, the students got knowledge of Environmental studies in second semester of their degree program.

* NSS and NCC conducted Tree Plantation, Lectures of Experts in this field, Swaccha Bharat Abhiyan and Street Plays on the issues of Environment.

special programs on gender equality and sanitization and lectures.

Programme on Women Empowerment

* Guest lectures were organized on Legal Provisions for Women and their Safety. Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs. NSS unit is very active and regularly arranged social and cultural activities in the college and adopted village.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

06

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bhbcollge.ac.in/STUDENT%20SATISFACTION%20SURVEY%20DURING%202019-20.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

480

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

158

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college authority collects feedback from the students to assess their satisfaction level pertaining to the teaching learning process. This help improving the methods and the ideas related to teaching-learning process. Based on this evaluation, innovations in the teaching method are employed by the teachers like the use of ICT, webinars and lecture programmes. The college has tried to provide a holistic environment for the students to improve their intellectual faculty. This is done through the mentoring process, where teachers are assigned as mentors to students of each semester. The slow learners and advanced learners are identified by mentors and special care is taken for students of both the categories. Remedial classes are provided to the slow learners while extra classes includes teaching on areas beyond the syllabus are provided to the advanced learners. The mentoring system helps the students to overcome their hurdles related to the learning process and also helps them to relay the problems that they face in their daily life. It brings a visible improvement in their personality. The college has organised webinars like GalpaKotha by Assamese Dept. and Workshop by the Career Counselling cell for the benefit of both the slow and the advanced learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
664	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The following student centric methods have been used by the teachers in 2021:

ICT enabled teachings:

The teachers often have used the ICT tools in digital classroom to teach the students. Also lecture programmes and participative discussions are conducted in the classroom. The COVID 19 pandemic had encouraged the teachers to use online modes for teaching and online classes have been conducted using the Zoom and Google Meet Platform.

Online Competitions and Webinars:

The Department of English has conducted an online Literary Quiz Competition, The readers Club has conducted competitions like 'Know Your Books'. Webinars were conducted by the IQAC, Assamese and History Departments.

Home Assignments:

Students were given online home Assignments due to the COVID 19 pandemic. The assessment of the students' home assignments has been duly evaluated by the teachers and a percentage of the marks was used to grade them in their internal assessment marks.

Field Trips and Excursions:

The college organises field trips, excursions and social surveys which helps the teachers to communicate with the community, learn about the environment and the cultural heritage of the region and the country. These activities had not been conducted in 2021 due to restrictive COVID protocols.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Almost all the teachers of the college are acquainted with the ICT tools and technology such as doing classes in the digital class room using computers and other online mechanisms. During COVID-19 lockdown of 2020 and 2021, all the teachers had taken online classes using Google Classrooms, Zoom, Google Meet etc. and solved the academic problems of the students via WhatsApp groups. The college is working to launch the LMS soon which enable the studentsto collect online learning materials prepared by the teachers of various departments of this college. To arouse curiosity among the students to know our society and the world, the college has organised various online quiz competitions, webinars on various topics like psychology, drama etc. The college has 2 digital classroom rooms which are used extensively in the teaching learning process and the college is also planning to construct two more digital classroom by the end of next year. The college has a computer lab which is managed by the Computer Application Department and students are encouraged to use technological means so that they can equip themselves to compete in this modern digitalised world. The college library is set to be digitised by 2022 and the online access to journals is provided to the students soon.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

2-33

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment of the students in our college is done through organising sessional examination, home assignments and by calculating their percentage of attending the classess. We organise sessional examination as per our accademic calender and the full marks of per paper is 30. later we convert the obtainig marks to 10 and out of 6 we givemark for home assignments and out of 4, marks are given for their attendance. Per paper 20 marks is allotted for the internal assessments and as per the university guideline we take 80 marks theortical examination. After sessional examination, scripts and their marks are shown to the students and teachers inform them about their mistakes and also show them the way to write a good answer. If any students has any doubt he can ask or rather complain it to the head of that particular department. Head of the department himself always reamin conscious about the transperancy of the internal assessment marks but if the student is not satisfied then the matter will be solved by a committee lead by theAcademic In-cgarge of our college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Every department of the college conducts sessional examination and takes homeassignments from each student according to the time frame mentioned in the academic calendar of the college. After the assessment is completed, a list containing the internal assessment marks of the students, are hanged in front of the respective

