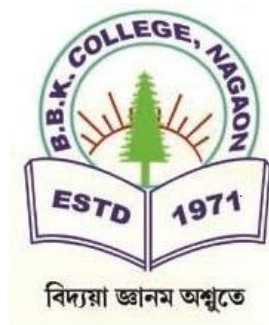


Annual Quality Assurance Report (AQAR)

Session 2017-18

Submitted by



Internal Quality Assurance Cell (IQAC)
BAOSI BANIKANTA KAKATI COLLEGE

Post Office: Nagaon, District: Barpeta

PIN: 781311, Assam (INDIA)

www.bbkcollege.com



OFFICE OF THE PRINCIPAL BAOSI BANIKANTA KAKATI COLLEGE

P.O. : NAGAON □ DIST. : BARPETA (ASSAM) □ PIN - 781311

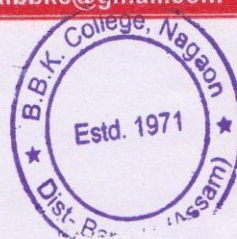
Accredited "B++" Grade by NAAC (2nd Cycle)

Affiliated to Gauhati University

Estd : 1971

Website : www.bbkcollege.org.in ● Email ID: principalbbkc@gmail.com ● Cell : 9859125460

Ref. BBKC / sub / AQAR / 2017-18 / 2019 / 2233



Date 30.01.2019

To,
The Director,
National Assessment and Accreditation Council
2/4 Dr. Rajkumar Road, P.O. Box No. 1075
Rajajinagar, Bangalore-560010

Subject: Submission of Annual Quality Assurance Report (AQAR), 2017-18 of Baosi Banikanta Kakati College, Nagaon, Barpeta

Sir,

With reference to the subject cited above I have the honour to submit herewith the AQAR of BBK College as per prescribed pro-forma for the period 2017-18.

This is your kind information and necessary action.

Thanking you in anticipation.

Sincerely yours,

(Kanak Chandra Nath)
Principal & Chairman IQAC
Baosi Banikanta Kakati College
Nagaon, Barpeta, Assam

Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

BAOSI BANIKANTA KAKATI COLLEGE

1.2 Address Line 1

Nagaon

Address Line 2

P.O- Nagaon

City/Town

Barpeta

State

Assam

Pin Code

781311

Institution e-mail address

principalbbkc@gmail.com

Contact Nos.

+919859125460

Name of the Head of the Institution:

Mr. Kanak Chandra Nath

Tel. No. with STD Code:

--

Mobile:

+919859125460

Name of the IQAC Co-ordinator:

Dr. Gopal Kumar Sarma

Mobile:

+919706366016

IQAC e-mail address:

iqacbbkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN 11946

1.4 Website address:

www.bbkcollege.com

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	Institutional score 68%	2004	5 Years
2	2 nd Cycle	B++	Institutional score 2.77	2016	5 Years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

17-01-2004

1.7 AQAR for the year (for example 2010-11)

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2010-11 submitted on 27.05.2015
- ii. AQAR 2011-12 submitted on 31.05.2015
- iii. AQAR 2012-13 submitted on 06.06.2015
- iv. AQAR 2013-14 submitted on 08-06-2015
- v. AQAR 2014-15 submitted on 07-10-2015
- vi. AQAR 2015-16 submitted on 30-10-2016
- vii. AQAR 2016-17 submitted on 29-11-2017

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(e.g., AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

. BCA

1.11 Name of the Affiliating University (*for the Colleges*)

Gauhati University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

—

UGC-CPE

—

DST Star Scheme

—

UGC-CE

—

UGC-Special Assistance Programme

—

DST-FIST

—

UGC-Innovative PG programmes

—

Any other (*Specify*)

—

UGC-COP Programmes

—

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.

