



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	B.H.B. College, Sarupeta
• Name of the Head of the institution	Dr. Nayan Jyoti Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03666299983
• Mobile No:	9954934342
• Registered e-mail	principalbhbcollege18@gmail.com
• Alternate e-mail	principalbhbcollege2018@gmail.com
• Address	Sarupeta, District-Barpeta, PO-Sarupeta, Assam, 781318
• City/Town	Sarupeta
• State/UT	Assam
• Pin Code	781318
2.Institutional status	
• Affiliated / Constitution Colleges	Gauhati University
• 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	Mr. Phanidhar Mech				
• Phone No.	8638750148				
• Alternate phone No.					
• Mobile	8638750148				
• IQAC e-mail address	bhbcollgeiqac@gmail.com				
• Alternate e-mail address	principalbhbcollge18@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://bhbcollge.ac.in/upload/aqar/2020-2021.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://bhbcollge.ac.in/upload/calender/ACADEMIC%20CALENDAR%202021-22.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	
BHB COLLEGE, SARUPETA	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	14	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Opening of various Add-on and Skill Based Certificate Courses 2. Enhancing the research environment by allotting research projects funded by the college to all departments. 3. Digitisation of the Central Library 4. Increasing the number of Digital Classrooms in the College 5. Opening of two courses under the NSQF UGC namely Yoga and Self Defence & Office Automation</p>		
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. Construction of separate reading room for the differently abled students 2. Creation of separate stack for books and magazines in the library 3. The installment of NLIST 4. Creation of rare book and rural museum. 5. Provision of Computers to the departments. 6. Replacement of Digital smart boards into interactive touch screen boards. 7. Installation of water treatment plant. 8. Creation of medicinal plants garden. 9. Plans for raising boundary walls of the college. 10.. Introduction of new Add-on Courses. 11. Publication of books through the Publication Cell of the College. 12. Faculty members are encouraged to publish research based articles/books and participate in PDPs. 13. New Policy Formation. 14.. Uploading TLMs. 15. Rural Livelihood Mission</p>	<p>1. Separate reading room for differently abled students has been constructed. 2. Separate stack for keeping books and magazines in the library has been arranged. 3. The NLIST has been bought in the library on 27/04/2022. 4, A rural museum cum rare book collection center has been created in the college library. 5. All departments have been supplied with desktops bought through the RUSA. 6. There are five interactive touch screen boards in the college for the facilitation of ICT classes. 7. The college has applied for the installation of water treatment plant to the District Commissioner of Bajali District. The process is still ongoing. 8. The college has created a fruit and vegetation garden near the RCC block. The NSS unit has created a flower garden near the RCC block. The college also has a medicinal garden and the process for creating a new garden is under process. 9. The money has been diverted for the construction of additional classrooms in the first floor of the RCC block. 10. The college has introduced new Add-on courses like Office Automation and Self Defence through UGC and NIEL:IT, Guwahati has introduced two skill development Add-on Courses namely, Solar Power Installation, Operation and Maintenance and Electrical Installation and House Wiring.11. Every year the college publishes ISBN books</p>

through its Publication Cell. In 2022, the English Department has published an ISBN book on edited articles by the name Horizon which is edited by Swastishree Saikia and Nabamoni Saikia. 12. A total of 15 articles have been published in journals, 01 book has been published and 04 articles are published in edited books with ISBN. A total 18 PDPs, 03 Refresher Course, 07 Short Term Course and 02 Short Term Training Programme have been completed by the teaching staff. Also, a STC on Self Defense and Training for girls have been organized by the NSS Unit in collaboration with the IQAC. 13. New Policy formulated for a. Grievance Redressal Cell, b. Eco-Club, Code of Conduct. 14. Teachers have started to upload a few selected TLMS in the website 15. Under this mission the college has opened skill generating programmes like knitting and cutting, Bamboo work, pickle making, pen making, LED bulb making, mushroom cultivation.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of BHB College, Sarupeta	21/04/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	15/02/2023

15. Multidisciplinary / interdisciplinary

The college has the Arts and Commerce stream and it has not yet applied the credit system under NEP 2020. There are a few papers in certain departments that focus on the interdisciplinary aspects. The papers Business English, Women's Writing in English Department, Basics in Indian Philosophy, Environmental Awareness in Sanskrit Literature in Sanskrit Department and others. There are a number of Add-on Courses provided by the different departments and Committees or agencies in collaboration with the College that provides a scope to the students to accumulate knowledge in diverse areas.

16.Academic bank of credits (ABC):

The College follows the syllabus and evaluation system of the Affiliating University, i.e., the Gauhati University. The Affiliating University will take the necessary steps to implement ABC in the near future and the college will follow the guidelines as set by the Affiliating University as when the ABC is implemented for admission, evaluation and credit allotment.

17.Skill development:

The College places special importance to skill-based courses and as a result the college has adequate number of skill-base courses and Add-on courses. The college strives to provide a hollistic atmosphere for learning. The focus of the Add-on Courses and the Skill-based Courses is to enable the students to be accustomed to knowledge beyond the curriculum. The objective of the Skill development courses is to help the learners acquire real life skill that will enable them to add up to theeconomic development of the area.Two skill-based Add-on courses by NIELIT, Guwahati namely, 'Electrical Installation and House Wiring' and 'Solar Power Installation, Operation and Maintenace' . Two Add-on courses, 'Yoga and Self Defense' and 'Office Automation' under NSQFUGC. Besides, Add-on courses like Beautician, Basic Computer Application, Spoken English, Child-care, Research Methodology, Bee-Keeping, Mushroom Cultivation, Vermicomposting, Acting and REcitation are provided by the college. Skill-based courses like 'LED Bulb-making', 'Pen-making', 'Pickle-making'. 'Knitting and Cutting'. The courses are made available for the students and members from the nearby

community.

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

As per the 'Indian Knowledge System', the college tries to accommodate the learnings of both the ancient and modern Indian Knowledge system. The old knowledge system is blended into the new by bringing contemporary perspectives into understanding the culture, tradition and history of the ancient order of the Indian society. The elements of the Indian Knowledge System, Culture and Arts are scientifically and accurately incorporated into the curriculum prepared by the Affiliating University. The English Department teaches the paper Eng-HC-1016 'Indian Classical Literature' to the Semester 1 Honours students. The knowledge about the tribal communities of India and their traditions are made familiar to the students through the paper ENG-HE-6066 ' Writings from North East India'

The college endeavours to provide Certified Course in Yoga through its Yoga Centre. The college celebrates Shankardeva and Madhadeva Tithi to pay homage to the spiritual leaders of the Assamese community. Dramas that thematically portray the ancient and modern Indian culture and heritage are staged in the college. The college also provides the Add-on course 'Acting and Recitation' through a blended mode (online & offline). The Sanskrit Department sensitizes the students about Indian culture by organising lectures on Gita, Mahabharata and the Vedas. Through these discussions the Department aims to disseminate the values and ethics of ancient Indian culture. The Assamese Department has a departmental folk museum. The college has a Rural Museum Centre in the Library that displays the cultures of the rural communities and tribes of India.

