



## Yearly Status Report - 2019-2020

### 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                                       | BBK College, Nagaon, P.O.- Nagaon |
| City/Town                                     | Barpeta                           |
| State/UT                                      | Assam                             |
| Pincode                                       | 781311                            |

#### 2. Institutional Status

|                                        |                              |
|----------------------------------------|------------------------------|
| Affiliated / Constituent               | <b>Affiliated</b>            |
| Type of Institution                    | <b>Co-education</b>          |
| Location                               | <b>Rural</b>                 |
| Financial Status                       | <b>state</b>                 |
| Name of the IQAC co-ordinator/Director | <b>Dr. Gopal Kumar Sarma</b> |
| Phone no/Alternate Phone no.           | <b>07002974192</b>           |
| Mobile no.                             | <b>7002974192</b>            |
| Registered Email                       | <b>iqacbbkc@gmail.com</b>    |
| Alternate Email                        | <b>gopal101@gmail.com</b>    |

### 3. Website Address

|                                                                           |                                                                                                                                                                       |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Web-link of the AQAR: (Previous Academic Year)                            | <a href="https://bbkcollege.co.in/upload/aqar/1659756130.pdf">https://bbkcollege.co.in/upload/aqar/1659756130.pdf</a>                                                 |
| <b>4. Whether Academic Calendar prepared during the year</b>              | <b>Yes</b>                                                                                                                                                            |
| if yes, whether it is uploaded in the institutional website:<br>Weblink : | <a href="https://bbkcollege.co.in/upload/acalendar/Academic%20Calendar%202019-20.pdf">https://bbkcollege.co.in/upload/acalendar/Academic%20Calendar%202019-20.pdf</a> |

### 5. Accreditation Details

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

|                                         |                    |
|-----------------------------------------|--------------------|
| <b>6. Date of Establishment of IQAC</b> | <b>17-Jan-2004</b> |
|-----------------------------------------|--------------------|

### 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 |
| <b>Observation of International Yoga Day</b>                              | <b>21-Jun-2019</b><br><b>1</b> | <b>80</b>                             |

|                                                           |                  |     |
|-----------------------------------------------------------|------------------|-----|
| Observation of World Environment Day                      | 20-Jun-2020<br>1 | 50  |
| Participation in 3rd Guwahati International Film Festival | 03-Nov-2019<br>1 | 32  |
| College Foundation Day                                    | 25-Jul-2019<br>1 | 100 |
| IQAC Meeting with HoDs                                    | 21-Nov-2019<br>1 | 17  |
| IQAC Meeting with Staff                                   | 02-Mar-2020<br>1 | 20  |
| IQAC Meeting with Staff regarding outbreak of COVID       | 17-Mar-2020<br>1 | 13  |
| <a href="#">View File</a>                                 |                  |     |

**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   |
|--------------------------------|----------|----------------|-----------------------------|----------|
| BAOSI BANIKANTA KAKATI COLLEGE | RUSA 2.0 | RUSA           | 2019<br>1095                | 20000000 |
| <a href="#">View File</a>      |          |                |                             |          |

**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)**

Institutional registration in NAAC portal. Submission of AQAR 201819 (offline mode) Designing of Lesson Plan/ Teaching Plan, HoD Diary, Activity Register, etc. Conduct of Orientation Programme with Freshers regarding newly introduced CBCS Course.

[View File](#)

**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 introduce new course/ programmes                    | Request Gauhati University to accord necessary permission for opening M.A. in Assamese and accordingly 1st batch are enrolled for the academic year 202021.           |
| To create an environment for online teaching-learning  | Online education portal has been created through the official website of the college, which helps in continuing teaching-learning process during the pandemic period. |
| Online Admission Process                               | The college admission process has become online through the official website of the college.                                                                          |
| Handbook of Institutional Usage and Maintenance Policy | Policies are complied by the IQAC of the college and due approval is taken from Principal                                                                             |
| Handbook of Professional Conduct and Guidelines        | Professional conduct and guidelines are complied by IQAC                                                                                                              |
| <a href="#">View File</a>                              |                                                                                                                                                                       |