05

Faculty

02

Non-Teaching Staff /Students

01

Alumni

01

Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Initiative and active involvement of the IQAC made the following achievement possible:

- i. Skill Development Training course continued in Karate and Shoaling Kung Fu. New short term-courses were introduced viz. Basics in Keyboard & Drama workshop.
- ii. Arrangement of departmental seminars made in the departments with external experts as resource person.
- iii. 2nd floor of New Science is being completed.
- iv. College campus road is developed.
- v. College campus including the hostels is upgraded with CCTV surveillance.
- vi. Career Counselling Programmes undertaken.
- vii. Three day training program on MS Office & Internet organised by IT department for faculty members.
- viii. The following extension activities were undertaken:
 - a. Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
 - b. Extension activities by faculty members and students in the nearby schools.
 - c. Observation of *International Yoga Day, World Environment day, International Women Day and College Foundation day*.
 - d. Celebration of Bhupen Hazarika's birthday.
 - e. Initiative towards training of weaver of Damorabowa.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure-II attached	

* Attach the Academic Calendar of the year as Annexure. (Annexure-III)

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was placed in the Governing Body (G.B.) of the college. The G.B. stresses on making efforts towards better teaching-learning process, introduction of skill development courses and playing a seminal in facilitating more extension activities.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	04	-	01	-
PG Diploma	-	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	01
Others	02 (HS A+S)	-	-	-
Total	06	-	02	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	00
Annual	03

- 1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☒ Employers ☐ Students ☒
 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

****Please refer to Annexure-IV***

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The institution follows the syllabus of Gauhati University. No syllabus has been updated or revised for the referred period.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

No new department was introduced.

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	18	29	00	00

- 2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
14	04	29	00	00	00	00	00	43	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	09
---	---	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	00	09	00
Presented papers	00	12	00
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Preparation of lesson plan for every subject made well before the commencement of class as per the academic calendar and apprising all students of the same on the commencement of the academic session.
- Inter-departmental collaborative teaching learning on allied and inter-disciplinary topic.
- Monitorial system of education.
- Special classes and remedial classes.
- Use of ICT facilities like LCD projectors and internet in teaching-learning process.
- Holding of class wise seminar.
- Assigning home assignment, dissertation and project work.
- Arrangement of Field Study/ Study Tour as part of academic programme.
- Inter-departmental seminars.
- Visit to some advanced laboratories

2.7 Total number of actual teaching days during this academic year

189

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The college follows examination/evaluation rules of the Affiliating Universities. However, within its limited role in these fields, the college takes steps towards examination/evaluation reforms like-

- a) Sessional test, Unit test and Class test are held.
- b) Evaluation and open analysis of evaluated scripts on the evaluation process among the respective departmental colleagues.
- c) Showing evaluated scripts to the learners with necessary correction and suggestion for improvements.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Nil	Nil	Nil
-----	-----	-----

2.10 Average percentage of attendance of students

78 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Major	119	--	47.06	42.02	1.68	90.80
B.A. General	55	--	5.45	49.09	21.82	76.40
B.Sc. Major	37	--	21.06	48.60	-	70.30
B.Sc General	71	--	12.70	52.10	2.80	67.60
B.C.A.	08	--	12.5	87.5	-	100.00
PGDCA	14	--	21.43	78.57	-	100.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC takes initiative towards attaining excellence in teaching and learning and also adopts plans for improvement in quality of teaching-learning and evaluation such as:

- The IQAC monitors the publication of Academic Calendar and preparation of lesson plan by the teachers
- The IQAC monitor the project work and field based study through respective departments.
- Compulsory maintenance of departmental diary and progress report by the HoDs.
- Self-appraisal report by the teachers of their strength and weakness and after thorough discussion, suggestion is made to the teachers for improvement.
- Emphasizes the procurement of sufficient numbers of text books and reference books.
- Ensures feedback by the learners and the analysis of feed-back. Teachers showing better performance and encouraged and corrective measures are taken in case of teacher not showing better performance.
- Ensures parent-teacher meeting and suggestions for improvement in teaching learning process.
- Monitors and ensures prompt evaluation process of internal examinations.
- Arranges special, remedial and tutorial classes for different classes of students

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
Others (Short Term course)	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	03	00	08
Technical Staff	00	00	00	00

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC has taken a pro-active role in sensitizing and promotion of research environment in the institution in the following way:

- Circulation of information of National/International seminars and encourage faculty members to participate in the events.
- IQAC held three meetings (at the beginning, middle and end of the session) with all the faculty members and discuss about the progress of research activities and the individual problem faced.
- Based on the discussion, the IQAC places the minutes of meetings and suggestions regarding provision of promotion of research activities before the Principal, and the Research Committee which cover following points:
 - a. Provision of leave-as-per-rule for participation in national and international seminars, workshops and conferences.
 - b. Allowing faculty members to undertake research projects.
 - c. Making strategic planning to provide Faculty Development Programme to PhD and Post-Doctoral research.
- Initiatives in holding of institutional seminars by departments.
- Monitors project and dissertation work by students through respective departmental committees.
- ✓ The endeavour of the IQAC for promoting research climate resulted in:
 - a) 16 departmental seminars were held.
 - b) 03 faculty member participated in refreshers course.
 - c) One book with ISBN, 02 chapters in edited book, 09 papers in international and national peer and non-peer reviewed journals were published by the faculty members.
 - d) 09 faculty members participated in 09 national seminars with paper.