The extension activities carried out in the adopted villages acquaints the students with the situation of the rural community near the college and helps them develop volunteering skills and social skills. The college also organises field trips to places that portray the rich cultural heritage of the area. The Department of Assamese took the students of the department to Gopal Atta Than, a religious place of the region.

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

The college follows the unified course pattern designed by UGC under CBCS. The syllabus, assessment system and the pre-defined outcomes of the courses are designed by the Affiliating University. The mapping out of the teaching methods and the assessment methods are

churned out by the college by keeping adherence to the criteria formulated by the Affiliating University. The main outcome of the courses is to generate a strong knowledge core among the students and enrich them academically to apply for jobs or go for higher studies.

The college has 7 digital classrooms among which 5 of them are interactive smart board. The college has acquired the ERS software that helps in submission of home assignment by students and their evaluation by teachers. The ERS system is also used for uploading LMS, student details, admission process and others.

The college also strives to introduce Add-on courses and skill-based courses for the skill development of the students and the locals from nearby areas. The Ass-on courses under NIELIT and NSQFUGC are Certified courses and the other courses are provided by the college through specialised trainers and teachers. The outcome of the courses is to generate real life skill sets in the learners that will enable them to generate income or become entrepreneurs in the future. Courses like Beautician, Led Bulb Making, Pen Making, Knitting-Cutting, Office Automation, Basic Computer Application, Spoken English, Electrical Installation and House Wiring and Solar Panel Installation, Operation and Maintenance fall under this purview. Since, the college is located in the rural area, the college gives priority to skill training that are in sync with the agricultural based economy of the region. the college provides skill development training in Vermicomposting, Bee Keeping, Piggery, etc.

20.Distance education/online education:

The college has the IDOL and Krishna Kanta Handiqui State Open University (KKHSOU) study centre which provides a scope to the students, alumni and youths from nearby area to acquire distance education at the UG and PG level. The College also has a SWAYAM CELL and the Coordinator of the Cell has helped students to gain online education through the SWAYAM platform. 12 students have enrolled in the courses under the Swayam portal

Extended Profile

1.Programme

1.1

427

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1		665
Number of students during the year		
File Description	Documents	
Data Template	View File	
2.2		235
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		110
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		22
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		29
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	25
4.2 Total expenditure excluding salary during the year (INR in lakhs)	39.45431 lakhs
4.3 Total number of computers on campus for academic purposes	60

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

Curriculum is delivered effectively through a planned and documented process. The college follows the Academic Calendar of the university it is affiliated to and also prepares an Academic Calendar which contains the celebration of important days. Teachers prepare the teaching plan and teachers' diary for proper implementation of curriculum. The time table is designed by the Academic Committee after consultation with the Principal. The departments allot the classes to the teachers based on the time-table. The departments organize lecture programmes, field trips, project works that are in alignment with the curriculum. Remedial classes are provided to slow learners and the needs of the advanced learners are addressed through well structured mechanisms. Use of ICT is emphasized and at present there are 17 digital classrooms of which there are 5 interactive smart board and two projectors. The college has a mentoring process to address students' issues and mentees are free to choose their mentors. The Academic Committee along with the Principal holds meetings with the HoDs to keep track of the curricular delivery and progress. Contractual teachers are appointed against a vacant permanent post. Add-on courses are also provided to students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1rzIPs-6NEB7AwxNkCOKAEwBHNIITcttyR/view?usp=sharing

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

The Academic Calendar is prepared before the commencement of the classes and uploaded in the website and incorporated in the prospectus. All important curricular and co-curricular activities are included in the calendar. The calendar contains the tentative sessional examination dates, important days. Any changes in the academic calendar due to unplanned circumstances are informed through notices and sms'.

The Continuous Internal Evaluation process consists of three parts and conducted for each semester. 10 for Sessional examination, 5 marks for home assignment/project work/seminar and 5 marks for attendance. Students with less percentage of attendance than the rate fixed by the affiliating university are dealt with appropriate disciplinary measures.

The college has a Grievance Redressal mechanism to deal with grievances of students concerning internal evaluations. The complaints are addressed within a stipulated time line. The Academic Committee addresses the issues related to curriculum delivery and examination in the meetings with the HoD. The examination board comprising of the Principal, Vice-Principal and two Assistant Officer in Charge take care of conduction of examination. The scripts of sessional examinations are shown to the students and the question paper is discussed. The assignments are frequently submitted through ERP software to curtail the use of paper.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1a9alzI1HNeEzk30ZMZ6ce9lVso0p8V_5/view?usp=sharing

1.1.3 - Teachers of the Institution participate in

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

13

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)

25

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

256

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

256

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 institutional handbook on Professional Ethics is uploaded in the website

In addition to the course content like Environmental Economics, Philosophical Foundations of Education, History of Ecology and Environment in India, Communication Skills, Communicative Assamese, Introduction to Women Studies, Women's Writing, Women in Indian History, Gender and Education and Human Rights, Basic Principles of Indian Medicine System . Add-on Courses available.

Professional Ethics- Readers' Club conducts books related programmes. The English Department provides Spoken English classes, Research Methodology Course for students, Webinar on IPR, Office Automation Course for students, Basics in Computer for non-teaching faculty have been organised.

Gender- International Women's Day observed. Health & Sanitation programme organised, Vaccination and de-worming programme for girls students, iron folic acid tablet distributed,

Human Values- Adoption Cell conducted awareness and educational programmes in five adopted villages and schools, tree plantation and surveys, flood relief. World Aids Day, Unity Day, International Yoga Day, Constitution Day, Human Rights Day, Voters' Rights Day, observed. Awareness meetings on drug abuse conducted. NSS conducted seven day camp in Puran Bhawanipur Village.

Environment & Sustainability- EVS course for undergraduate students. Eco Club conducts Green Audit and plantation programme. fruit and vegetable Garden, medicinal plant garden, flower garden available. Mushroom cultivation, vermicomposting done by college.