**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

2022

Date of Submission

22-Mar-2022

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

The institute seeks to build an efficient Management Information System (MIS). In this endeavour, the college has installed college automation system from June, 2020. The admission process of the college is completely online,

which is conducted through the college portal. The system has provisions for uploading relevant documents, photos and other required documents for admission. This system enables us to generate merit lists before the commencement of the admission procedure and also facilitates live display during the admission process. The portal facilitates to store the student information and also allows issuing identity card. The portal has also online class system through which teaching learning process can be continued as per the requirement of the situation. The portal has also provision of displaying different notices publicly. The examination form fillup, feeding of internal marks and practical examination marks are done through the examination portal of the affiliating University. The salary of the staff also provide through online mode using finassam portal of Government of Assam. The application process for different scholarships is done through different scholarship portals of different department. The principal of the college is the authorised administrator of the portals and the Principal is able to verify the applications submitted and also submits for final approval by the respective department. The college can download the submitted applications in excel format for future reference. The college has library management information system, namely SOUL 2.0, which enable the listings and issue of books.

## 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 centralised 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. For Fresh students: • Student Induction Programme: The institution organizes Student Induction Programme (SIP) at the start of the session to acclimatize the students with the new environment and to inculcate in them the ethos and culture of the institution. • Entry Level Tests: Tests are conducted by the respective departments to select students for Honours Course and based on the scores, students are identified as slow, average or advanced learners. 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 23133 books, 04 journals 4 newspapers and 03 magazines. • 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              | Nil                   | 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                   |
| <a href="#">View File</a> |                          |                       |

#### 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            | 24/06/2020 |
| 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 |
|---------------------------|----------------------|-----------------------------|
| NA                        | Nil                  | 0                           |
| <a href="#">View File</a> |                      |                             |

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             | 5                                                         |
| BA                        | Assamese                 | 46                                                        |
| BA                        | Political Science        | 30                                                        |
| BA                        | Education                | 20                                                        |
| <a href="#">View File</a> |                          |                                                           |

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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</b></p> |

students by circulating the Feedback Forms. It is further analysed by IQAC. The feedback report is submitted to the Principal to discuss the result and implications in Governing Body of the college and to implement the 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 |
|-----------------------|----------------------------|---------------------------|--------------------------------|-------------------|
| <b>BA</b>             | <b>Hons. &amp; Regular</b> | <b>670</b>                | <b>606</b>                     | <b>596</b>        |
| <b>BSc</b>            | <b>Hons. &amp; Regular</b> | <b>500</b>                | <b>552</b>                     | <b>537</b>        |
| <b>BCA</b>            | <b>BCA</b>                 | <b>60</b>                 | <b>20</b>                      | <b>20</b>         |
| <b>PGDCA</b>          | <b>PGDCA</b>               | <b>30</b>                 | <b>29</b>                      | <b>29</b>         |

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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 |
|-------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| <b>2019</b> | <b>1182</b>                                         | <b>0</b>                                            | <b>49</b>                                                                         | <b>0</b>                                                                          | <b>49</b>                                          |

### 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 |
|----------------------------|-------------------------------------------------|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| <b>49</b>                  | <b>49</b>                                       | <b>10</b>                         | <b>7</b>                         | <b>0</b>                   | <b>8</b>                        |

[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. At the start of a session, during conduction of Student Induction

Programme (SIP), mentor forms are distributed among the students. 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 SIP 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 |
|------------------------------------------------|-----------------------------|-----------------------|
| <b>1182</b>                                    | <b>49</b>                   | <b>1 : 24</b>         |

## 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 |
|-----------------------------|-------------------------|------------------|------------------------------------------|--------------------------|
| <b>47</b>                   | <b>40</b>               | <b>7</b>         | <b>2</b>                                 | <b>18</b>                |

### 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 |
|---------------------------|---------------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------------------|
| <b>2019</b>               | <b>NA</b>                                                                                         | <b>Assistant Professor</b> | <b>NA</b>                                                                    |
| <b>2019</b>               | <b>NA</b>                                                                                         | <b>Associate Professor</b> | <b>NA</b>                                                                    |
| <b>2020</b>               | <b>NA</b>                                                                                         | <b>Assistant Professor</b> | <b>NA</b>                                                                    |
| <b>2020</b>               | <b>NA</b>                                                                                         | <b>Associate Professor</b> | <b>NA</b>                                                                    |
| <a href="#">View File</a> |                                                                                                   |                            |                                                                              |

