



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	BAOSI BANIKANTA KAKATI COLLEGE
Name of the head of the Institution	Kanak Chandra Nath
Designation	Principal(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09859125460
Mobile no.	9859125460
Registered Email	principalbbkc@gmail.com
Alternate Email	iqacbbkc@gmail.com
Address	Vill. & P.O. - Nagaon
City/Town	Barpeta
State/UT	Assam
Pincode	781311

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Gopal Kumar Sarma
Phone no/Alternate Phone no.	09706366016
Mobile no.	7002974192
Registered Email	gopal101@gmail.com
Alternate Email	iqacbbkc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://bbkcollege.co.in/upload/aqar/1659012787.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://bbkcollege.co.in/upload/acalendar/Academic%20Calendar%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	68	2004	04-Nov-2004	03-Nov-2009
2	B++	2.77	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	17-Jan-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Pariksha pe Charcha 2.0	29-Jan-2019 1	31

Celebration of International Women Day	08-Mar-2019 1	36
Observation of International Yoga Day	21-Jun-2019 1	80
Celebration of College Foundation Day	25-Jul-2019 1	52
Celebration of Observation of World Environment Day	05-Jun-2019 1	55
Free Health Check-up	05-Nov-2019 1	150
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

i. Arrangement of departmental seminars made in the departments with external experts as resource person. ii. The New Science building funded under the scheme of Infrastructure Grants to Colleges by Govt. of Assam has been fully functional. iii. College campus road is developed. iv. CCTV surveillance is fully installed. v. Career Counselling Programmes undertaken. The following extension activities were undertaken: a) Extension activities by faculty members and students in the nearby schools. b) Training program on MS Office Internet organised by IT

department for faculty members. c) Make arrangement to participate in Pariksha pe Charcha. d) Initiative towards women of Damorabowa by Women Cell

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

Plan of Action	Achivements/Outcomes
To undertake programmes as part of community service and to create avenues for social responsibility among students.	a) Extension activities by faculty members and students in the nearby schools. b) Observation of International Yoga Day, c) Observation of International Women Day d) Observation of College Foundation day.
To take actions towards creating eco-friendly environment.	a) Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college. b) Environmental Study tour to Manas National Park with 342 students. c) Observation of World Environment Day d) Cleanliness drives and plantation drives on important days like College Week, Freshman Social and College Foundation Day etc.
Procurement of new books and journals for Central Library and Hostel Libraries	New books procured for the Central and Hostel Libraries.
To conduct extension activities	Initiative towards training of weaver of Damorabowa by Women Cell
To guide the students regarding their career.	Career Counselling Programmes undertaken.
To enable the Teachers to use ICT tools for better Teaching Learning process	3 days workshop on MS Office, internet and use of projectors by the Department of Computer Science, BBK College.
To take Initiatives in holding of institutional seminars by departments.	Departmental seminars were held in all the departments.
To encourage the departments to undertake field based projects	The departments of Anthropology, Assamese, Education, Political Science and Zoology undertook field trips with 09, 48, 05, 40 and 40 students respectively.