File Description	Documents
Any additional information	View File
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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
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

77

File Description	Documents
Any additional information	View File
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

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	A. Feedback collected, analyzed and action taken and feedback available on website						
<table border="1"> <thead> <tr> <th data-bbox="76 313 550 380">File Description</th> <th data-bbox="550 313 1476 380">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 380 550 481">Upload any additional information</td> <td data-bbox="550 380 1476 481" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 481 550 638">URL for feedback report</td> <td data-bbox="550 481 1476 638" style="text-align: center;">https://bhbcollge.ac.in/upload/std_fb_report/1677756350.pdf</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	https://bhbcollge.ac.in/upload/std_fb_report/1677756350.pdf	
File Description	Documents						
Upload any additional information	View File						
URL for feedback report	https://bhbcollge.ac.in/upload/std_fb_report/1677756350.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							
900							
<table border="1"> <thead> <tr> <th data-bbox="76 985 550 1052">File Description</th> <th data-bbox="550 985 1476 1052">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1052 550 1131">Any additional information</td> <td data-bbox="550 1052 1476 1131" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1131 550 1232">Institutional data in prescribed format</td> <td data-bbox="550 1131 1476 1232" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Institutional data in prescribed format	View File	
File Description	Documents						
Any additional information	View File						
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							
90							
<table border="1"> <thead> <tr> <th data-bbox="76 1545 550 1612">File Description</th> <th data-bbox="550 1545 1476 1612">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1612 550 1680">Any additional information</td> <td data-bbox="550 1612 1476 1680" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1680 550 1780">Number of seats filled against seats reserved (Data Template)</td> <td data-bbox="550 1680 1476 1780" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of seats filled against seats reserved (Data Template)	View File	
File Description	Documents						
Any additional information	View File						
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							
Students from diverse background and different competency levels study in the college. Regular assessment is done to strategise an							

effective mechanism to develop teaching mechanism. A preliminary assessment is done on the basis of previous examination marks before the enrolment of students in the institution. Assessment and Appraisal is done by:

- Teachers try to reach out to students in the nearby community to convince them to enrol in the institution.
- Counselling at the time of admission is done to assess learning interest of students.
- Information of students entered in ERP and Admission register.
- Departmental seminars, Orientation programme, workshops, skill development training provided by institute
- Analysis of results done and feedback taken
- Mentoring on issues faced by students apart from academics.

System for Slow learners:

- Remedial classes conducted
- Encouraged to participate in co-curricular activities.
- Spoken English classes provided for language proficiency.
- Additional classes taken
- ICT tools used to enhance learning
- Previous year question papers discussed.
- Interactions with parents done through PTA meeting/phone call/letters.

System for Advanced learners:

- Opportunity to attend workshops/lecture programmes
- Opportunity to write in wall magazines
- Film screening
- Competitive examination coaching organised by Career Counselling cell.
- Medals/Awards provided.
- They are motivated to go for higher studies
- Field trips/educational tours.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1l1ulaZ6kuXPNxE7gGaKRv6UxNG9jyW_No/view?usp=sharing
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	19

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

A practical and hands-on teaching approach that is backed by ICT aids is adopted to enhance the teaching-learning process. The Skill-based courses along with the Add-on courses shift the focus of the teaching-learning to students where they learn to examine and explore things on their own and develop independent perspectives. The institution employs the following student-centric methods:

- Departmental-Seminars
- Project-Works/Field-trips/ educational-tours
- Publication of articles by students in college magazine
- Laboratory Practice
- Enrolment of students in skill based courses/Add-on courses like Spoken-English, pickle-making, LED bulb-making, knitting-cutting, Child-care, Electrical & House-Wiring, Solar-Panel Installation, Maintenance and Repairing.
- Participation of students in extension activities like surveys, NSS Camps.
- Students participate in celebration of important days
- NCC cadets participate in Republic Day/Independence Day Celebration
- Students in cleanliness drives under Swachha Bharat Abhijan
- Film screening
- Preparation, Uploading of LMS by teachers
- 5 Smartboards, 2 LCD-projectors are available. Total 17 digital classrooms are available. Desktops provided to all departments.
- Participation of students in cultural/sports/academic events.
- Students Union is present in college. Representatives of students in IQAC Committee, Anti-Ragging Committee.
- Certificate courses like Yoga & Self Defence, Office Automation are part of participative learning.
- STC on Self-Defense for girl-students

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1zNnpRmSZaMlrr0OGKjdhLbyFkE5gEqPZ/view?usp=sharing

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

Apart from conventional teaching, the faculty members are encouraged to use ICT to modernize and improvise the teaching-learning process. The college has been made ICT tools accessible to all.

- 5 digital classrooms with interactive boards and two LCD projectors.
- One conference room with podium, sound system, interactive smart-board available.
- Auditorium
- A Computer Lab with Wifi connectivity of 2.5 GHz (Bharat fibre) and 29 computers.
- Desktops with Wifi connectivity of 5GHz (Bharat fibre) provided in all departments.
- 5 copiers- IQAC-1, Principal's Chamber-1, Office-2, Library-1
- 8 Printers- 1 in computer lab, 4 in office, 1 in IQAC, 1 in library, 1 in Principal's Chamber

The ERP software contains TLMS, student database and used for online curriculum delivery. A workshop on ERP conducted to train teaching and non-teaching staff on use of ICT and digital computing.

Workshops, Training Programmes conducted to up-skill the faculty.

INFLIBNET N-LIST resources are accessible to all. Library database provided through ERP.

Two computer related programme imparted by the Computer-PGDCA in Basics of Computer and Certificate course on Office Automation.

WhatsApp, Google Meet etc. used for online classes, sharing of PPT, PDF, MS-Word file, YouTube used for uploading videos

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1rKKI8pfGRR1IK3XrNQ1I851mvPeIUq2J/view?usp=sharing

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

18

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	View File
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

8

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

289

File Description	Documents
Any additional information	View File
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 Academic Calendar of the Affiliating University is followed for conduction and evaluation of examination. The Examination Board prepares the routine for Sessional Examination. As per the direction of the University- 20 marks allotted for internal assessment, of which Sessional Examination-10 marks, home assignments/group discussions/seminar/preproject-5 marks and attendance-5 marks. The college follows a proper mechanism to make internal assessment transparent and robust:

- Academic Calendar uploaded in website.
- Freshers' given orientation regarding assessment.
- Academic Committee holds meeting with HoDs to discuss conduction of internal examinations
- Notices regarding internal assessment displayed in notice boards.
- Internal assessment marks are displayed in the notice board and website. Answer scripts of Sessional examinations are

shown to students. This is done to ensure transparency.

- Students who fail in the examination are given the chance to take the examination again. Separate examination dates are provided by departments.
- Assignments are given to the students and collected on scheduled time.
- Conventional methods - written home assignments/projects
- Innovative methods- group discussions/seminar presentation
- Internal assessment related grievances addressed by Grievance Redressal
- Assignments collected in emails and whatsapp as well.
- ERP software for conducting online assessment

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://bhbcollge.ac.in/upload/acalender/AC_ADEMIC%20CALENDAR%202021-22.pdf

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

The college tries to maintain transparency in all three components of CIE. The grievances related to internal assessment is addressed in a timely and efficient manner. A proper mechanism for addressing grievances is prepared.