## 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 |
|---------------------------|---------------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| <b>BA</b>                 | <b>ANTHROPOLOGY</b> | <b>VI</b>      | <b>21/10/2020</b>                                        | <b>05/12/2020</b>                                                     |
| <a href="#">View File</a> |                     |                |                                                          |                                                                       |

### 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 always thrives to maintain its academic excellence and in this endeavour follows a well- designed blue print for the effective implementation of curriculum considering a year-long schedule. Although academic calendar is planned by affiliating university in macro perspective, the college customizes its activity as per the grounded reality and in accordance it fixes dates for internal assessment and other co-curricular activities. The so designed academic calendar is circulated among the departments and students officially.

## 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)     | 202                                                       | 140                                                 | 69.31           |
| BSc            | BSc            | BSc (Major & General))   | 108                                                       | 65                                                  | 60.18           |
| BCA            | BCA            | BCA                      | 7                                                         | 6                                                   | 85.71           |
| PGDCA          | PGDCA          | PGDCA                    | 26                                                        | 24                                                  | 92.31           |

[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 | Total grant | Amount received |
|-----------------------|----------|---------------------|-------------|-----------------|
|-----------------------|----------|---------------------|-------------|-----------------|

|                           |          |           |            |                 |
|---------------------------|----------|-----------|------------|-----------------|
|                           |          | agency    | sanctioned | during the year |
| <b>Total</b>              | <b>0</b> | <b>NA</b> | <b>0</b>   | <b>0</b>        |
| <a href="#">View File</a> |          |           |            |                 |

### 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 |
| <b>NA</b>                 | <b>NA</b>         |      |

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  |
| <b>NA</b>               | <b>NA</b>       | <b>NA</b>       | <b>Nil</b>    | <b>NA</b> |

[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 |
| <b>NA</b>         | <b>NA</b> | <b>NA</b>    | <b>NA</b>            | <b>NA</b>          | <b>Nil</b>           |

[View File](#)

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

|          |          |               |
|----------|----------|---------------|
| State    | National | International |
| <b>0</b> | <b>0</b> | <b>0</b>      |

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

|                        |                         |
|------------------------|-------------------------|
| Name of the Department | Number of PhD's Awarded |
| <b>0</b>               | <b>0</b>                |

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) |
| <b>National</b>      | <b>NA</b>  | <b>0</b>              | <b>0</b>                       |
| <b>International</b> | <b>NA</b>  | <b>0</b>              | <b>0</b>                       |

[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 |
| <b>Assamese</b> | <b>1</b>              |

[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 |
|--------------------|----------------|------------------|---------------------|----------------|-----------------------------------------------------------|---------------------------------------------|

|                           |    |    |      |   |    |   |
|---------------------------|----|----|------|---|----|---|
| NA                        | NA | NA | 2019 | 0 | NA | 0 |
| NA                        | NA | NA | 2020 | 0 | NA | 0 |
| <a href="#">View File</a> |    |    |      |   |    |   |

### 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               | 2019                | 0       | 0                                           | NA                                                        |
| NA                        | NA             | NA               | 2020                | 0       | 0                                           | NA                                                        |
| <a href="#">View File</a> |                |                  |                     |         |                                             |                                                           |

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

| Number of Faculty                  | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| <b>Attended/Seminars/Workshops</b> | 9             | 2        | 6     | 5     |
| <b>Presented papers</b>            | 9             | 1        | 0     | 1     |
| <b>Resource persons</b>            | 0             | 0        | 0     | 0     |
| <a href="#">View File</a>          |               |          |       |       |

## 3.4 – Extension Activities

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

| Title of the activities   | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|----------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| NA                        | NA                                           | 0                                                  | 0                                                  |
| <a href="#">View File</a> |                                              |                                                    |                                                    |

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

| Name of the activity      | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---------------------------|-------------------|-----------------|------------------------------|
| NA                        | NA                | NA              | 0                            |
| <a href="#">View File</a> |                   |                 |                              |

### 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                                                  |
| <a href="#">View File</a> |                                             |                      |                                                    |                                                    |