Initiative was also taken to boost research climate among students, which resulted in undertaking of field based study and project work by students of four and six departments from arts and science stream respectively.

Students undertook field based study in local area.

342 students participated in study tour to Manas National Park in the Indo-Bhutan border as a part of Environmental Science field study

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	07	00
Non-Peer Review Journals	00	00	00
e-Journals	05	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects				--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--		--

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	--	CAS	--	DST-FIST	--
DPE	--			DBT Scheme/funds	--

3.9 For colleges

Autonomy	--	CPE	--	DBT Star Scheme	--
INSPIRE	--	CE	--	Any Other (specify)	--

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

Nil

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

32

National level

02

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

--

College forum

03

NCC

03

NSS

02

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
- Extension activities by faculty members and students in the nearby schools.
- Observation of *International Yoga Day, World Environment day, International Women Day and College Foundation day.*
- Initiative towards training of weaver of Damorabowa.
- Participation of NSS volunteers in University level
- 3 days workshop on MS Office & internet by the department of IT, BBK College.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32 bigha 1 katha 10 lesa (41860.8 sq mtr.	--	Govt. allotment	32 bigha 1 katha 10 lesa (41860.8 sq mtr.
Class rooms	1095 sqm	385.7 sqm	Donation and govt. grant	1480.7sqm
Laboratories	878.53sqm	--	Govt. grant and internal	878.53sqm
Seminar Halls	--	--	--	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	2321.8sqm	--	Govt and Internal	2321.8sqm

4.2 Computerization of administration and library

- Creation of computerised database of newly admitted students, examinees and applicants of scholarship.

a) Library automation with the use of SOUL 2.0.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19978	454000	2493	350000	19978	804000
Reference Books	--	--	--	---		
e-Books	--	--	--	--		
Journals	60	185000	--	--	60	105000
e-Journals	--	--	---	---	---	----
Digital Database	--	--	---	---	----	-----
CD & Video	Nil	--	---	---	---	----
Others (NLIST, CCTV)	01	--	---	---	----	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	15	01	00	06	05	17	06
Added	00	00	00	00	00	02	00	00
Total	50	15	01	00	06	07	17	06

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

 Wi-Fi connection installed in the college campus.

4.6 Amount spent on maintenance in lakhs:

i) ICT	3.50
ii) Campus Infrastructure and facilities	38.50
iii) Equipments	3.85
iv) Others	12.50
Total:	58.35

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

The IQAC takes seminal steps in enhancing awareness about Student Support services available in the college and makes earnest effort to ensure the maximum utilisation of the various facilities. The college has made provision for in the areas like- NSS unit, NCC unit, Students' Union, College Magazine, Grievance and Redressal Cell, Boys Common Room, Girls Common Room, Canteen, Incentive awards, waiving of fees for meritorious poor students, remedial and special Classes, field study/ educational tour etc.

- a) Ensures the class-wise awareness programme for student about the facilities available in the college.
- b) Ensures the dissemination of information of student support services in the college through the students' union of the college.
- c) Ensures publication of the information of student support services in the college Prospectus.