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	21-Mar-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution offers BA, BSc and BCA courses at Undergraduate level. It follows the curriculum set by the affiliating University, i.e., Gauhati University. Activities and engagements are planned keeping in mind the core values, vision and mission of the institution. IQAC ensures the timely implementation and conduct of the activities. Implementation and Delivery: • At the start of a session, the institution designs a centralized routine keeping in mind the credit requirements of different courses and availability of classrooms and laboratories. • The college develops action plans for effective implementation of the curriculum. The college has Academic Committee, which conducts meetings with Heads of the Departments to develop various strategies for effective implementation of the curriculum. • The Academic Committee prepares institutional academic calendar on the basis of the Academic Calendar of Gauhati University and prepares class schedule. • The course content is divided among the faculty members and the respective teachers prepare teaching plan for the session. • The departments maintain departmental diaries to keep track on the progress in implementation of curriculum. • Teachers are encouraged to impart the curriculum through innovative teaching methods like seminars, assignments, dissertation and project works and use of ICT facility. Methodology adopted: The institution adopts methods to maximize the learning outcome of the students. • ICT resources including audio-visuals are used to make learning more interesting. • The students are given project work and are taken for field study to enhance their learning experience. • Talks, seminars and workshops are conducted to make learning more engaging. • The department arranges for remedial and special classes according to the need. • Feedback is taken from the students to identify their needs and to improve their performances. • Student exchange programmes are organized to create awareness and to give students a diverse learning experience. • Training is imparted to students on soft skills to increase their chances of employability. • The library has 22586 books and subscribes to 04 newspapers. • The institution includes multiple ways of assessment integrated with teaching learning process such as sessional test, home assignments, discussions, seminars, quiz, etc. • Grievances regarding internal examinations are redressed at the departmental level. • Feedback is collected from outgoing students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

NA

NA

01/01/2019

0

NA

NA

1.2 – Academic Flexibility**1.2.1 – New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ANTHROPOLOGY	24/06/2019
BA	ARABIC	24/06/2019
BA	ASSAMESE	24/06/2019
BA	ECONOMICS	24/06/2019
BA	EDUCATION	24/06/2019
BA	ENGLISH	24/06/2019
BA	HINDI	24/06/2019
BA	HISTORY	24/06/2019
BA	PHILOSOPHY	24/06/2019
BA	POLITICAL SCIENCE	24/06/2019
BSc	BOTANY	24/06/2019
BSc	CHEMISTRY	24/06/2019
BSc	MATHEMATICS	24/06/2019
BSc	PHYSICS	24/06/2019
BSc	ZOOLOGY	24/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment**1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
Data Analysis using Statistical Software	21/01/2019	30
Effective Communication Skills Training	23/04/2019	45
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Anthropology	9

BA	Assamese	48
BA	Political Science	40
BA	Education	5
BSc	Zoology	40
BSc	Environmental Studies	342
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

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

Feedback Obtained
IQAC collects feedback from stakeholders to monitor the academic processes and thus enhance quality. This feedback is collected and analysed. Based on the feedback, further action is taken by the authorities. Objective: The objective of the comprehensive feedback mechanism is to gauge the impact of all the efforts taken by the college to impart quality education and to identify ways to enhance quality. Methodology: Feedback on curriculum is collected from students by circulating the Feedback Forms. It is further analysed by IQAC. The Statistical data is handed over to the Governing Body for further suggestions. Parents put forth their opinions and suggestions during Parent-Teacher-Student meetings at departmental level. The feedback committee collects inputs and suggestions from the stakeholders and actions to be taken are discussed with the Governing Body. Analysis: The data is compiled and analysed and is handed for deliberation to the departments, College Administration and the Governing Body. General Action Plan after data collection and analysis Feedback Action Taken Report is given after analysis of feedback. Meetings are held at the department level and Governing Body to discuss the suggestions and their implementation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	B.A. (Major and General)	300	310	293
BSc	B.Sc. (Major and General)	250	256	243
BCA	BCA	20	4	4
PGDCA	PGDCA	40	35	35
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1324	0	47	0	47

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	47	8	3	1	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