## 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                        | 0           | NA                          | 0        |
| <a href="#">View File</a> |             |                             |          |

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

| Nature of linkage         | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---------------------------|----------------------|---------------------------------------------------------------------------------|---------------|-------------|-------------|
| NA                        | NA                   | NA                                                                              | Nil           | Nil         | 0           |
| <a href="#">View File</a> |                      |                                                                                 |               |             |             |

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                                                   |
| <a href="#">View File</a> |                    |                    |                                                     |

## 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 |
|--------------------------------------------------|------------------------------------------------|
| 10.36                                            | 10.36                                          |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                                                      | Existing or Newly Added |
|-----------------------------------------------------------------|-------------------------|
| Campus Area                                                     | Existing                |
| Class rooms                                                     | Existing                |
| Laboratories                                                    | Existing                |
| Laboratories                                                    | Newly Added             |
| Seminar halls with ICT facilities                               | Existing                |
| Value of the equipment purchased during the year (rs. in lakhs) | Nil                     |
| <a href="#">View File</a>                                       |                         |

### 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 patially) | Version | Year of automation |
|---------------------------|------------------------------------------|---------|--------------------|
| SOUL                      | Partially                                | 2.0     | 2022               |

4.2.2 – Library Services

| Library Service Type      | Existing     |                | Newly Added |               | Total        |                |
|---------------------------|--------------|----------------|-------------|---------------|--------------|----------------|
| <b>Reference Books</b>    | <b>22586</b> | <b>2589225</b> | <b>547</b>  | <b>164100</b> | <b>23133</b> | <b>2753325</b> |
| <a href="#">View File</a> |              |                |             |               |              |                |

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 |
|---------------------------|--------------------|---------------------------------------|-----------------------------|
| <b>NA</b>                 | <b>NA</b>          | <b>NA</b>                             | <b>Nil</b>                  |
| <a href="#">View File</a> |                    |                                       |                             |

#### 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   |
|-----------------|-----------------|--------------|----------|------------------|------------------|----------|-------------|---------------------------------|----------|
| <b>Existing</b> | <b>52</b>       | <b>15</b>    | <b>5</b> | <b>3</b>         | <b>0</b>         | <b>7</b> | <b>16</b>   | <b>1</b>                        | <b>6</b> |
| <b>Added</b>    | <b>0</b>        | <b>0</b>     | <b>0</b> | <b>0</b>         | <b>0</b>         | <b>0</b> | <b>0</b>    | <b>0</b>                        | <b>0</b> |
| <b>Total</b>    | <b>52</b>       | <b>15</b>    | <b>5</b> | <b>3</b>         | <b>0</b>         | <b>7</b> | <b>16</b>   | <b>1</b>                        | <b>6</b> |

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

|                     |
|---------------------|
| <b>1 MBPS/ GBPS</b> |
|---------------------|

##### 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            |
|--------------------------------------------|-----------------------------------------------------------------------------------|
| <b>NA</b>                                  | <a href="http://bbkcollege.co.in/index.php">http://bbkcollege.co.in/index.php</a> |

#### 4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| <b>5.61</b>                            | <b>5.61</b>                                                | <b>7.5</b>                             | <b>7.5</b>                                                 |

##### 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)

|                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>The procedures and policies for maintaining and utilizing physical, academic and support facilities are well documented in the Handbook of Institutional Usage and Maintenance Policy which is available at the college website. please refer to the attached link.</b> |
| <a href="https://bbkcollege.co.in/upload/aqar/1659063183.pdf">https://bbkcollege.co.in/upload/aqar/1659063183.pdf</a>                                                                                                                                                      |

**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 |
|---------------------------------------------|---------------------------------------|--------------------|------------------|
| <b>Financial Support from institution</b>   | <b>NA</b>                             | <b>0</b>           | <b>0</b>         |
| <b>Financial Support from Other Sources</b> |                                       |                    |                  |
| <b>a) National</b>                          | <b>Post Matric Scholarship Scheme</b> | <b>439</b>         | <b>Nil</b>       |
| <b>b) International</b>                     | <b>Nil</b>                            | <b>0</b>           | <b>0</b>         |
| <a href="#">View File</a>                   |                                       |                    |                  |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|-------------------------------------------|-----------------------|-----------------------------|-------------------|
| <b>NA</b>                                 | <b>Nil</b>            | <b>0</b>                    | <b>NA</b>         |
| <a href="#">View File</a>                 |                       |                             |                   |