5.2 Efforts made by the institution for tracking the progression

Effort for tracking progression is made through:

- a) The departmental records on performance of students, progress and placement.
- b) Analyzing the performance in the internal examinations.
- c) Feed-back from students, parents, alumni and hostel boarders
- d) Joint sitting of Teacher-Guardian association and students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1308	30	00	00

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	810	61.90		498	38.10

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1000	84	15	70	00	1196	1245	31	04	27	01	1308

Demand ratio: 1.09

Dropout: 26.5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- a) The IQAC ensures providing information of competitive examinations to students through Career Counselling and Guidance Cell. Respective Departments takes initiative in motivating students towards competitive examinations.
- b) Supply of various magazines of competitive examinations in the central library for the use of the students.
- c) Coaching on reasoning aptitude, general awareness and Arabic History.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Madrassa TET	06

5.6 Details of student counselling and career guidance

The college has a Career Counselling and Guidance Cell to provide regular counselling and guidance on career. For counselling and career guidance following actions were taken:

- Pre-admission counselling on choosing course and offering subjects at U.G. level.
- Counselling on Careers in Digital Media.
- Regular counselling by the Career Counselling and Guidance Cell.

No. of students benefitted

215

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

- a. The college is co-educational and hence boys and girls are involved in various activities and committees. Motivates and ensures representation of girls where they do not come forward.
- b. Celebration of International Women's Day, lecture on women issues and provides different trainings.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	30000/-
Financial support from government	528	DBT
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Insecurity of Vehicle Stand and missing of cycles and lack of adequate potable water

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision:

To uplift knowledge, skill and morals of young generation for an equitable and advanced society.

Mission:

-  To achieve excellence in higher education by incorporating new inputs and new techniques.
-  To impart skill based and career oriented knowledge and education.
-  To promote physical, cultural and moral development of the students.
-  To work for inclusive education and especially for participation of women and backward rural communities in higher education.

6.2 Does the Institution has a management Information System

Yes. The college has a management information system (MIS) of which the Principal of the college is the executive head. The information is dispatched to the concerned destination by –

- i. Notification in the notice board, notice register etc.
- ii. Letter delivery through peon book.
- iii. Providing information of general rules and facilities available in the prospectus.
- iv. Joint meeting of Governing Body (G.B.) with college faculty and other staff.
- v. Meeting with stakeholders, Students' Union Body, etc.
- vi. Display Notice.
- vii. Information through whatsapp, official facebook page and official website.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college has an Academic Committee, which sits periodically on the issues related to curriculum and within its limited scopes takes initiative in this respect in the following ways:

- i) Departmental seminars, home assignment and dissertation carried out by the respective department under the supervision of Academic Committee of the college.
- ii) Departmental research and project committee formed and supervision of project work and field study by the students.
- iii) Feedback from learners on teaching of curriculum is discussed in HoDs meeting and suggestions are made for improvement in the curriculum over telephone to the affiliating University. Informal feedback from guardians are also considered.
- iv) The departmental library and central library procure text books relevant to curriculum and provide priority and special consideration to the needy and deserving students.

6.3.2 Teaching and Learning

For quality teaching and learning, the academic calendar, class routine and teaching plans are prepared before the commencement of the class. The course content, lesson allotted to individual faculty is intimated to the learners at the beginning of the classes.

- Use of LCD projector in class room teaching.
- Remedial classes for slow learners and special classes for advance learners arranged.
- Supplying hard Copy and soft copy of study materials to students is done as regular Practice.
- Inter-departmental collaborative teaching is practiced on allied topics for better understanding of the concepts.
- Monitorial system of education to promote participatory learning.
- Field based study undertaken by students.

6.3.3 Examination and Evaluation

- Sessional Test/ Unit Test and class Tests are held regularly.
- Project work, dissertation, home assignments and seminars undertaken as part of evaluation.
- Regularity, punctuality and involvement in co-curriculum and extra-curricular activities.
- Field study is conducted as a part of evaluation process.
- Evaluation process is discussed among the departmental colleagues and students are shown evaluated scripts to bring about improvement in their performance.

6.3.4 Research and Development

The college takes initiative to promote research activities and adopt some strategies in this regard such as- information of the international/national/state/local level seminars, of research journals are provided for easy access to the teachers and students. Logistic support is given.

As a result, 01 faculty member was in the verge of submission of PhD Thesis and 02 others are perusing the same. 02 faculty members was participated in refreshers course. No. of publication in different fields continued. One book with ISBN, 09 papers in National and International journals were published. Participation in National/ International Seminars also continued. 09 in national Seminars participated with papers.

Initiative was also taken to boost research climate among students, which resulted in undertaking of field based study and project work by students of four and six departments from arts and science stream respectively.

Students undertook field based study in local area.

342 students participated in study tour to Bhutan Chawki, Bhutan as a part of Environmental Science field study

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books were purchased for library.
- A new computer lab has been added to computer centre.
- . One class room digitalised.