BBK College has mentor-mentee system in place to guide the students, develop their talent and to boost their engagement throughout their stay in the college. Most of the students in BBK College are from socially, economically and educationally disadvantaged sections, from the rural areas. They need proper guidance in order to boost their career advancement. Students are assigned with mentor departmentally to provide guidance and advice during their course. The mentors also provide advice relating to psycho-emotional issues. They are also given guidance regarding regular attendance, seminar presentation, etc. Regular attendance is required for scoring better marks in internal examination. However, students are ignorant about the fact at the initial stage. They are informed so during orientation and also mentors take special steps to make the students regular. For instance, parents/ guardians are informed about their children's irregularity. Parents are also informed about the progress of students. The mentors communicate with the other faculty members regarding the difficulties faced by the mentees. They also discuss the best possible measure to help the students in performing better. Students are also encouraged to take active part in co-curricular and extension activities during their stay in the college. Co-curricular activities are arranged to improve learning experiences and hone their inner talents like leadership skills, etc. Mentors also provide professional guidance regarding course outcome, selection of career after completion of their course, higher education, etc. They also help the mentees regarding self-employment and entrepreneurship opportunities. A bond is developed between mentors and mentees so the students feel free to approach their mentors for both academic and personal problems. It is seen that the students perform better under the guidance of their mentors. Thus, a foundation stone is laid for the students so that they can reach greater heights in their lives ahead.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1324	43	1 : 31

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
47	43	4	0	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NA	Assistant Professor	NA
2018	NA	Associate Professor	NA
2019	NA	Assistant Professor	NA
Nil	NA	Associate Professor	NA
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ANTHROPOLOGY	VI	19/05/2018	05/07/2018
BA	ARABIC	VI	19/05/2018	05/07/2018
BA	ASSAMESE	VI	19/05/2018	05/07/2018
BA	ECONOMICS	VI	19/05/2018	05/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college adheres to the evaluation framework set by the Affiliating University. The internal evaluation is based on sessional examination, home assignments, seminars and attendance. A Sessional Examination Committee is formed to conduct the examinations centrally. The committee designs a central routine for the examination. The committee collects question papers from the respective departments and prepares the required photocopies. The committee conducts the examination, distributes the answer scripts to the respective departments and collects the mark list. Retests are conducted for the absentees. Evaluated scripts are shown to the students and their weaknesses discussed. Internal marks are assigned on the basis of students' performances in Sessional test (10), Home Assignments (06) and Attendance (04). The marks for attendance are allotted as follows: 76 -80 1 81 -85 2 86 -90 3 91 and above 4

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

The institution follows the Academic Calendar provided by the affiliating University. It also prepares a calendar in tune with the GU academic calendar and customized according to the schedule for different activities throughout the year including Freshmen Social, College week, Sessional Examination, BBK College Students' Union election, College Foundation Day Celebration, International Women's Day Celebration, festivals, etc. The academic calendar is displayed in the college website, and is published in the college prospectus. It is also provided to all the departments for ready reference. The timing for

sessional/ terminal examination is decided by the Examination Committee headed by the Principal. However, the external examinations are scheduled by the affiliating university.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://bbkcollege.co.in/upload/aqar/1659023405.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	BA (Major & general))	150	139	92.67
BSc	BSc	BSc (Major & General))	79	57	72.15
BCA	BCA	BCA	8	8	100.00
PGDCA	PGDCA	PGDCA	35	30	85.71
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://bbkcollege.co.in/upload/aqar/1659540335.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NA	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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NA	NA	NA	NA	NA	NA	NA
View File						

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NA	0	0
International	NA	0	0
View File			

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

Department	Number of Publication
Physics	1
History	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Plasma Parameters Controlled by a Movable Ion Sheath	Mrinal Kr. Sarma	Plasma Physics Report	2018	0.937	B.B.K. College, Nagaon	6
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2018	0	0	NA
NA	NA	NA	2019	0	0	NA
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0
Presented papers	0	0	0	0
Resource persons	0	0	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	0	0
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	NA	0	0
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35.41	35.41

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	22515	2589225	71	17040	22586	2606265
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	15	5	3	0	5	16	1	6
Added	2	0	0	0	0	2	0	0	0
Total	52	15	5	3	0	7	16	1	6

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	https://bbkcollege.co.in/upload/aqar/1659713298.pdf