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

| Year                      | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|--------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| <b>2019</b>               | <b>NA</b>          | <b>0</b>                                                 | <b>0</b>                                                     | <b>0</b>                                             | <b>0</b>                  |
| <b>2020</b>               | <b>NA</b>          | <b>0</b>                                                 | <b>0</b>                                                     | <b>0</b>                                             | <b>0</b>                  |
| <a href="#">View File</a> |                    |                                                          |                                                              |                                                      |                           |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---------------------------------------------|
| <b>0</b>                  | <b>0</b>                       | <b>0</b>                                    |

**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 |
| <b>NA</b>                     | <b>0</b>                        | <b>0</b>                  | <b>NA</b>                     | <b>0</b>                        | <b>0</b>                  |
| <a href="#">View File</a>     |                                 |                           |                               |                                 |                           |

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

| Year | Number of | Programme | Department | Name of | Name of |
|------|-----------|-----------|------------|---------|---------|
|------|-----------|-----------|------------|---------|---------|

|                           | students enrolling into higher education | graduated from | graduated from | institution joined | programme admitted to |
|---------------------------|------------------------------------------|----------------|----------------|--------------------|-----------------------|
| 2019                      | 2                                        | B.A            | ARABIC         | GU, AU             | M.A                   |
| 2019                      | 9                                        | B.A.           | ASSAMESE       | GU, CSU, BU        | M.A.                  |
| 2019                      | 1                                        | B.A.           | ECONOMICS      | USTM               | M.A.                  |
| 2019                      | 2                                        | B.A.           | EDUCATION      | GU                 | M.A.                  |
| 2019                      | 12                                       | B.A.           | ENGLISH        | GU, CSU, USTM, UoH | M.A.                  |
| 2019                      | 5                                        | B.A.           | HINDI          | GU, CSU            | M.A.                  |
| 2019                      | 2                                        | B.A.           | HISTORY        | GU                 | M.A.                  |
| 2019                      | 2                                        | B.A.           | PHILOSOPHY     | GU                 | M.A.                  |
| 2019                      | 7                                        | B.SC           | BOTANY         | GU, CSU            | M.SC                  |
| 2019                      | 1                                        | B.SC           | CHEMISTRY      | GU                 | M.SC                  |
| <a href="#">View File</a> |                                          |                |                |                    |                       |

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

| Items                     | Number of students selected/ qualifying |
|---------------------------|-----------------------------------------|
| Any Other                 | 0                                       |
| <a href="#">View File</a> |                                         |

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

| Activity                  | Level         | Number of Participants |
|---------------------------|---------------|------------------------|
| Debate Competition        | College Level | 2                      |
| Quiz Competition          | College Level | 12                     |
| <a href="#">View File</a> |               |                        |

### 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 |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019                      | NA                      | National               | Nill                        | Nill                          | NA                | NA                  |
| 2019                      | NA                      | Internat ional         | Nill                        | Nill                          | NA                | NA                  |
| 2019                      | NA                      | National               | Nill                        | Nill                          | NA                | NA                  |
| 2020                      | NA                      | Internat ional         | Nill                        | Nill                          | NA                | NA                  |
| <a href="#">View File</a> |                         |                        |                             |                               |                   |                     |

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. They 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:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

#### 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 student members were inducted into different functioning bodies of the college such as Students' Union, RUSA, IQAC, Grievance and Redressal Cell, Alumni Association, etc. 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. They take active part in organizing activities and 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                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum Development</b>                                     | 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. |
| <b>Teaching and Learning</b>                                      | 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.                                                                                                                                                                       |
| <b>Examination and Evaluation</b>                                 | 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                                                                                                                                                                                              |
| <b>Research and Development</b>                                   | The College has limitations in research and development facilities. But, the college authority always tries to increase the library resources and conduct programme with teachers on the available online educational resources and virtual laboratory for future research.                                                                                                                         |
| <b>Library, ICT and Physical Infrastructure / Instrumentation</b> | Additional library books were added within the current academic year. Lab equipments were also purchased.                                                                                                                                                                                                                                                                                           |
| <b>Human Resource Management</b>                                  | All the faculty members are engaged                                                                                                                                                                                                                                                                                                                                                                 |

