

Annual Quality Assurance Report (AQAR)

Session 2011-12

Submitted by



Internal Quality Assurance Cell (IQAC)
BAOSI BANIKANTA KAKATI COLLEGE

Post Office: Nagaon, District: Barpeta

PIN: 781311, Assam (INDIA)

www.bbkcollege.org

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

BAOSI BANIKANTA KAKATI COLLEGE

1.2 Address Line 1

Nagaon

Address Line 2

P.O- Nagaon

City/Town

Barpeta

State

Assam

Pin Code

781311

Institution e-mail address

principalbbkc@gmail.com

Contact Nos.

+919435913998

Name of the Head of the Institution:

Dr. Utchab Chandra Deka

Tel. No. with STD Code:

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+919435913998

Name of the IQAC Co-ordinator:

Aminur Rahman

Mobile:

9678883488

IQAC e-mail address:

iqacbbkc@gmail.com,

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

1.4 Website address:

www.bbkcollege.org

Web-link of the AQAR:

www.bbkcollege.org/images/aqar2011_12.pdfFor ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

23/08/2003

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

2011-12

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

- i. AQAR 2010-11 submitted on 27.05.2015
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University

State

☒

Central

☐

Deemed

☐

Private

☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

BCA

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence

UGC-CPE

DST Star Scheme

—

UGC-CE

—

UGC-Special Assistance Programme

—

DST-FIST

—

UGC-Innovative PG programmes

—

Any other (*Specify*)

—

UGC-COP Programmes

—

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

10

Faculty

04

Non-Teaching Staff Students

03

Alumni

01

Others

02

2.12 Has IQAC received any funding from UGC during the year?

Yes

-

No

✓

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	04	International	0	National	01	State	0	Institution Level	03
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(ii) Themes

- i. Need and importance of value education in all stages of education.
- ii. Inflation in India: Causes and Remedy
- iii. Use of colouring food and its affects.
- iv. Utilisation of plant resources in economic up-gradation of North East India

2.14 Significant Activities and contributions made by IQAC

- ✓ Introduction of new programmes, namely PGDCA under Gauhati University and post graduate course in distance mode under KKHSOU.
- ✓ ICT facility enhanced for better teaching-learning process.
- ✓ Arrangement of seminars.
- ✓ Innovation in evaluation. Spot evaluation of answer scripts.
- ✓ Upgrading infrastructural facilities.
- ✓ Adoption of ST village for women empowerment.
- ✓ Organised career counselling for class X students of adjacent area as part of extension activities and community service.
- ✓ Publication of Information Handbook for students.
- ✓ Computer literacy programmes for non-teaching staff continued.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure-II attached	

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was placed in the meeting of Governing Body and the body entrusted the Principal to take necessary steps including mobilisation of fund for better academic ambience in the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	01	-
UG	04	-	01	-
PG Diploma	-	-	01	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	01
Others	02 (HS A+S)	-	02	-
Total	06	-	05	01
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	00
Annual	05

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

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

***Please refer to Annexure-IV**

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

The college follows the syllabus of Gauhati University. Therefore, it is not possible to revise or update the syllabus.

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

No new department was introduced. However, new programme namely, PGDCA under Gauhati University and post graduate programme in distance mode under KKHSOU have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	22	25	00	00

2.2 No. of permanent faculty with Ph.D.

07

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	02	25	0	0	0	0	0	45	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	00	05/02	00
Presented papers	05	06	00
Resource Persons	00	00	00

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

- Preparing session plan for every subject made well before the commencement of class as per the academic calendar and apprising all students on the commencement of the academic session.
- Supplying both hard and soft copy of study materials to the students by the teachers.
- Special classes and remedial classes.
- Teaching faculty and students are encouraged to use ICT in teaching-learning process.
- Arrangement of departmental seminars and home assignments.
- Arrangement of field study/ study tour.