Issues related to grievances are addressed in two platforms. Students can take up the grievance with the HoD. and then to the authority. The complaint is raised in the Grievance Redressal Cell if needed. Department:

- CIE marks are displayed in the notice board for transparency.
- Assignments are given in advance (at-least 20-25 days).
- Answer scripts are shown to students.
- Rectification of marks done by HoD if necessary.

Authority:

- The examination board, headed by Principal, Vice-Principal and two Assistant Officer in-charge who conduct and monitor the CIE.
- The students approach the authority if the matter remains unsolved at the department level.
- The grievances are taken up in the Grievance Redressal

Committee meeting

- If marks of internal assessment are not properly entered in the mark sheet of End-Semester examination, a student may approach the HoD of the concerned subject and approve an application addressed to the Principal. The Principal, after official verifications, sends this grievance to the university authority.

File Description	Documents
Any additional information	View File
Link for additional information	https://bhbcollge.ac.in/cell_file.php?c=2

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.

The college has two streams with 14 departments and offers four programmes. The college follows the CBCS system as per the guidelines of the Affiliating University. The college has AECC and SECC that provides the scope of skill development to the students. Besides, the prescribed syllabus of the Affiliating University, The college offers a total of 21 Add-on courses and Skill Development courses to the students. Syllabus and course outcomes of the Add-on Courses and Skill Development courses are prepared by the concerned department and agency.

The college adopts the following mechanism to communicate the Cos and Pos to the stakeholders:

1. POs, COs are prepared by IQAC involving the concerned departments. Similar mechanism is followed for Add-on and Skill Development Courses.
2. HoDs are requested to communicate the same to the students.
3. Students are oriented of the POs and COs by the department teachers and the HoDs
4. POs and COs are provided in the college website.

Lesson plans are placed before the Academic In-charge. Syllabus is uploaded in the website alongwith the lesson plans. Question paper patterns is discussed with the students and the question pattern of

internal examinations are decided in the minutes of Academic Council

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://bhbcollge.ac.in/outcomes.php?c=0
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 evaluation of POs and COs are done by the institution.

The performance of the students in their daily classes and academic exercises provide an idea of the attainment of the POs and COs. Marks obtained by the students in the Sessional examinations and final semester end examination conducted by the Affiliating University provide the attainment of the POs and COs. The college makes a comparative analysis of the result of the End Semester examination.

The departments maintain the record of the sessional marks obtained by the students. The departments also maintain the alumni database which is reflected in the college website. The departments maintain a record of the alumni who have successfully completed the course and has gained employability or pursuing higher education.

The college emphasises on the CIE using various means such as home assignments/projects/seminars and others. The Assignments/projects/seminars provided by the students helps in the evaluation of the course outcome.

Participation of students in class interactions, mentoring, personal interactions, co-curricular and extra-curricular activities also helps in the analysis and evaluation of course outcomes.

Feedback collected from the students is analysed by the IQAC and placed before the GB provides an idea of the attainment of COs and POs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://bhbcollege.ac.in/outcomes.php?c=0

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

135

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	View File
Paste link for the annual report	https://bhbcollege.ac.in/upload/annual/1678881388.pdf

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/upload/sss/1678798242.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)

26000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

13

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	https://bhbcollge.ac.in/

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

16

File Description	Documents
Report of the event	View File
Any additional information	View File
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

25

File Description	Documents
Any additional information	View File
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

10

File Description	Documents
Any additional information	View File
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 college has a strong network with the neighbourhood which has been made possible by extension activities carried out by different Cells/Units/Committees. Extension activities have led to the holistic development of students as they are sensitized to social issues.

NSS-

The NSS Unit held a week-long camp at Puran Bhawanipur village. The Student Union also collaborated.

World Environment Day-plantation. Students from Sarupeta Vidyamandir school also participated. one day cleanliness drive on 04.02.2022 in the area surrounding the campus along with Alumni. A plantation programme in collaboration with 'Alumni association' on 24.04.2022.

A socio-economic survey was conducted by the NSS Unit with Students' Union in Puran Bhawanipur on 25.02.2022.

Women Cell-

As part of Swaccha Bharat Abhijan, a lecture programme on hygiene and malnutrition in women by a female doctor was organised by Women Cell in collaboration with NSS in Geruwapara village.

Career Counselling-

Animal Husbandry workshop for local farmers on 12-03-2022

IQAC-

A three-day training programme with NIELIT, Guwahati was organised in the college. 347 farmers, 175 elderly persons, 391 women from nearby villages and 406 students participated.

A Cycle Rally was organised by IQAC in collaboration with NSS on 03.06.2022.

File Description	Documents
Paste link for additional information	https://bhbcollege.ac.in/nss_activities.php
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

7

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

35

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

35

File Description	Documents
Report of the event	View File
Any additional information	View File
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

7

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	View File

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 campus spread over has enough space to house the college building and an open ground.

Administrative building: It consists of the Principal's Chamber, office, Vice-Principal Room IQAC Coordinator Room, Coordinator of KKHSOU Study Centre.

Academic Infrastructure: ICT enabled Classrooms - 17 Total Classrooms -27. Departmental rooms and Common room for teaching staff - 14+1. Separate Toilet for male & female staff. Library with separate section for reading & ten computers for using e-resources. Computer Lab equipped with 33 Computers, 1 printer. in Education Lab.

Conference room with interactive smartboard.

Room for Knitting-Cutting

Room for Beautician course.

NIELIT Room

Yoga Room

NSS Room

NCC Room

Separate Common Room for boys and girls students

Girl Hostel with 30boarders.

Examination Board Room with CC Camera

The open ground and Indoor Stadium is utilized for sports.

Gymnasium

Canteen

Parking area for students and teachers.

Flower Garden-4, Medicinal garden-1, Fruti and Vegetable garden-1

Pond

ERP software available

1 Generator

3 Invertor

60 Desktops

8 printer scanner,5 copiers

Water cooler-2

Water filter-4

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

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

Adequate sports and games infrastructure available in the campus for an all-round development of the students. There is adequate space provided for outdoor and indoor games in the college premises. There are facilities for the below mentioned sports. 2 Badminton Courts, Playground used for Cricket, Football, Karate.

Equipment: Mats, Javelin stick, shotput ball, cricket equipment, badminton racket, carrom, etc. . A generator for uninterrupted power supply during sports and other programmes.

Gymnasium. The gym can be utilized by both the staff and the students.

Yoga sessions are organized in open field or indoor stadium. Certified yoga instructors are invited to the college to train students.