|                              |                                                                                                                                                                                                                                          |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | in different cells and committees for smooth functioning of the college.                                                                                                                                                                 |
| <b>Admission of Students</b> | New 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-governance area                    | Details                                                                                                                                                                                                                                              |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Planning and Development</b>      | 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.                                                                                            |
| <b>Administration</b>                | Various official groups and official e-mails were used for paperless and fast official communication purpose.                                                                                                                                        |
| <b>Finance and Accounts</b>          | 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. |
| <b>Student Admission and Support</b> | The institute plans to arrange online admission system.                                                                                                                                                                                              |
| <b>Examination</b>                   | 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 |
|---------------------------|-----------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------|
| <b>2019</b>               | <b>NA</b>       | <b>NA</b>                                                                  | <b>NA</b>                                                          | <b>0</b>          |
| <b>2020</b>               | <b>NA</b>       | <b>NA</b>                                                                  | <b>NA</b>                                                          | <b>0</b>          |
| <a href="#">View File</a> |                 |                                                                            |                                                                    |                   |

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) |
|------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------|---------|-----------------------------------------|---------------------------------------------|
|      |                                                                              |                                                                                 |           |         |                                         |                                             |

|                           |           |           |            |            |            |            |
|---------------------------|-----------|-----------|------------|------------|------------|------------|
| <b>2019</b>               | <b>NA</b> | <b>NA</b> | <b>Nil</b> | <b>Nil</b> | <b>Nil</b> | <b>Nil</b> |
| <b>2020</b>               | <b>NA</b> | <b>NA</b> | <b>Nil</b> | <b>Nil</b> | <b>Nil</b> | <b>Nil</b> |
| <a href="#">View File</a> |           |           |            |            |            |            |

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

| Title of the professional development programme | Number of teachers who attended | From Date         | To date           | Duration  |
|-------------------------------------------------|---------------------------------|-------------------|-------------------|-----------|
| <b>Refresher Course (ARPIT)</b>                 | <b>2</b>                        | <b>01/10/2019</b> | <b>31/12/2019</b> | <b>90</b> |
| <b>FDP</b>                                      | <b>1</b>                        | <b>01/07/2019</b> | <b>30/09/2019</b> | <b>90</b> |
| <b>FDP</b>                                      | <b>2</b>                        | <b>08/08/2019</b> | <b>10/08/2019</b> | <b>03</b> |
| <a href="#">View File</a>                       |                                 |                   |                   |           |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| <b>0</b>  | <b>0</b>  | <b>0</b>     | <b>0</b>  |

6.3.5 – Welfare schemes for

| Teaching                                                                                                                                                                                                                                                                                                                                                                                                       | Non-teaching                                                                                                                                                                                                                              | Students                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>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.</b> | <b>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.</b> | <b>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</b> |

## 6.4 – Financial Management and Resource Mobilization

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>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.</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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      |
| <a href="#">View File</a>                                |                               |         |

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       | NA     | No       | NA        |
| Administrative | No       | NA     | No       | NA        |

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

|     |
|-----|
| NIL |
|-----|

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Workshop on ICT Tools:</b> 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. <b>2. Faculty Development Programmes:</b> The college management encourages the faculty members to participate in Faculty Development Programmes. In the session 2019-20, 03 and 03 nos. of faculty members participated in Refresher Course and Short Term Courses (FDP) respectively. The faculty members are given the necessary leaves to participate in the programmes. <b>3. Workshop on Drafting:</b> 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.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

|                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Proposal for opening of P G Course in Assamese</b> has been submitted. <b>2. Proposal for infrastructure augmentation</b> has been submitted to government authority. <b>3. Physical facilities for students</b> have been strengthened. <b>4. ICT tools</b> have been increased.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