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.76	5.76	4.74	4.74

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

The procedures and policies for maintaining and utilizing physical, academic and support facilities are well documented in the Handbook of Institutional Usage available at the college website. Please refer to the attached link.
https://bbkcollege.co.in/upload/aqar/1659028417.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Post Matric/ Ishan Uday	540	0
b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	23/04/2019	150	Humanities and Social Sciences
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NA	0	0	0	0
2019	NA	0	0	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.A.	ANTHROPOLOGY	GU	M.A.
2019	1	B.A.	ARABIC	AU, CSU	M.A.
2019	10	B.A.	ASSAMESE	GU, CSU	M.A.
2019	1	B.A.	ECONOMICS	USTM	M.A.
2019	7	B.A.	EDUCATION	GU, CSU	M.A.
2019	20	B.A.	ENGLISH	NEHU, GU, CSU, USTM, CUoH	M.A.

2019	5	B.A.	HINDI	NEHU	M.A.
2019	2	B.A.	HISTORY	GU	M.A.
2019	2	B.A.	PHILOSOPHY	GU	M.A.
2019	1	B.A.	POLITICAL SCIENCE	GU	M.A.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

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

Activity	Level	Number of Participants
Cricket Match	College Level	88
Football	College Level	88
Athletics	College Level	125
Singing Competition	College Level	50
Debate and Symposium	College Level	40
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nill	Nill	NA	NA
2018	NA	Internat ional	Nill	Nill	NA	NA
2019	NA	National	Nill	Nill	NA	NA
2019	NA	Internat ional	Nill	Nill	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college follows Lyngdoh Commission guidelines to elect student council, referred to as BBK College Students' Union. The students can file for nominations if they meet the requirements as to their regularity in classes, etc. Student representatives are elected for the following portfolios: 1. President 2. Vice-President 3. General Secretary 4. Assistant General Secretary 5. Major Games Secretary 6. Minor Games Secretary 7. Magazine Secretary 8. Debate and Symposium Secretary 9. Boys' Common Room Secretary 10. Girls' Common Room Secretary Faculty members are appointed as in-charges of the different portfolios to guide the secretaries. The secretaries get to work right from the day of taking oath. They become an integral part of the college as they are actively involved in activities related to the students. Their role is to work

for the greater interest of the student community. The take active part in organizing the following events/ activities: 1. Annual College week 2. Freshers Day Celebrations 3. Saraswati Puja 4. Fateha 5. International Yoga Day 6. College Foundation Day (25th July) 7. Field trip related to Environmental Studies 8. Plantation Drives 9. Publication of College magazine 10. Celebration of Independence and Republic Day The student body takes active part in curbing the menace of ragging, maintaining discipline within the campus and also in activities such as cleanliness drives, plantation drives, awareness campaigns, etc in collaboration with NCC and NSS unit of the college. The union body also collaborates with the respective faculty members to identify students for participation in inter-college sports competitions. The president of the body is a member of IQAC and hence takes active part in implementing decisions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

30

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The Governing Body of the institution constituted with representatives from locality, stake holder, teaching and non-teaching staff, GU Nominee and the Principal, is the decision making entity. However, the day-to-day functioning of the college is managed and overseen by the Principal. Different committees are formed to manage different activities when the need arises. All the HoDs are involved in the academic committees and matters. Besides, administrative and other important functions are also performed based on the discussion made out of the type of committees that constitutes with staff. 2. As a part of the decentralisation and participative management practice, the students member were inducted into different functioning bodies of the college such as Students' Union, RUSA, IQAC, Grievance and Redressal Cell, Alumni Association, etc. The President of the Students' Union also entrusted the role of President of Annual Prize Day. To strengthen participative management practices, faculty members are appointed as in-charges of the different portfolios to guide the secretaries of Students' Union Body. The secretaries get to work right from the day of taking oath. They become an integral part of the college as they are actively involved in activities related to the students. Their role is to work for the greater interest of the student community. The take active part in organizing activities and or events like Annual College week, Freshers Day Celebrations, Saraswati Puja, Fateha Dowaz-E Daham, International Yoga Day, College Foundation Day, Field trip related to Environmental Studies, Plantation Drives and Publication of College magazine. The student body takes active part in curbing the menace of ragging, maintaining discipline within the campus and also in activities such as cleanliness drives, plantation drives, awareness