Facilities for Cultural Activities: The college is well known for its cultural spirit on campus. T Anauditorium for theatre, dance and musical performances of the students. Various musical instruments are available.Cultural functions take place in College Week and Freshers' programme.

Other supports: Providing professional training by appointing Professional choreographers, Theatre directors, etc. Awards to winners. The college encourages and support students who wish to

engage in extracurricular activities through the aforementioned methods.

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

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

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

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

24.76388

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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 College has a Central Library and 14 departmental library for their respective students.

Central Library of BHB College is equipped ICT facilities and wifi facility in the whole building. The library consists of both text and reference books. There is a separate section for periodicals and planning to open a new section for the preparation of competitive examinations. It also comprises of different sitting arrangement for especially able students.

Every year at the beginning of the session library orientation program is also organized for the students to enrich their knowledge about the library and its resources. There is a volunteer group of the library comprising of 6 members, who help the library staff to run the library smoothly.

: SOUL 2.0 is used in the Library

Nature of automation: Partially

Year of Automation: 2016

The OPAC facility is available in the ILMS for the status of a book such as available/issue, accession number, and other bibliographic information of the book. Bar code are generated using accession register data of books.

The library has a computer access centre for both students and teachers. The college authority is also planning to create a digital repository cum library in the coming years.

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

4.2.2 - The institution has subscription for the

A. Any 4 or more of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1.50466

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

5862

File Description	Documents
Any additional information	View File
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

The college reviews and upgrades its IT facilities to enhance the

teaching-learning and administrative processes. College has purchased new equipment like interactive smartboards, printer scanner, ERP software. Internet connection from Bharat fibre. Office-2.5Ghz, Computer lab-2.5Ghz, Departments-5Ghz. Internet speed in the range of <5mbps. Wi-Fi facility and LAN facility available in Computer Lab, office, departments and all classrooms.

A laptop, 3 desktops and printer scanner for the IQAC. Total 29 computers are in Computer Lab for students. There are 3 computers in Library of which 2 are for students to use. Desktops have been provided to all Departments.

1 25 KV Generator and two inverters have been installed to ensure uninterrupted power supply. A Transformer has been installed.

37 CCTV Cameras installed to monitor the campus.

Licensed Software includes: SOUL 2.0 Software in library, Ramdhenu, ERP software installed.

Total Security Antivirus

The new ERP system collects college data. For the staff: Entry of attendance Marks Lesson plans Academic reports, reports of activities, Work-done diary, research details, leave management. Helps in disseminating reading materials lesson plan, assignments submission, and provide feedback to students. For the students: Attendance management. Marks management, receive reading materials. Important information is relayed through sms and website.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/16uThSdRS3-oMBKNFk0RlIElVdCnIXaCG/view?usp=sharing

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

39.45431

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 has well-prepared procedures & policies for maintaining and utilizing physical, academic and support facilities.

- **The college authority reviews quantity & quality of facilities time to time to ensure their availability.**
- **Feedback analysis report of stakeholders are taken to assess the necessity of additional facility.**

- Grievances raised by the stakeholders as to inadequacy of facilities are also considered.
- After the assessment of requirements, detail report is placed in the Governing Body meeting for approval.
- CC Camera has been installed in most of the buildings.
- Budget provision for the maintenance of facilities.
- Engagement of labour on daily wage basis to keep facilities clean.
- A permanent site map with detail of facilities has been made.
- Installation of signboards indicating availability of facilities at specific location.
- Fire safety measures have been provided.
- The college maintains an Asset Register to keep the record of movable assets procured and name of the staff in whose custody the asset is kept.
- Day & Night Chowkidars have been appointed.
- All sports equipment & facilities are under supervision of Convener of Sports Committee.
- In the Students' Union Body there are separate secretaries for sports.
- Sports Committee buys the necessary goods for sports.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/10A70DwyX0Tlthbxpm7R00Vc7lqoYFuWM/edit?usp=sharing&ouid=111161133659073181917&rtpof=true&sd=true

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

585

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

591

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**

A. All of the above

File Description	Documents
Link to institutional website	https://bhbcollge.ac.in/
Any additional information	View File
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

580

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

580

File Description	Documents
Any additional information	View File
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

A. All 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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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**

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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	View File
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**

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

08

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

Cells/Committees have students' representation:

IQAC: The Secretary of the Students' Union plays an important role in taking quality enhancement initiatives for the College.

Gymnasium: Both the President & Secretary Major Games of the Students' Union Body are the members.

Internal Complaint Committee: President & Asst. General Secretary are members.

Anti-ragging: Representatives of the Students' Union Body helps in maintaining a ragging free campus.

Grievance Redressal Committee: General Secretary represents the grievances of students.

Project Monitoring Unit: Two students are involved in monitoring construction activities under RUSA.

The Students' Union Body is democratically elected as per the recommendations of Lyngdoh Committee. The Student Union Body: President, Vice-President, General Secretary, Assistant General Secretary, Cultural Secretary, Major Games Secretary, Minor Games Secretary, Magazine Secretary, Debating Secretary, Girls Common Room Secretary, Boys Common Room Secretary and Gymnasium Secretary, Social Service Secretary.

They help organise: Annual College Week. Participation insports/cultural events organized byaffiliating university or State/National events, Saraswati Puja, Freshers' Social, Publication of College Magazine. Celebration of College Foundation Day, Independence Day, Republic Day, Gandhi Jayanti, etc.

Student's Union Body acts as an important channel for the generation of feedback. The volunteers of NSS & NCC Cadets organize various social activities.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/upload/prospectus/1681221931.pdf
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

09

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 has a Secretary and a President. The committee holds meeting at frequently and plan their activities. A WhatsApp group is formed for effective communication.

Contribution:

Academic: The Alumni Association provides necessary information regarding job and career opportunities to the students of the college. An Alumni Book bank exists where books are donated by Alumni. The vermicomposting pit is looked after by the Alumni.

Financial support: The Alumni of the college has donated a total of 5 lakh rupees for the College's Golden Jubilee. A water filter was donated by an Alumni.

Games and Sports: Some alumni train existing sports talent in various field of sports like cricket, karate, badminton.

Culture: The college has produced a number of alumni who are connected in the field of film & theatre. The association utilize their talent in training the students of the college in the fields like dance, drama and singing, etc. The Alumni has participated

Social: The Alumni Association has undertaken many extensions programme. The association undertakes programme like plantation with the NSS. They provide rewards to meritorious students during Freshers' programme.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/upload/prospectus/1681221931.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs
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File Description	Documents
Upload any additional information	View File

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

Scholarship: The college fraternity has been working relentlessly to

uphold its vision of disseminating higher education to the students of marginalised and economically weaker sections. Numerous scholarships are provided to the students through Central Schemes, State Schemes, UGC/AICTE Schemes. Award to the best graduate, the girl securing highest mark, student securing highest mark in Bodo Honours and all students who secure First Class in Bodo Honours are provided.