6.5.5 – Internal Quality Assurance System Details

|                                        |     |
|----------------------------------------|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF                | Nil |
| c)ISO certification                    | Nil |
| d)NBA or any other quality audit       | Nil |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From     | Duration To       | Number of participants |
|------|------------------------------------|-------------------------|-------------------|-------------------|------------------------|
| 2019 | <b>IQAC Meeting</b>                | <b>21/11/2019</b>       | <b>21/11/2019</b> | <b>21/11/2019</b> | <b>19</b>              |
| 2020 | <b>IQAC Meeting</b>                | <b>02/03/2020</b>       | <b>02/03/2020</b> | <b>02/03/2020</b> | <b>20</b>              |

|                           |                          |                   |                   |                   |           |
|---------------------------|--------------------------|-------------------|-------------------|-------------------|-----------|
| <b>2020</b>               | <b>IQAC Meeting</b>      | <b>17/03/2020</b> | <b>17/03/2020</b> | <b>17/03/2020</b> | <b>13</b> |
| <b>2019</b>               | <b>Students Feedback</b> | <b>27/11/2019</b> | <b>27/11/2019</b> | <b>27/11/2019</b> | <b>60</b> |
| <a href="#">View File</a> |                          |                   |                   |                   |           |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme                                                 | Period from       | Period To         | Number of Participants |           |
|------------------------------------------------------------------------|-------------------|-------------------|------------------------|-----------|
|                                                                        |                   |                   | Female                 | Male      |
| <b>International Womens Day</b>                                        | <b>08/03/2020</b> | <b>08/03/2020</b> | <b>50</b>              | <b>15</b> |
| <b>Free Health Check Up Camp by Women's Cell (Supported by FAAMCH)</b> | <b>05/11/2019</b> | <b>05/11/2019</b> | <b>84</b>              | <b>58</b> |

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                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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.</b></p> |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities                                                 | Yes/No     | Number of beneficiaries |
|-----------------------------------------------------------------|------------|-------------------------|
| <b>Physical facilities</b>                                      | <b>Yes</b> | <b>0</b>                |
| <b>Ramp/Rails</b>                                               | <b>Yes</b> | <b>0</b>                |
| <b>Rest Rooms</b>                                               | <b>Yes</b> | <b>0</b>                |
| <b>Provision for lift</b>                                       | <b>No</b>  | <b>Nil</b>              |
| <b>Braille Software/facilities</b>                              | <b>No</b>  | <b>Nil</b>              |
| <b>Scribes for examination</b>                                  | <b>Yes</b> | <b>0</b>                |
| <b>Special skill development for differently abled students</b> | <b>No</b>  | <b>Nil</b>              |
| <b>Any other similar facility</b>                               | <b>No</b>  | <b>Nil</b>              |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address | Number of initiatives taken to | Date | Duration | Name of initiative | Issues addressed | Number of participating students |
|------|----------------------------------|--------------------------------|------|----------|--------------------|------------------|----------------------------------|
|------|----------------------------------|--------------------------------|------|----------|--------------------|------------------|----------------------------------|

|                           |                                         |                                               |             |             |           |           |             |
|---------------------------|-----------------------------------------|-----------------------------------------------|-------------|-------------|-----------|-----------|-------------|
|                           | locational advantages and disadvantages | engage with and contribute to local community |             |             |           |           | and staff   |
| <b>2019</b>               | <b>Nill</b>                             | <b>Nill</b>                                   | <b>Nill</b> | <b>Nill</b> | <b>NA</b> | <b>NA</b> | <b>Nill</b> |
| <b>2020</b>               | <b>Nill</b>                             | <b>Nill</b>                                   | <b>Nill</b> | <b>Nill</b> | <b>NA</b> | <b>NA</b> | <b>Nill</b> |
| <a href="#">View File</a> |                                         |                                               |             |             |           |           |             |

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

| Title                                                  | Date of publication | Follow up(max 100 words)                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Handbook of Professional Conduct and Guidelines</b> | <b>16/11/2020</b>   | <b>The book compiles both existing government rules and guidelines and in house rules and guidelines for different bodies. The details human values and professional guidelines for Governing Body, Principal, IQAC, Teaching Staff, Non-teaching Staff and other functionaries of different existing in house bodies.</b> |