departments. The teachers also display the sessional examination scripts in front of the students in their class and inform them about their errors and scope for improvement. If a student is not satisfied with his or her internal assessment marks then he/she can inform the matter to that particular teacher or the head of the department. After that he gets every opportunity to approach Academic in Charge, who then constitutes a panel comprising of selected teachers and the members of the Collegiate Student Grievance Redressal Cell. The teacher against whom the complaint is lodged is kept away from the committee so that matter is evaluated in an objective manner. The committee then re-checks his script in front of that student. The panel gives its report to the Principal within a time period of 4 days and the final results are published immediately after the completion of the process. Also, necessary counselling is provided to the teachers and the students as deemed necessary.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, the teachers as well as the students are well aware of the programmes and course outcome of the programmes offered by the institution. At first, all the details of the courses offered by the institution can be found in the college prospectus which is given to every student at the time of their admission. Whenever, the students are in need of any guidance, the teachers take the role of a mentor and offer them the best suggestion possible. Besides this, Career Counselling Cell of the college organises various career counselling related programmes amongst the students enables them to form a comparative idea about the course provided by the college and their career goals. Along with the academic programmes prescribed by Gauhati University for the UG level, the college has tried to develop some skill related as well as job-oriented programmes with a view to aware the students about required skills and the competition that they are in. The college also plans to open a few add-on course in the year 2022.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://bhbcollge.ac.in/PROSPECTUS%202022-23.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The programme outcome and course outcome are discussed after the completion of each academic session by organising a general meeting by the principal with the faculty members. At the beginning of the CBCS courses in our college, we invited a specialist to deliver a lecture on the topic so that the students and teachers can be well acquainted with the course and its outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bhbcollge.ac.in/PROGRAMME%20OUTCOMES%20OF%20B.H.B.%20COLLEGE%20DURING%202019-20.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

188

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://bhbcollege.ac.in/STUDENT%20SATISFACTION%20SURVEY%20DURING%202019-20.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
04	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
08	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
09	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The motto of a higher educational institute is the all round development of the student community of the institute including the welfare of both their physical and mental health. The course curriculum is required to be of such a nature that the students could find interest in participating in the programmes which foster their physical and mental development. As such, educational institutes are seen to undertaking extension activities and programmes which require both the teachers and the students to visit the neighbouring local residents of the institute and sensitize the local people to the issues pertaining to physical health and mental hygiene. Extension programmes related to awareness of malnutrition, cleanliness drive, plantation drive in public places and road-side of select plants so as to sensitize the local villagers and students to the issues of climate change and environment and the matter of holistic development thereof. Extension activities are carried out by the Women Cell of the college

On 2nd October, 2021, a cleanliness drive was organised by the NCC unit and NSS unit of the college and they had chosen the nearby area of Sarupeta Railway station as the area for their cleanliness drive. Altogether 60 number of students participated in this extension programme and they made an attempt to sensitize the other students as well the local residents to the issues of clean environment and healthy living and the dignity of labour and self-help

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

85

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution tries its best to fulfil the students need by providing them required infrastructural facilities that lead to effective teaching and learning. The departments have their own classroom too for the major students. Classrooms are looked after by the departments as well as the office staff, while the Principal and Academic In charge make the overall monitoring of

the things. The classrooms are repaired at time to time as required and number of digital classrooms are also increased according to the present environment requirement. The college has two laboratories one in the Education Department and one in the Computer Science. The laboratories are maintained properly by the HODs and laboratory bearers of the concerned departments. The ratio of the students and computers used for academic purpose is about sustainable. The computers are mainly placed in the computer laboratories and all the departments also have their own computers to maintain their own academic records and that also helps the students for preparing their projects and other academic purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bhbcollge.ac.in/infra

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college is rich for it has students from diverse cultural backgrounds and for their holistic development the college organises various cultural and sports activities time to time for the all-round development of the students. Various cultural events are organized time to time to enhance the students' mental health. Cultural programmes such as college freshers, college week and others are organized every year. Students get awards at district level and state level competitions also. The college has a wide playground for outdoor games and an indoor stadium which is partially completed. In the college students' union, there are two portfolios of major and minor games secretary to manage the responsibilities of conducting sports activities and utilizing the sports facilities. They act under the guidance of the Teacher-in-charge. The college has a gym also. The gym is maintained by the gymnasium secretary of the students' union body and supervised by the teacher in charge. The institution has a yoga center too. It organizes various small yoga events and celebrates national yoga day etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bhbcollge.ac.in/infra