6.3.6 Human Resource Management

The college ensured proper management of human resources available in the college through judicious distribution of duties and responsibilities. Faculty and staff training are also done on necessity

So far students are concerned, the college endeavours to develop human resource primarily through successful implementation of curriculum to bring the desired goal.

Effort was made for the leadership and healthy competitive spirits among students through Students' Union, NSS and NCC unit, College Magazine, organisation of sports and cultural activities, extension activities, etc. for development of human resource. Research culture among students was promoted through project/ field based work. Skill development programmes were undertaken.

6.3.7 Faculty and Staff recruitment

Recruitment of teachers and other employees are made as per the guidelines of UGC as well as the state government.

Part-time teachers are recruited as and when necessary. This year part-time teacher were recruited in the department of Political science, Education, Philosophy, Arabic, Hindi, Assamese, Anthropology, Botany, Physics and Mathematics.

6.3.8 Industry Interaction / Collaboration

The college has no formal industry interaction/ collaboration. However, the students are given information of the industries and reputed institution and are guided to get into those. Efforts are being made to have collaboration with institutions and industries.

6.3.9 Admission of Students

- An admission Committee is formed every year, which follows government rules related to reservation and admission.
- The selection of students for admission into different classes is done strictly on merit. To maintain transparency in this regard, merit list is hung up in the college notice board one day prior to the date of admission.
- Major seats are allotted entirely at the sole discretion of the concerned departments. Moreover, major selection test is conducted wherever necessary.
- Besides, admission counselling is done on the date of admission.

6.4 Welfare schemes for

Teaching	GIS, NPS, Sikshak Sanchay Sahayeka (SSS) monthly savings scheme
Non teaching	GIS, NPS and Savings scheme of non-teaching staff.
Students	Govt. Scholarship, SSS Award, Incentive Scheme, Incentive Award, Book Bank Facility.

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Yes

☐

No

☒

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	Yes	Academic Committee
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- Periodical meeting with the Principal and staffs and suggestions for improvement in different area.
- Cooperation in the “Search for Talent” in the adjacent area.
- Undocumented financial help to poor but talented students.
- Acting as bridge between the college and the society.

6.12 Activities and support from the Parent -Teacher Association

- Analysis of the teaching-learning process and the result of the students in the joint sitting.
- Representatives of the parents and teachers participate in the Governing Body of the college.

6.13 Development programmes for support staff

- The management of the college offers help as far as possible in helping staff in financial matters like salary savings in LIC, procuring bank loan, etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- ✓ Cleanliness drive on important days like college week, Freshman Social, Environment Days, College Foundation Day etc.
- ✓ Plantation of samplings on important days of the college.

Criterion – VII**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Digital Class Room.
- Skill Development Programmes.
- Summer coaching classes for kids as part student's extension activities.
- Teaching in schools of the feeder area by the faculty members

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ✚ Skill Development Training course in Karate and Shaolin Kung Fu Keyboard Class workshop .
- ✚ Arrangement of seminars.
- ✚ Creation of Computer data-base of library books through SOUL 2.0
- ✚ ICT facility enhanced in Computer Centre of the college.
- ✚ New books procured for the Central and Hostel Libraries.
- ✚ Career Counselling Programmes undertaken.
- ✚ The following extension activities were undertaken:
 - i) Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
 - ii) Extension activities by faculty members and students in the nearby schools.
 - iii) Observation of *International Yoga Day, World Environment day, International Women Day and College Foundation day.*
 - iv) Initiative towards training of weaver of Damorabowa.
 - v) Participation of NSS volunteers in University level
 - vi) 3 days workshop on MS Office & internet by the department of IT, BBk College.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i) Effective Teaching-learning.
- ii) Clean and Green Environment.