campaigns, etc in collaboration with NCC and NSS unit of the college. The union body also collaborates with the respective faculty members to identify students for participation in inter-college sports competitions.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college follows curriculum developed by Gauhati University and as an affiliated institution, the development of curriculum is outside the purview of the institution. However, the faculty members occasionally take the opportunity get in touch with the members of Committee of Courses and Studies (CCS) under Gauhati University to discuss the matters related to curriculum development.
Teaching and Learning	Field trip, practice teaching and laboratory visits are arranged by the college to maintain quality teaching learning process. IQAC modifies the academic record-keeping formats for the faculty members on periodical basis.
Examination and Evaluation	Examination and evaluation works were completed within the framework of guidelines stipulated by the affiliating university and as per scheduled dates outlined in the institutional academic calendar
Library, ICT and Physical Infrastructure / Instrumentation	Additional library books were added within the current academic year. Lab equipment purchased.
Admission of Students	ew and renewal admission were done in time. Online admission process is initiated to maintain transparency and easeness and to create digital database. The process of online admission will be completed in the next academic session.

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

E-governace area	Details
Planning and Development	Various important formats as well as important official documents are kept in digital mode in Google Drive of the official Google account of the college.
Administration	Various official groups and official e-mails were used for paperless and fast official communication purpose.

Finance and Accounts	The college plans to make finance and accounts section fully automated for fast and convenient disposal of the so raised matters. The salary of the regular staff is disbursed through online mode using FinAssam portal of the Government of Assam.
Student Admission and Support	The institute plans to arrange online admission system.
Examination	The external examination process is completely online through GU portal. The records of the internal examination of the college are kept in soft format.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	0
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	NA	Nill	Nill	Nill	Nill
2019	NA	NA	Nill	Nill	Nill	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	30/01/2019	19/02/2019	21
Refresher Course	1	12/11/2018	02/12/2018	21
FDP	1	08/03/2019	10/03/2019	03
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Foods at reasonable rates are available in the College Canteen. 2) Teaching staff have a credit and savings society namely, Sikshak Sanchay Sahayika (SSS) where the members contribute Rs. 1000/- per month and also can avail loan when the need arises at low rate of interest as compared to market rate. 3) Group Insurance Scheme and medical allowances are provided as per government norms.	1) Foods at reasonable rates are available in the College Canteen. 2) Group Insurance Scheme and medical allowances are provided as per government norms. 3) Minimum possible financial assistance is provided in times of crisis.	1) Book grant is provided as per the directives of Government of Assam. 2) Free admission scheme is available. 3) The provision of scholarship is also available to the students belonging to SC, ST, OBC and minority categories. 4) Foods at reasonable rates are available in the College Canteen

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college authority appoints internal auditor at the end of each year and also as and when required. After preparing all the financial records by the accountant of the college, the summary statement is discussed in the Governing Body meeting and after acceptance of the statement the Directorate of Audit (Local Fund), Government of Assam, is officially to audit the college accounts, which conducts the external audit. Audit for Centrally Sponsored Fund and the like are done separately as per the provisions in financial rules.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

NA NA NA

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

1. Workshop on ICT Tools: Workshops on the use of ICT tools are organized by the Department of Computer Science for capacity building of the teachers aim. This helps the teachers to become competent in delivering course content using audio-visuals. **2. Faculty Development Programmes:** The college management encourages the faculty members to participate in Faculty Development Programmes. In the session 2018-19, 02 and 01 no(s). of faculty members participated in Refresher Course and FDP respectively. The faculty members are given the necessary leaves to participate in the programmes. **3. Workshop on Drafting:** The IQAC of the college in collaboration with Department of English and Assamese has organised a workshop on drafting official letters in Assamese and English for Grade-III staff of the college.