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

44,92,670

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central Library of the college is partially automated. SOUL 2.0 ILMS software is used in the library and the cataloguing and circulation is done with the help of that software. SOUL2.0 is installed in the year 2016. Student can also search their required books with the help OPAC. The books and other resources of the library like newspapers, magazines etc. are purchased with the annual library fund. The books are purchased by the departments individually and they submit their bills. After receiving the books accessioning and technical processing are done. The library runs under the supervision of the Librarian, who is well supported by three staffs. There is also a library committee to take the major decisions as regards the functions of the Central Library. The library keeps the records related to books and users properly.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://bhbcollge.ac.in/libra

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

100934

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

11

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

From the beginning of 2015 both IT and Wi-Fi facilities have become accessible to the staff and the students of the college. IT facility is used for academic and non- academic purposes. All official works like admission, form fill up, registration and all types of official communication are done with the help of computers that are equipped with internet facilities. All types of financial transactions are run through online mode. All the emergent official communication with the university, DHE, UGC, RUSA, MHRD and other significant authorities of the government, particularly the education department are done through IT facility. Different types of webinars, online conferences and online lectures etc. are also held with help of ICT facilities available in the college. The IT facility and equipment related to IT are managed by the college authority along with the help of computer science department and sometimes experts are also hired for maintenance of the computers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1972211

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college authority monitors all the departments like laboratory, library, sports complex, computers, classrooms etc. Laboratories are looked after by the concerned departments. In the computer lab there are sufficient computers for the computer application department students. The library runs under the supervision of the Librarian, who is well supported by three staffs. There are also a library committee to take the major decisions as regards function of the Central Library. The library is partially automated and SOUL 2.0 ILMS software is introduced in the year 2016. Now The Central Library is planning to establish a digital library to meet the present requirement of the students. The college has a wide playground for outdoor games and an indoor stadium which is partially completed. In the college students' union, there are two portfolios of major and minor games secretary to manage the responsibilities of conducting sports activities and utilizing the sports facilities. They act under the guidance of Teacher-in-charge. The institution has a Self Defense and Karate center also. Students are trained in that center by a well-trained trainer. Computers are used for various official works of the college. All the administrative and official works are done with the help of computers. All the computers are connected with LAN and WiFi connectivity. There are total 21 classrooms in the college and the rooms are renovated time to time according to the need. There is a digital classroom with smart board, projector and internet connectivity and planning for more such smart classrooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bhbcollge.ac.in

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

336

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

336

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	https://bhbcollge.ac.in/facility
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

03

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

03

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

26

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>The students of the college are actively involved in different activities of the college. They actively participated during the college week and got prizes on various activities. The students also involved on Independence Day, Republic Day, Gandhi Jayanti, Birth and Death Anniversary of various important personalities etc. so as to instill in the minds of the students the feeling of love for and dedication toward the nation. The students union is also engaged in administrative and academic activities. There is an Academic committee in the college to look after the Academic matter 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 and in that Cell members from the students are included. Students are involved in some other committees such as RUSA Project, Mentoring Unit, Grievance Redressal Cell, Anti-Ragging Committee, Campus development committee, Gymnasium Committee, Yoga training Committee, Seminar committee, cutting and Embroidery Committee, Gardening Committee, anti- Tobacco Squad etc. The student of the college is also involved in NCC, NSS. Students from various departments are also involved in Wall Magazine and article publication.</p>	
File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/sub
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

11

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college organized two (2) meetings during the year. The objective of the meeting is to discuss the various problems relating to the development of the college. The Association also got active involved in the preparation for celebration of Golden Jubilee of the college in the coming year. The Alumni Association looks after the vermi - compost plant in the college. Five Alumni members individually helped five meritorious students with books and stationary with a total amount of Rs. 5000.00. They also prepared and published a wall magazine yearly to showcase their talents as well as to raise love in the hearts of students for their college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution has a mechanism to work toward a decentralization governance system.

Principal level: Governing body delegates all academic and operational decisions based on policy to the various mentoring committees headed by the principal in order to fulfill the vision and mission of the college.

Faculty level: Faculty members are given representation in various committees and cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic co-curricular and extracurricular activities.

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

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

Mission: True to its original objectives, the college aspires to open up avenues of opportunities for poor and economically and socially backward students. In line with the changing scenario of education, the college desires to introduce and update courses of studies relevant to the present-day needs.