****Please refer to Annexure-V***

7.4 Contribution to environmental awareness / protection

- Celebration of World Environment Day.
- Sapling plantation.
- Green audit.
- Field study on environment.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

SWOC ANALYSIS**Strength:**

- Campus with 14 acres of area.
- Competent and dedicated faculty.
- Major course in almost all the subjects available in the college and Flexibility in offering elective/ optional subject.
- 02 class room with LCD Projector and smart board facility
- Best Teaching Practices and gradual increase in the quality of results.
- Language and computer Laboratory.
- Reprographic Facility.
- Separate library building with journals, periodicals and more than 20,000 numbers of text and reference books, and with Book Bank Facility.
- Departmental Library and Hostel Libraries.
- Computer Centre.
- Conference Room.
- Separate hostels for Boys and Girls with modern amenities and homely environment.
- Fishery having 4.3 acres of area.
- Income generation from fishery and agriculture.
- Separate common rooms for boys and girls with recreational facility.
- Canteen.
- Campus Shopping Point
- Big playground with Basket Ball court
- Indoor stadium.
- CCTV surveillance.
- Two high capacity silent generators for unhampered power supply.
- Wi-Fi facility.
- NSS unit.
- NCC unit.
- Cultural Archive..
- Increased enrolment of girl students and marginalised section.

Weakness:

- Lack of modern science building and well equipped science laboratory.
- Lack of Lecture Hall, community Hall and Auditorium to hold seminars, cultural activities etc.
- Lack of Physical Education Teacher.
- Incomplete boundary wall.
- Lack of proper Botanical Garden.
- Inadequate number of faculties in some of the departments.
- Lack of quarters for all employees.

Opportunity:

- Scope for introduction of income generating and employable course like Sericulture, Pisciculture, Piggery and poultry farming, weaving and tailoring, carpentry, Horticulture, and Microfinance Certificate Programme.
- Up-gradation of play ground at par national norms.
- Introduction of regular Post Graduate Courses in the subjects like Assamese, English, Education, Economics, Journalism and Mass Communication, and Mathematics.

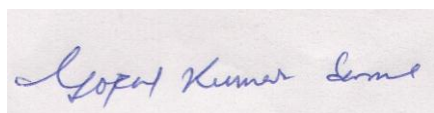
Challenges: The following challenges have emerged from the SWOC analysis:

- Prevailing traditional rural inertia.
- Economic backwardness of the rural masses.
- College located in low land and flood prone area. Located at about 2 kilometres distance from the main road and the connecting road usually in bad condition.
- Lack of placement opportunities for Degree holders.
- Because of tight academic schedule and lack of infrastructure facility the faculty members lag behind in carrying out research activities in the college.

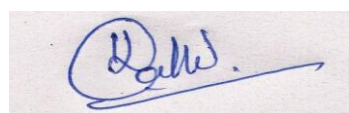
8. Plans of institution for next year

- Infrastructural development (completion of Science building, digitalization of class rooms, construction of college boundary, construction of an auditorium)
- Up gradation of library
- Provision for high speed internet facility
- Installation of solar panel in college campus
- Teacher-student exchange programme to be continued with the HEIs
- Extension activities
- Skill development courses to be continued.
- Introduction of new courses

Name: Dr. Gopal Kumar Sarma



Signature of the Coordinator, IQAC

Name : Mr. Kanak Chandra Nath


Signature of the Chairperson, IQAC

Abbreviations:

BCA	Bachelor of Computer Application
CCGC	Career Counseling and Grievance Cell
CCTV	Closed-Circuit Television
DHE	Directorate of Higher Education
GB	Governing Body
GIS	Group Insurance Scheme
HoDs	Head of the Departments
ICT	Information and Communication Technology
LICI	Life Insurance Corporation of India
MSDP	Multi Sectoral Development Programme
MIS	Management Information System
NCC	National Cadet Corps
N-LIST	National Library and Information Services Infrastructures
NPS	New Pension System
NSS	National Service Scheme
OBC	Other Backward Caste
PGDCA	Post Graduate Diploma in Computer Application
RUSA	Rashtriya Uchcharat Siksha Abhiyan
SC	Scheduled Caste
SMS	Short Message Service
SSS	Salary Savings Scheme
ST	Scheduled Tribe
UG	Under Graduate

Annexure-II

Plan of Action and Achievements
Session: 2016-17

Plan of Action	Achievements
• Continuation of skill development programmes. • Digitalization of class room. • Enrichment of computer centre. • Procurement of new books and journals for Central Library and Hostel Libraries • To undertake programmes as part of community service and to create avenues for social responsibility among students. • To take actions towards creating eco-friendly environment. • Introduction of new courses	• Skill Development Training courses in Karate and Shaolin Kung Fu and Basics in Keyboard • Arrangement of departmental seminars. • Creation of Computer data-base of library books through SOUL 2.0 • New books procured for the Central and Hostel Libraries. • Career Counselling Programmes undertaken. • The following extension activities were undertaken: i) Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college. ii) Extension activities by faculty members and students in the nearby schools. iii) Observation of <i>International Yoga Day, World Environment day, International Women Day and College Foundation day.</i> iv) Initiative towards training of weaver of Damorabowa. v) Participation of NSS volunteers in University level vi) 3 days workshop on MS Office & internet by the department of IT, BBK College.