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

1. Proposal for opening of P G Course in Assamese has been initiated. 2. Proposal for infrastructure augmentation has been submitted to government authority. 3. Physical facilities for students has been strengthened.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	NSS Day	24/09/2018	24/09/2018	24/09/2018	30
2018	Self Defense Training	16/08/2018	16/08/2018	16/08/2018	20
2019	Orientation workshop on UG-CBCS	15/06/2019	15/06/2019	15/06/2019	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2019	08/03/2019	24	10

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

Percentage of power requirement of the University met by the renewable energy sources

1. Solar panels have been installed in college hostels campus as an alternative to the traditional source of energy and as a result the electricity consumption has been reduced. 2. Maximum number of LED Lights and Low voltage tube lights is installed in college office, laboratories, class rooms and library etc. 3. Tree plantation drive was conducted by NCC and NSS students 4. Garbage collection is done regularly and disposed by engaged third-party safaiwala.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Physical facilities	No	Nil
Rest Rooms	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	15/06/2019	1	Orienta tion Programme for students	Newly i ntroduced UG-CBCS course	100

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

Title	Date of publication	Follow up(max 100 words)
NA	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	250
Celebration of Gandhi Jayanti	02/10/2018	02/10/2018	200
Celebration of Republic Day	26/01/2019	26/01/2019	300

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

1. The institution organizes World Environmental day on the 5th of June every year to spread awareness about the threat to the environment. 2. Initiatives are taken to bring awareness among the students by arranging lectures and sharing flyers online. 3. Plantation drives are organized in collaboration with NCC and NSS unit of the college. 4. The Eco-Club in the college organizes Water Day to inspire students to advocate the sustainable management of water resources. 5. Motor vehicles are not allowed to ply within the periphery of the academic zone of the institution during the class hours, making it a silent

zone, thus creating a favourable ambience for teaching learning process. 6. Students are encouraged to use bicycles to minimise the use of fossil fuels and as a pollution free mode of transport. 7. The institution also strives to minimise the use of paper by turning to digital mode in the admission process, fee collection mode, etc. Efforts are on to make the office works completely paperless.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Clean and Pollution Free Campus Duration (Year of Inception- Year of Discontinuation): Since 2015 till date Objective of the practice: To inculcate the value of cleanliness in the mind of the student community. To make the campus clean and pollution free. To cultivate better habit among the students for a clean and green society. The Context: In the wake of global environmental degradation, the policymakers and environmentalists exert on the concept of sustainable development. In the broader periphery of sustainable development, protecting environment from further degradation is the basic goal. The Practice: With an aim to create awareness about clean and green environment among the students, the college authority aims to organize programmes where emphasis is laid on full participation on the part of the students. The best time for the awareness programmes is the occasions like World Environment Day, Freshman Social, College Week, Independence Day, Republic Day, etc. Therefore, the authority looks forward to observe the occasions with a day long programme where speeches on cleanliness, green environment and sustainable development are delivered by the internal resource persons. Students are divided into groups and various tasks are assigned. Evidence of Success: World Environmental Day was observed on the 5th of June, 2018 with the rest of the world putting emphasis on the theme, "Beat Plastic Pollution". On the occasion, not only the college campus was cleaned but also saplings were planted and teachers presented lectures on plastic free environment. Awareness programmes were also organised on the occasion of Independence Day Celebration. Speeches on cleanliness and green campus were delivered and students were divided into groups and assigned with various tasks. Problems encountered and Resources required: The smooth functioning of the practice is constrained by a number of problems, some of which are worth mentioning below: a) Paucity of fund is the recurrent problem for smooth conduction of the programme. The organization of the programmes is mainly funded from college fund, which is raised through students' fees. b) Introduction of semester system has limited the scope for students and teachers due to tight academic schedule. 2. Title of the Practice: Effective Teaching-Learning Process Duration (Year of Inception- Year of Discontinuation): Since 2011 till date Objective of the practice: To create a homely environment for poor and meritorious students, To increase the enrollment of students belonging to SC, ST and Minority community, To give students belonging to BPL category excess to higher education, To increase the enrollment of women students, To produce better results The Context: The college is located in an area where majority of the population belongs to SC, ST and Minority community and many of the students are deprived of higher education due to poor financial conditions. The enrollment of women students also seem to be minimal. Due to all these problems, the literacy rate of the area seems to be very low. Therefore, an Effective Teaching Learning process with an aim to reach out to the poor and meritorious students is the need of the hour. The Practice: To make the teaching learning process the college authority aimed at - - introducing remedial classes - introducing more special classes for weak students - initiating inter-departmental classes - conducting more class tests apart from Sessional/ Unit tests - using ICT in Teaching- Learning - providing Book Bank facility to poor and meritorious students Evidence of Success: The college is