Education: The Career Counselling Cell provides knowledge on skill-based courses by organising TET Coaching, Bank Coaching, Programme on Animal Husbandry, Bee-keeping. Add on Courses like Spoken English, Child Care, Vermicomposting, Yoga and Self Defence, Office Automation, Basic Computer Application, Beautician Course, Research Methodology, Electrical Installation and House Wiring and Solar Power Installation, Operation and Maintenance by NIELIT, Guwahati are there. Under Rural Livelihood Generation Mission, the college provides skill-based training on pen-making, LED bulb-making, pickle-making, bamboo-work and knitting-cutting.

Governance: To materialise the vision and mission, the institute decentralises the power and functions. The G.B. entrusts the power of decision making to the Principal, who operates after consultation with the teachers. The Principal delegates authority through the Vice-Principal, IQAC, HoDs, Cells/Committees, stakeholders. The action plans are formulated by the authority with the IQAC. The responsibilities are entrusted to the Committees/Cells, seven Criterion. All stakeholders participate in policy-making. However, the final decision is taken by the Principal with approval of the GB

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/upload/prospectus/1674893805.pdf
Upload any additional information	View File

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

The decentralised administrative system followed by the college promotes the culture of participative management. The different

Cells/Committees/departments promote decentralization and participative management. The constitution of the various committees and cells, their policies and representative stake holders shows the decentralization of power and responsibility.

Other than the Principal and the President, the GB has representatives from the teaching staff, individuals from local community and Principal from another college. The IQAC has stakeholders from industries, Student Union of the college, guardians, member of Alumni, member of local society. Decentralization and Participative management provide a scope for the stakeholders to participate in the policy making of the college and also provide necessary feedback for improvement.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic/Perspective Plan of the college is prepared after analysis of the NAAC Peer Team Report, consideration of vision and mission of the college and suggestion from stakeholders. The plans are prepared for five years. Every year, the IQAC forms its plan of action and the action taken. The plans are both short-term and long-term. A stipulated time is allotted for the execution of plans.

Add-on Courses like Spoken English, Child Care, Basic Computer Application are revived after the pandemic and new Add-on courses like Beautician, Solar Power Installation, Operation and Maintenance (NIELIT) and Electrical Installation and Houses Wiring (NIELIT), Office Automation and Yoga Self Defense under UGCNSQF are initiated into the curriculum. Skill-development courses: knitting-cutting, pen-making, LED bulb-making, bamboo-works are introduced with regards to the Village Livelihood Generation Mission adopted by the college to skill the people of the locality.

The Adoption Cell forms a well-executed plan to conduct activities. The NSS conducts camps in its adopted village, Puran Bhawanipur. NSS plans its activities after consultation with the Principal.

MoUs are signed with various institutions to conduct activities in a

planned manner.

Brochures, flaxes, advertisement in newspapers and notices in websites are used for advertising news.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bhbcollge.ac.in/upload/igac meetings/Plan%20of%20Action%202021-2022.pdf
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.

Governing Body:is the main decision-taking body of the institution.

Principal:acts as head of institution, executes decisions taken by GB.

Academic In-charge:is delegated partial administrative power, monitors academic activities.

Academic Committee:Plans, monitors academic activities.

IQAC:prepares, implements policy, conducts various activities.

Admission Committee:conducts entire admission process following Government reservation policy.

Examination Committee:conducts internal, end semester examinations.

Code of Conduct Committee:designs code of ethics for staff, students, stakeholders.

Purchase Committee:takes decisions for purchase of goods.

Construction Committee:executes, monitors construction-related work.

Project Monitoring Unit:Monitors all developmental works under RUSA grant.

Library Committee:decides, executes library related work.

Career Guidance Cell:organizes career-related programmes.

Women Cell: organises programmes on women issues.

NSS

NCC

Mentoring Committee:mentors students on matters apart from academics.

Sports Management Committee:conducts sports-related activities, maintains sports-items.

Eco Club:conducts environmental activities.

Anti-Tobacco Squad:keeps campus tobacco-free

IT Cell:manages ITinstruments and fosters ITknowledge

Grievance Redressal Cell:redresses grievances of staff, students.

Internal Complaint Committee:redresses complaints of sexual harassment.

Anti-Ragging Committee: ensures ragging free campus

Red Ribbon Club: promotes awareness about AIDS.

Students' Union Body: conducts/represents students related activities/issues.

Cells/Committees have their own designed policies.

The Governing Body selects candidates as per direction of Govt. of Assam. Service condition is governed by existing Service Rules of the State Government

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/prospectus.php
Link to Organogram of the Institution webpage	https://bhbcollge.ac.in/upload/organogram/Organisational%20Structure%20of%20BHB%20College%20(Organogram).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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
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

Financial:

Saharjya Nidhi: The fund is created out of monthly contribution of the staff and ex-employees. The individuals can avail loan at 1% interest rate per month.

Distress Student Aid Fund: The fund is created to help students in time of their distress.

Mutual Benefit Fund: This fund is created for the benefit of the non-sanctioned and contractual faculties.

Group Link Saving Insurance (GLSI) On behalf of the members, the college authority deposit premium in LIC.

Group Insurance Scheme (GIS) scheme of Govt of Assam to guarantee insurance cover to employee.

(SSS) of LIC: institution provides the facility of depositing insurance premium of its staff

Provident-Fund: Govt. managed retirement savings scheme.

Pension & NPS: Those who joined prior to 2005 get old pension & others get the benefit of NPS.

Gratuity: It is one-time payment given to staff as per Govt rules.

Supportive:

Teaching staff encouraged to conduct research activities. Funds from the college resources are provided for research.

Casual Leave

Earned Leave

CCL, Maternity Leave

Duty Leave for attending seminars/workshops/conferences

Leave without pay

Reservation of seats for wards of employees.

Periodic health check-up of students.

Infrastructure:

Pedestrian pathways/Gymnasium/Sports facilities/Wi-fi campus/CCTV surveillance

Separate toilets for Male and Female staff.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1j0h6p_yMn75Sh8HdnXINXly7MCZMcnsP/view?usp=sharing
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

04

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

09

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

15

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

The college has a formal Annual Performance Appraisal system for teaching & non-teaching staff and provision of maintaining Annual Confidential Report for the non-teaching staff. For the Teaching staff it follows the proforma suggested by the UGC and is conducted every year. The faculties are required to submit the recommended filled-in proforma of Self Appraisal to the Principal.

For assessing performance related to teaching, the indicators are academic excellence gained by the students, learning outcome of the students and the API scores of the faculty.