File Description	Documents
Paste link for additional information	https://bhbcollege.ac.in/mission
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

It has a well-designed organizational structure with different bodies and committees and well-defined processes to provide leadership and manage different functions and initiate timely action, in tune with its vision and mission. The President, Executive members, the Principal, Heads of Department, teaching and non-teaching Faculty, Alumni, Parents, Students, and representatives from the field of Education, Community, Research, and Industries of the respective committees participate in taking the decision for the academic and the infrastructural development of the college.

Case study on Cultural committee activities:

The Principal forms various committees and members of each stream are included as members or conveners and the Principal is the Chairperson of each Committee. The cultural committee organizes various competitions and events throughout the year to encourage students to display their talents such as dance competitions, quiz competitions, story writing competitions, cultural rally competitions, folk song-folk dance competitions, Annual Day, and Intercollegiate competitions. In the college Annual Day, students perform all the duties such as anchoring, volunteering, and Costume selection. Our college teaching and nonteaching staff members are highly involved in planning such kinds of cultural activities to encourage the students.

File Description	Documents
Paste link for additional information	https://bhbcollege.ac.in/PROSPECTUS%20OF%20BHB%20COLLEGE.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As the college is situated in 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 industries 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.

The plan to apply for governmental as well as non-governmental grants for the development of the institutions has been one of the most important plans of the strategic plan. Similarly, a flower and a tree garden were newly added near the RCC building. These gardens are consistent with many rare species of flowers and trees which have medicinal, and economic values along with environmental benefits.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bhbcollge.ac.in/mission
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organogram is an administrative diagram of the College describing the decentralized structure of administration. College administration is a cooperative effort of the Principal, teaching, non-teaching staff, and students with the cooperation and support of all stakeholders in pursuit of a common objective. As the Head of the institution, the Principal supervises the Bursar and Nodal Officer of RUSA. The Principal is the Warden of all five hostels on the premises and also looks after Non-teaching Staff. Under the administration of the Principal various Committees are formed which include IQAC, Advisory Committee, Development-cum-finance

Committee, Magazine Committee, Library Committee, Internal Complaint Committee, Research Committee, Sports, Academic Committee, Admission Committee, Curriculum development and feedback committee, Internal complaint committee, Yoga Cell, Cutting and tailoring, Green audit committee, career counseling cell, Media and report keeping cell, Science stream preparatory committee, etc. To look after the students' and staff's complaints under the principal's control there are different cells like students' Grievance Redressal Cell, Staff & Teachers' Grievance Redressal Cell, Anti Ragging Cell, Student welfare and cultural committee, Sexual Harassment Cell, Gender Cell, Minority Cell, and Legal Cell. Another important characteristic of the Organogram is its stakeholders like the students, parents, guardians, alumni, NGOs, and Media Houses.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/act#
Link to Organogram of the Institution webpage	https://bhbcollge.ac.in/PROSPECTUS%20OF%20BHB%20COLLEGE.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

In our Institution Staff welfare is given foremost importance. In connection with this, Existing welfare measures for teaching and non-teaching staff are as below -

1. A 'Saharjya Nidhi' is functioning in the Institute to offer loans to the needy staff at a reasonable interest rate.
2. Medical Leave & Maternity, paternity leave for eligible staff members.
3. The gym is also accessible for the staff.
4. Internet and free Wi-Fi facilities are also available on campus for staff.
5. Teaching and Non-Teaching Staff organizes sports activities for the staff.
6. Summer and Winter Vacations for faculty members.
7. Automation of attendance and leave using a biometric system.
8. A full-fledged canteen is available on the campus to provide food and snacks at a reasonable price to the staff and students.

File Description	Documents
Paste link for additional information	https://bhbcollege.ac.in/facility
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

43

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

BHB College strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff. Similarly, follows the state govt. rules for appointment of non-teaching Staff. College also organises DPC for appraisal and promotion of teaching staff.

File Description	Documents
Paste link for additional information	https://www.ugc.ac.in/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution and External audit is conducted once in every year by an external agency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources.

1. Mobilization of Funds, the student tuition fee is the major source of income for the institute.
2. Alumni contribute to the institute by raising funds to purchase small items like wall clocks, books, etc.
3. Fish cultivation, farming and selling old newspapers, and damaging electronic goods also provide an economic contribution.