now a home to students of diverse cultures and has managed to reach out to students belonging to BPL families, SC/ ST and Minority communities from remote areas. The enrolment of girl students has also increased. In the session 2018-19, 42.4 of the total number of students were girl students and 67.96 of the students belonged to minority category. The introduction of remedial classes, special classes, inter-departmental classes, tests and ICT have indeed improved the quality of education as a whole. The pass percentage of students has increased to a great extent. Some students belonging to poor families were provided with Book Bank facility and this has indeed boosted their zeal to excel in education. As a result of the practice of Effective Teaching Learning process, the literacy rate of the rural surrounding of the college has improved. This shows that the college has undeniably contributed to the socio-economic and academic development of the surrounding rural areas. Problems encountered and Resources required: The institute suffers from dearth of fund regarding fuller provision of some of the ICT applications in classroom teaching. Although UGC has extended their help, it is not sufficient enough to convert the practice in its ultimate realization. Moreover, the institute is deficient in terms of state-of-the art laboratories for the departments with such requirements.

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

<https://bbkcollege.co.in/upload/bestpractices/1659715835.pdf>

7.3 – Institutional Distinctiveness

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

Baosi Banikanta Kakati College at Nagaon of Barpeta district in Assam is a college established in a rural setting in 1971 with a vision “to uplift knowledge, skill and morals of young generation for an equitable and advanced society”. In addition, the institute envisaged to promote physical, cultural and moral development of the students and always work for inclusive education and especially for participation of women and backward rural communities in higher education. The feeding area of the institute is of a diverse background, consisting of different caste and creed, and with wide varieties of culture. Keeping in mind the inclusiveness of different sectors of the society, the IQAC of the college in consultation with its authority strictly emphasizes the government norms for admission into the college and also helps the meritorious but poor students through its internal mechanism. The policy results in demonstrated success as the enrolment of women is growing day by day. The institute also accommodates the socially deprived sections and encourages in accommodating such strata of the society for quality education through which the poor rural mass of the locality can be self reliant and can contribute towards creating a society with self-esteem and high human values. In the wake of global environmental degradation the college authority organizes programmes with an aim to create awareness about environmental issues where emphasis is laid on student participation. The institute always tries to empower the student community in terms of engaging them in various internal committees and cells for ensuring inclusive and wide participation in the decision making, academic and extra-curricular activities for boosting self confidence and to understand diverse cultural heritage of the locality. The institute always thrives to inculcate human values through these exercises for a humane world with a aim to make the institute a distinct one.

Provide the weblink of the institution

<https://bbkcollege.co.in>

8.Future Plans of Actions for Next Academic Year

To introduce new course/ programmes To create an environment for online teaching-learning To initiate Online Admission Process To Design and Modify Handbook of Institutional Usage and Maintenance Policy To design and frame in house guidelines on professional conduct.