The Principal along with the IQAC analyses the report and takes the following measures:

- Performance of each faculty members and departments are assessed.
- Motivates the faculty members to participate in research related activities.
- Analyses the performance of faculty members in promotion of co-curricular activities.
- Analyses if the work allotted to the faculty is completed on time.
- The proforma reflects the API score.
- Necessary suggestions are given to the faculty members.
- Students feedback is taken and discussed.

Appraisal of non-teaching staff:

- Their ability to complete the allotted work.
- Their response to work and orders
- Their efficiency in completing time-bound tasks.

The Principal maintains the Annual Report and the promotion of the faculty depends on this report.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ty1R6NwIpRBCyFM4k8attSEVyP0R1rJV/view?usp=sharing
Upload any additional information	View File

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 college mobilizes fund from two sources -external sources & internal sources. External sources: RUSA, NSS Cell, philanthropic contribution, scholarship from Central Govt. & Government of Assam.

Internal: Fees from students such as Tuition Fee, Library Fee, Hostel Fee, Examination Fee, Centre Fee, Self-Financing Courses Fee etc. Revenue received from the sale of college assets.

Internal and external financial audits are carried out depending the sources of fund. External Audit: The entire fund received from external sources are audited by Registered CA. Income and expenditure statement along with supporting documents are submitted to a registered CA, who prepares Utilization Certificate/Income/Expenditure Statement. Necessary clarification, if required, is made by the Principal & UDA associated with the account. The report is placed before the GB. Report is sent to the sanctioning authority. Besides CA, RUSA appoint auditor to verify income/expenditure statement of fund.

Funds received from internal sources are audited on regular basis. Financial transactions are approved by the Principal. Funds raised from the public to celebrate some important occasion is audited by auditor. Report is placed in the GB for consideration.

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)

35,043.40/-

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

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

A Fund Mobilization Policy has been formulated by the college to ensure accountability and transparency of fund mobilization/utilization. The college tries to identify the sources from which funds can be procured. Some of the sources of fund are Students' Fee, Self-Financing Courses Fee, UGC, RUSA, Assam, Government of Assam, Government organization like ICSSR, NAAC, NSS, Gauhati University, donation from Philanthropes, Alumni etc,.

The college has received funds for infrastructural development from RUSA. The Construction Committee carries out construction work from funds supplied by UGC.

The college has signed a MoU with Swacch Campus Initiative Cell of Bijni College to dispose off waste. The said party provides a reasonable payment. A fair amount is received from farmers who take the college land on lease for seasonal farming and piggery. The college pond also provides funds for resource utilization and mobilization.

The college carries internal and external audit to maintain transparency of fund utilization. The college uses Online Software of Affiliating University at the time of admission & in respect of fund received from RUSA,UGC,ICSSR,NSS etc the college uses PFMS Portal & in salary FINASSAM of Govt of Assam. For maintaining detail of its asset the college has installed ERP software.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/10SpXfKHtBPNTD1P7Y2HeaazIePWztp1p/view?usp=sharing
Upload any additional information	View File

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

The IQAC creates well-planned strategies and processes for the smooth functioning of the college. The IQAC works towards improving the quality of education, improving the teaching-learning mechanism, developing infrastructure and offering skill-based courses. The IQAC employs an effective coordinating and monitoring mechanism that suggests the measures that the institution needs to adopt for enhancing its quality. The IQAC initiates strategic planning and assigns responsibilities.

- Discusses academic results
- Takes Appraisal report from teaching and non-teaching staff
- Develops skill-based training courses for students
- Professional Development Programmes
- Research and Development
- Inspires the proficient use of ICT

The IQAC helps to monitor and carry out academic and administrative inspections

- Review of departmental works and facilities
- Teaching-learning facilities
- Feedback report from students and analysis
- Implements innovative methods
- Strategises mechanism to improve academic practices like introducing mentoring system, Add-on courses etc.

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/aqar.php
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

The IQAC continuously reviews and monitors the academic activities of the college and takes the required steps to improve the teaching-learning process.

- The Academic Calendar is developed before the onset of the session and circulated for the convenience of the teachers and the students.
- Orientation programme is held for the Freshers' where they are oriented about the uniqueness about the educational system.
- Students are apprised about the syllabus, timetable
- Teachers maintain the Teachers' Diary and the lesson plan. The Principal reviews them.
- Code of Conduct Committee members look after the attendance of the student and the conduction of classes on time.
- Important notices are put up in the notice board and the website
- Feedback is collected from the students. Analysis of the feedback is shared with the teachers.

Initiatives taken by the IQAC in the last five years:

- Automation of the Admission process. Online fee payment available.
- Opening of Add-on and Skill-based courses
- Conduction of webinars/ workshops on professional development courses.
- Introduction of ERP system
- Signing of various MoUs with institutes and Govt. agencies.
- Green campus initiatives.
- Village Livelihood Generation Mission

File Description	Documents
Paste link for additional information	https://bhbcollge.ac.in/igac_meetings.php
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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bhbcollge.ac.in/upload/aqar/2020-2021.pdf
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)	View File

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 enrolment of girl students is significantly higher than the boys and therefore, the college tries to provide the necessary facilities to the girl students. The college has conducted programmes on gender related issues in the college and nearby areas to raise gender sensitization.

- The constitutional norms of women reservation and gender neutral norms are followed for appointment of faculties, providing responsibilities
- Special Add-on course is implemented in the curriculum for

girl students.

- Awareness programmes
- Activities of NSS and NCC
- STC course on Self Defense for girls
- NCC and NSS has both girl and boy students
- Participation of girls and boys in extension activities
- Sports facilities
- Separate time slot allotted for girls to use the gymnasium
- Girls Hostel
- Health Check-up and distribution of folic acid for girl students
- Vending machine for napkins available.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1T5XGuoMxWKWvRUWC3MPE72cSOQYQo3fj/view?usp=sharing
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	https://drive.google.com/file/d/1iYK87eEw_vFnwUiOhFcoSOGwKxNLUST7/view?usp=sharing

7.1.2 - The Institution has facilities for 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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

To maintain the cleanliness and greenery of the college, the Eco

Club has been formed. Through the Eco Club, the NSS and the NCC programmes and activities are undertaken to maintain the cleanliness. The Construction Committee also looks into the management of waste. Sensitization programmes are conducted. Signboards and notice boards displaying rules and slogans. Waste is segregated for proper management. MoU signed with institutions.