Resource Mobilization Policy and Procedure

1. Before the financial year begins, the Principal and Heads of Departments prepare the college budget.
2. The institutional budget includes recurring expenses such as salary of non-sanctioned and contractual staff, electricity

- and internet charges, stationery & other maintenance costs.
3. It includes planned expenses such as furniture, and other infrastructure development Expenses.
 4. The budget is scrutinized and approved by the Governing body.
 5. Statutory auditors are also appointed who certify the financial statements in every financial year.
 6. The grants received by the college are also audited by certified auditors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals.

Discussion of the Answer Scripts

BHB College in order to advance the quality of teaching, learning, transparency in the evaluation and to advance the concept of meaningful learning introduced a system of displaying answer scripts/booklets and discussing the answer scripts with the students after each semester examination. The students are provided this opportunity so that they see their own answer scripts after the evaluation, discuss their answers/responses with the teachers, and if they commit any mistakes, know about them and find out the ways to fix and rectify them from their teachers.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/naac
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Every semester, the college administration schedules academic gatherings to address academic problems and look for answers. All of the college's faculty members and representatives from the students attended the sessions, which were often led by the principal. Everyone had the opportunity to share their concerns during those academic sessions, and the principle, academic in-charge, and members of the IQAC worked to discover the best answers. Discussions also included the necessity for new teaching approaches and the importance of learning outcomes.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/p.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bhbcollge.ac.in/naac
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution's objective is to create an environment that resonates gender equality, harmony, inclusiveness and women empowerment powerfully. The Anti-Ragging Committee, Grievance Redressal Cell, Career Counselling Cell and Women's Cell of the college helps in the propagating gender sensitization, gender equity, career counselling, adolescent counselling, empowerment of women in the nearby villages and upholding the principles of human dignity, diversity, inclusion, fairness and justice. The college organises various activities like poetry recitation, publications on women related subject matter, celebration of International Women's Day and providing self-defence training to girl students. Day Care facility room, green room and separate common room for girl and boy students are also present in the institutions. The responsible cells and committees monitor and evaluate the progress of the college in achieving a conducive environment for gender equity. In classes, the teachers also promote the idea of working together, fair representation and enhancement of leadership qualities among students irrespective of their gender. The code of conduct committee promotes gender parity at the governance level.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual Gender Sensitization Action Plan, 2021</u> The objective is to propagate <u>inclusiveness, harmony, gender equality and women empowerment among students and the staff of B.H.B. College, Sarupeta. SL. No. Strategic Goal Target Participants Action Plan</u></p> <p>1. Health and Hygiene Students and Staff Day Care Room Facilities Common Room Lecture Programmes on Health and Hygiene</p> <p>2. Gender Sensitization Students and Staff Lecture programmes to raise consciousness against relationship abuse, drug and alcohol abuse. Counselling of students on adolescent related problems by teachers.</p> <p>3. Women Rights and Gender Equality Students and Staff Seminar on waste Management Technology Poetry recitation webinar organised by Assamese Department. Lecture programme on women empowerment on International Women's Day on 8th March</p> <p>4. Gender Based Violence Girl Students Training on self-defence for girl students.</p> <p>5. Gender Economy Students and Staff Related publications on women by teachers Career counselling on aviation by Career Counselling Cell</p> <p>6. Infrastructure and supporting facility Students and Staff Day Care Facility Green Room Separate Common Room for girl and boy students</p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>a. For safety and security of the girl students, martial arts is taught to them in the college campus</u></p> <p><u>b. Counselling on adolescent problems are given to the students by teachers and also the mentoring system helps the students to discuss their problems with the teachers.</u></p> <p><u>c. Common rooms are available for teachers</u></p> <p><u>d. day care room for young children is present</u></p>
7.1.2 - The Institution has facilities for	D. Any 1 of the above

alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Solid Waste is collected from the hostel by the housekeeper and send to the dustbins located at the farthest end of the college campus. The dry waste collected from the hostel, library, classrooms, common rooms is stored in the dry waste collecting dustbin and is later send to the dumping joints. The wet waste collected from the cafeteria is composted and used as manure in the college garden. The college also has a vermicompost pit which helps in providing compost to the garden and the technique of vermicomposting is taught informally to the students in the college campus.

Ban on Plastics: Notices are displayed in the college campus to refrain the use of plastics. Use of paper bags are encouraged in place of plastic bags.