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

| Activity                               | Duration From     | Duration To       | Number of participants |
|----------------------------------------|-------------------|-------------------|------------------------|
| <b>Celebration of Independence Day</b> | <b>15/08/2019</b> | <b>15/08/2019</b> | <b>250</b>             |
| <b>Celebration of Gandhi Jayanti</b>   | <b>02/10/2019</b> | <b>02/10/2019</b> | <b>150</b>             |
| <b>Celebration of Republic Day</b>     | <b>26/01/2020</b> | <b>26/01/2020</b> | <b>120</b>             |
| <a href="#">View File</a>              |                   |                   |                        |

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

|                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Tree Plantation in College campus by NCC. 2. Tree Plantation Drive by NSS. 3. Awareness on water conservation (World Water Day) 4. Use of alternative use of renewable source of energy. 5. Maximum use of day-time to reduce electricity usage.</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Title of the Practice: Online admission Process Duration (Year of Inception-Year of Discontinuation): 2019-20 onwards Objective of the practice: a) To minimise the use of paper by turning to digital mode as part of eco-friendly campus initiative b) To create a faster, transparent, and easy way of keeping records and use them for reference and further proceedings The Context: With an aim to make the institution eco-friendly, BBKC strives to make office works paperless from the session 2019-20. Converting the admission process from offline to online mode is the first initiative towards achieving the goal. The Practice: 1400 nos. of students applied for admission to BA/BSc and HS courses.</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This helped the students to apply for admission right from the comforts of their home. Evidence of Success: Approximately 944 nos. of students got fresh admission into different programmes in the college out of which 338 nos. of students were admitted to BA course and 322 nos. of students were admitted to BSc course. Besides, 218 nos. and 66 nos. of students were admitted to HS 1st Year Arts and Science respectively. Problems encountered and Resources required: The institution faced hurdles due limited internet connectivity. The office staff had to be trained in the use of computers.

2. Title of the Practice: Cultural Preservation Duration (Year of Inception- Year of Discontinuation): 2019 onwards Objective of the practice: To sensitize students and the community about the need to preserve one's culture. The Context: Due to globalization and modernisation and exposure to media a negative impact is seen on tradition and local cultural identities. The competitive education and other recreational alternatives like television and other media entertainments including e-gaming, etc. have led to reduced opportunities and interest in traditions. However, it is important to preserve our culture in order to prevent cultural bankruptcy in the near future. Therefore, there is a need to sensitize the students about cultural heritage and the need to preserve it.

The Practice: Students were divided into four groups and each group, led by a captain and the house-in-charge, did their best to represent folk materials and practices of different communities. Evidence of Success: Approximately 500 nos., of students participated in the event representing material culture including fishing implements, traditional dresses, household implements, agriculture implements performing folk arts including traditional performances, musical instruments, etc. The students walked in a queue that extended up to more than 1 km and covered a distance of 5 kms. through Damorabowa village and Nagaon Bazar. videolink Problems encountered and Resources required: It was a challenge coordinating with such a huge number of students in getting ready for the event. The students took to their heels and managed the resources on their own, ie. collected

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/1660065645.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 extend access to selected e-resources to students through the N-LIST programme.
- To make online education fully functional in order to continue imparting education even during pandemic situation.
- To continue raising awareness on environmental issues among the student community and the society through various programmes.
- To digitize more classrooms for better teaching learning process.
- To encourage students to participate in co-curricular activities other than regular studies.
- To equip the library with more resources both online and offline for the benefit of the students.
- To renovate the deteriorating classrooms, replace the roof-tops and upgrade the flooring with tiles.
- To install proper electrification in the classrooms to increase the comfort of learning.
- To acquire mobile projectors so that it can be used in multiple places (even beyond the campus) and for varied occasions when and where required.
- To construct a child-care facility to provide a safe and healthy environment in order to meet the emotional, social, and physical needs of children of staff and students if required.
- To initiate Vermicomposting inorder to attend to social issues and recycle waste for raising seedlings and for crop production.
- To introduce PG course in Assamese to facilitate the growing demand of students intending to pursue higher studies.
- To fill the vacant post of the college for smooth functioning.
- To establish more MoUs with educational institutions and other organisations to foster academic exchange and to use their respective skill, knowledge and assets for mutual benefits.
- To complete ongoing civil construction works related to women facilities.