Solid Waste:

- Compost pit created
- Biodegradable wastes like leaves, vegetable peels are put in the compost pit
- Biodegradable wastes like paper, flex, are sold at a reasonable rate for recycling to Swachh Campus Initiative Cell of Bijni (MoU signed)
- Ban of plastic in the campus
- Excreta of live animals used in vermicompost pit
- Plastic bottles are used for making flower pots
- Plastic cups, plates replaced by paper cups, plates

Liquid Waste:

- Waste water of water purifiers used for gardening
- Dry and Waste dustbins
- During monsoon water from the pond used for gardening through a motorized pump.

Waste from celebration of significant days is collected by NSS and NCC

Cleanliness drives, Plogging conducted

E-Waste: Electronic goods are repaired and the irreparable items are sold away.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1DJkG1gD0JXL_DJBpr98L082INJ0zs8nmc/view?usp=sharing
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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File

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

A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
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

A. Any 4 or all 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	View File
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).

An inclusive environment is provided with tolerance towards

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

Administrative activities:

- Core Values of the institution are displayed.
- Code of Conduct uploaded in institutional website.
- Orientation programme promote the feeling of unity and integrity. .
- Various cultural activities are organized to promote tolerance and harmony.
- Different sports activities organized by the institution also play an important role in creating harmony.
- Grievance Redressal Cell takes care of grievances related to breach of religious and cultural sentiment.

Celebration of National Festivals and important occasions such as International Women Day, Unity Day, Mother Tongue Day, World Population Day, Yoga Day etc provide for an inclusive environment for all with diverse background. Such activities increase positive interactions among the people coming from different social, cultural and religious backgrounds. Students are acquainted with different culture of our nation through such programs that helps developing tolerance and harmony towards different cultural, regional, linguistic diversities.

Add-on courses on Soft-Skill, Life-skills and capacity building programmes are organized to help the students from different background.

Academic activities: the curricular of different courses of the university have been designed to accommodate the NEP.

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	View File

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

The institution undertakes various initiatives to sensitize students and employees to the constitutional obligation and enable them to become responsible citizen. The institution celebrates national festivals like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti, , Unity Day, etc in which students understand the significance of Indian freedom struggle and constitution rights. The institution tries to inculcate duties & responsibilities as entrusted by the constitution of India through celebration of Constitution Day & National Voters Day. Eminent members of Student Organisation, Politicians, Bureaucrats and Academicians are invited to the Orientation Programme to inculcate the freshers about the duties and responsibilities of a good citizen. The established Core Values and Code of Conduct help students and employees to be a responsible citizen. Three-day workshop on Digital learning in association with NIELIT, Guwahati was organised. Cleanliness drives contribute to promoting hygiene. Guest Lectures have been arranged for making the students aware about their responsibility on saving environment. NCC and NSS conduct social activities to promote leadership and volunteering. The institution promotes awareness on various issues as environment, human values, culture, human right, etc. The college conducts Yoga, Self Defense training programmes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

A. All 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	View File

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

The college initiates the celebration of national events that commemorate great leaders, historic events of national importance. Lectures, competitions are organised to commemorate the days of freedom. Death anniversaries of great personalities are observed.

Independence Day & Republic Day is celebrated every year. The Principal hoists the national flag. Staff, students, NCC Cadets participate in celebration.

Gandhi Jayanti: Teachers and students pay homage to this great leader.

NSS and NCC unit organize cleanliness drives, tree plantation etc.

Teachers' Day is celebrated every year.

International Women's Day: Woman Cell of the college organizes International Women's Day on 8th March every year.

International Yoga Day is celebrated every year. Eminent personalities from this field are invited to motivate the students to learn meditation and its benefits.

Constitution Day: it is observed at the college on 26th November.

National Voters Day National Voters Day is celebrated on 25th January to promoting awareness on the necessity of voting and to encourage the young students towards their voting right.

World Environment Day is observed on 5th June by organizing awareness rallies, cleanliness, plantation programmes.

NSS Day: 24th September is celebrated as NSS Day with appropriate programs by NSS unit of the College.

Unity Day is celebrated 31st October every year.

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	View File
Any other relevant information	View File

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 Practice: Skill-based courses and Add-on courses

Objective: to provide skill-based training to students and people from neighbouring areas

Context:

- Encourage learners to think beyond grades & acquire real-life skills.
- Develop society's socio-economic base.

Practice:

- Add-on courses provided by NIELIT, Guwahati & NSQFUGC
- Currently, eight Add-on courses are available
- Skill-based courses are open for students and individuals of the surrounding areas
- Trainers with specialised skill-sets are invited to train the enrolled individuals

Evidence of Success: The courses have strengthened the relationship between the college and locals. Enrolment of participants from the Alumni and nearby areas.

Problems Encountered:

- Students are initially undermotivated.
- Unavailability of facilities for certain courses
- Inability to provide certain courses online

Best Practice2:Village-Livelihood-Generation Mission

Objective:to provide skill training and conduct extension activities in adopted villages for economic development

Context:

- To generate livelihood
- Form amiable relationship with locals
- Generate social responsibility

Practice:

- Extension activities/Awareness programmes conducted in adopted villages
- Skill-based workshops conducted.
- Skill-based training courses created for locals

Evidence of Success:

- Active participation of locals
- Students' participation in extension programmes in the villages
- Conduction of socio-economic survey of all adopted villages.

Problems encountered:

- Lack of will to learn new skills
- Locals are initially unwillingly to share their problems or provide data for survey

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

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

Sustainable Community Development

The college has taken the initiative for sustainable community development of the nearby community and the adopted villages. The college strives to develop the three pillars of sustainable development: social, economic and environment. The aim is to develop the human resources by reducing gender inequity, generating employability and entrepreneurship skills and environmental sustainability.

The community of the adopted villages mainly comprises of minority groups who belong to a poor socio-economic background. Therefore, they lack the exposure to means to develop themselves economically, socially. The college has taken the following measures to ensure development of the community in a sustainable manner.

- The institution has opened Add-on and Skill Development courses like Beautician, etc. Training Programmes like Bee-Keeping, Animal Husbandry, Knitting-Cutting, etc. to provide employability to the youth.
- The institution has conducted awareness programmes on "Scientific Outlook", Covid19 and others to remove superstitions and enable the community to develop a rational perspective.
- Programmes on women issues, hygiene is conducted to improve gender equity and empower women
- Sapling plantations, earthfilling, makeshift public toilets are done
- Surveys are conducted to understand the lifestyle and the socio-economic background of the adopted villages.
- The rural industry of the college provides employability skills such as Led Bulb-Making, Pickle-Making, Copy-Making

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Increase of ICT classes
- Green Camopus initiatives (to make the camopus more green)
- To plants trees in bulk that generate revenue
- More skill development programmes will be initiated that will provide jobs
- Increase of activities in the adoption villages and generating jobs under the Village Livelihood Mission
- Creating agricultural based courses and conducting activities that help the farmers.