Annexure-III



Barpeta, Assam

Academic Calendar

Session- 2017-18

B.B.K. College, Nagaon, Barpeta (Assam)



Barpeta, Assam

August, 1, 2017- Resumption of odd semester classes	August							3rd-4th Week of Septemebr - Sessional examination
	Mo	Tu	We	Th	Fr	Sa	Su	
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
28	29	30	31					
Normal Classes	October							6-20, November, 2017 - Practical Examinations 21st November, 2017 Onwards- Theory examinations
	Mo	Tu	We	Th	Fr	Sa	Su	
	30	31					1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
23	24	25	26	27	28	29		
Upto 15 December, 2017 - Theory examinations 16 December, 2017 - Commencement of even semester classes	December							Upto 17 January, 2018 - Winter Break 18 January, 2018 - Commencement of classes
	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
25	26	27	28	29	30	31		
1st Week of February - College Week	January							3rd Week of March - Commencement of Sessional Examinations
	Mo	Tu	We	Th	Fr	Sa	Su	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
29	30	31						
21-04-2018 to 06-05- 2018 - Practical Examinations	February							7-31 May, 2018- Theory examinations
	Mo	Tu	We	Th	Fr	Sa	Su	
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
26	27	28	29					
June 1, 2018- Commencement of 3rd & 5th Semster Classes Admission process for 1st semester	March							Summer Vacation
	Mo	Tu	We	Th	Fr	Sa	Su	
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
25	26	27	28	29	30	31		
June 1, 2018- Commencement of 3rd & 5th Semster Classes Admission process for 1st semester	April							Summer Vacation
	Mo	Tu	We	Th	Fr	Sa	Su	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
29	30							
June 1, 2018- Commencement of 3rd & 5th Semster Classes Admission process for 1st semester	May							Summer Vacation
	Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
27	28	29	30	31				
June 1, 2018- Commencement of 3rd & 5th Semster Classes Admission process for 1st semester	June							Summer Vacation
	Mo	Tu	We	Th	Fr	Sa	Su	
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
24	25	26	27	28	29	30		
June 1, 2018- Commencement of 3rd & 5th Semster Classes Admission process for 1st semester	July							Summer Vacation
	Mo	Tu	We	Th	Fr	Sa	Su	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
29	30	31						

Notes:

- (a) Notifications about fill-up exam, form, commencement of semester exams & result declaration will be issued from the Office of Controller of Exams., Gauhati University.
- (b) Election of Students Union Body will be as per UGC notification.
- (c) Holidays are as per Official Holiday List 2017 & 2018 of Gauhati University.
- (d) Dates marked in red are holidays (including Sundays). For details please consult Holiday List of Gauhati University.

**ANALYSIS OF STUDENTS' FEEDBACK: A SUMMARY
YEAR: 2017-18**

Feedback from students and parents is taken for the session 2017-18 to improve the teaching-learning process of the institute. In this regard, the present student feedback system adopts randomized sampling method, where 200 undergraduate level students have been interviewed. As a tool of investigation, closed ended questionnaire is constructed using LIKERT scale method. The questionnaire for students basically encompasses five broad areas, e.g., assessment of teacher, assessment of administration, assessment of support system, assessment of library and assessment of basic requirements. In the similar manner, the questionnaire developed for parents encompasses areas like overall development of college, student-teacher relation, cooperation to students, etc.

Key Highlights:

- ✓ The feedback reflects that teachers must give due importance on the areas of latest development in the subject, supply of relevant study materials, etc.
- ✓ The feedback suggests that the college office needs to be more cooperative with students to their needs.
- ✓ The library should procure sufficient books and journals to accommodate students.

The feedback is analysed and discussed in the general meeting, where measures are identified and suggested for necessary implementation.