Liquid Waste Management:

Water rationing: The use of water is restricted in the hostel for a particular period of time in a day so as to save water. Also, the college pond is used for gardening and watering purpose when a substantial amount of water is required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution provides an inclusive environment by organising different activities that promotes tolerance and harmony towards

cultural, regional, linguistics, communal, socio-economic and other diversities.

The college celebrates commemorative days like International Women's Day, International Aids Day, Yoga Day and festivals like Saraswati Puja where students and teachers of the college from diverse religious and cultural background participate equivalently.

The Readers' Club of the college tries to inculcate the habit of reading among the students by organising various activities and competition in both Assamese and English languages, that test their linguistic capabilities

The Code of Conduct Cell takes the initiative to maintain an environment where the codes designed for the teachers and students are applied uniformly and the Cell also does routine follow ups to ensure the adherence to the rules. The college has a Tobacco cessation cell that strictly demands for a tobacco free campus and this helps improve the oral hygiene of the students and the teachers.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college takes the rightful measures of introducing and inculcating the values, duties and responsibilities to the students and the employees by conducting webinars and lecture programmes on topics like the importance of casting the vote and others. Apart from providing a sound academic environment, B.H.B. College, Sarupeta takes pride in providing a strong foundation for the student community so that they are moulded into good citizens of the country. Great care is taken upon imparting a value education to the students for their moral and academic development. The institution also adopts various practices to promote unity in diversity.

National Symbols and Identities

The college has taken direct and indirect methods to introduce the national identities and symbols to the students and the staff.

Voters Awareness -To raise consciousness of the students and the teachers about the importance of casting their vote, the IQACorganised a Voters Awareness Webinar on 25th January, 2021 on the occasion of National Voters' Day.

Constitution Day

The college organised a lecture programme on the occasion the Constitution Day on 26th November, 2021

Yoga Divas

we celebrateYoga Day on 21st June 2021 by organising a yoga meet

Human Rights Day was organised on 10/12/2021

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/organises national and international commemorative days, events and festivals

s. no.

Name of the Event

Date

1

Independence Day

15-07-2021

2

Teachers' day

05-09-2021

3

Gandhi Jayanti

02-08-2021

4

Republic Day

26-01-2021

5

National Voters' Day

25-01-2021

6

International Women's Day

08-03-2021

7

World Environment Day

05-06-2021

8

International Yoga Day

21-06-2021

9

Constitution Day

26-11-2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices 1

Title: Student and Faculty Extension Activities

Objective: To motivate the students, teachers to undertake research activities.

Context: Conduction of competitions, group activities and orientation programmes to improve potential of students and teachers.

Practice: The mentoring Committee encourages students to discuss about their academic problems. Lectures on adolescent education, debate competitions, online literary quiz poster making competitions are organised. Readers' Club and NSS conducts literary activities and cleanliness programmes respectively.

Evidence of Success: a. active participation of students. B. Mentoring system has identified, helped slow learners. c. Two books have been published through Publication Cell

Problems Encountered: a. Insufficient funds

b. Poor internet connectivity.

Outcome: a. Promoted research activities b. improved teaching-learning process.

Best Practices 2:

Title : BENEVOLENT PARTICIPATING MANAGEMENT

Objective: To increase the affinity of stakeholders to the college

The Context: To enhance the efficiency, effective participation of stakeholders

Practice: Introduction of committee system which has members from teaching, nonteaching staff and students.

Evidence of Success: a. Increase in Efficiency of employees

b. Enhancement of team spirit.

Problems Encountered: Shortage of staff in the college

Outcome: a. Timely completion of activities

b. Created a sense of belongingness among stakeholders to the college

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college tries its best to create an environmental consciousness among students as well as teachers and 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. To maintain an eco-friendly atmosphere in the college campus, the college sets up a garden in front of the administrative building with a variety of plants. Another two garden in front of the New RCC Block 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 and the Alumni Association. There is a total ban on littering in the campus, particularly the plastic materials. Initiatives are taken to create awareness against using the single-use plastic materials. The college has taken initiatives for establishment of a solar energy plant in the college, initiated some measures for storage of rain water and has taken up programmes for creating awareness among the students about waste management and energy saving.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The College has planned the following works for the next Academic Session:

1. To begin Add-on Courses
2. To conduct extension activities and provide skill training to the members from the nearby community
3. To increase the number of digital classrooms and conduct more classes using ICT
4. Conduct surveys and prepare LMS