2.7 Total number of actual teaching days during this academic year

193

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

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

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

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

Nil

Nil

Nil

2.10 Average percentage of attendance of students

80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Major	40	00	22.5	65.0	05.0	92.5
B.A. General	67	00	00	37.3	16.4	53.7
B.Sc. Major	01	00	00	100.0	00	100.0
B.Sc General	16	00	00	100.0	00	100.0
B.C.A.	12	00	33.3	25.0	00	58.3
BA (Distance)	48	4.2	00	72.9	00	77.1
B.C.A.(Distance)	04	00	00	25.0	00	25.0

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

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

- The IQAC monitors the publication of Academic Calendar, preparation of teaching plan, departmental monthly progress report.
- Compulsory maintenance of departmental diary and progress report by the HoDs.
- Self-appraisal report by the teachers of their strength and weakness and after through discussion suggestion is made to the teachers for improvement.
- Ensures that sufficient numbers of text books and reference books are procured in tune with the change of syllabus.
- Compulsory maintenance of departmental diary.
- Ensures feedback by the learners and the analysis of feed-back. Teachers showing better performance and encouraged and corrective measures are taken in case of teacher not showing better performance.
- Ensures parent-teacher meeting and suggestions for improvement in teaching learning process.
- Monitors and ensures prompt evaluation process of internal examinations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	05
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	05
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	00	00	00
Technical Staff	01	00	00	00

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

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

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

- Circulation of information of National/International seminars and encourage faculty members to participate in the events.
 - IQAC held three meetings (at the beginning, middle and end of the session) with all the faculty members and discuss about the progress of research activities and the individual problem faced.
 - Based on the discussion, the IQAC places the minutes of meetings and suggestions regarding provision of promotion of research activities before the Principal, and the Research Committee which cover following points:
 - a. Provision of leave-as-per-rule for participation in national and international seminars, workshops and conferences.
 - b. Allowing faculty members to undertake research projects.
 - c. Making strategic planning to provide Faculty Development Programme to PhD and Post-Doctoral research.
 - Initiatives in holding of institutional seminars by each department.
- ✓ The effort of the IQAC for boosting research climate in the college resulted in:
- a) Holding of 16 departmental seminars and two institutional seminars.
 - b) Submission of proposal to DST, Government of India for national seminar on “Use of Biotechnology in Agriculture for Sustainable Development.”
 - c) Organisation of field study/educational tour.

3.2 Details regarding major projects

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

3.3 Details regarding major projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	02	00
Non-Peer Review Journals	00	00	01
e-Journals	00	00	00
Conference proceedings	02	02	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

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

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

Nil

3.13 No. of collaborations

International

--

National

--

Any other

--

3.14 No. of linkages created during this year

--

3.15 Total budget for research for current year in lakhs:

From Funding agency

--

From Management of University/College

--

Total

--

3.16 No. of patents received this year

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

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

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Adoption of ST village named *Damorabowa* for empowering women of the village through up-gradation.
- Organisation of awareness programme by the Department of Zoology to sensitize students on the issues related to degraded eco-system and bio-diversity.
- Organisation of career counselling programme among HSLC appeared students of adjacent high schools as well as of the college.
- Counselling and mock test for medical and engineering entrance examination is organised.
- Sensitizing programme among girl students on domestic violence and Indian Penal code by Women Cell of the College.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32 bigha 1 katha 10 lesa (41860.8 sq mtr.	--	Govt. allotment	32 bigha 1 katha 10 lesa (41860.8 sq mtr.
Class rooms	1095 sqm	--	Donation and govt. grant	1095sqm
Laboratories	541sqm	58	Govt. grant	599sqm
Seminar Halls	--	--	--	--
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	615.87sqm	673sqm	UGC and Internal	1288.87sqm

4.2 Computerization of administration and library

Creation of computerized data base of the enrolled students

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15872	1763620/-	1150	120000/-	17022	1883620/-
Reference Books	1020	180000/-	--	--	1020	180000/-
e-Books	--	--	200	--	200	--
Journals	20	13000/-	--	--	20	13000/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	200	--	200	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	07	11	01	--	--	02	03	04
Added	--	02	--	--	--	02	14	--
Total	07	13	01	--	--	04	17	04

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

-  Seven-day training programme undertaken for computer literacy of non-teaching staff.
-  One week programme by the department of Computer Science for students undertaken and 120 students benefitted by this programme.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.40
ii) Campus Infrastructure and facilities	7.50
iii) Equipments	1.10
iv) Others	3.25
Total:	13.25

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

The IQAC takes seminal steps in enhancing awareness about Student Support services available in the college in the following way. The College has made provision for the Student Support Services in these areas like- Students' Union, Grievance and Redressal Cell, Boys' common Room, girls Common Room, Canteen, Incentive awards, waiving of Fees for meritorious poor students, remedial and special Classes, filed Study/ Educational Tour etc.

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

5.2 Efforts made by the institution for tracking the progression

Effort for tracking progression is made through:

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
981	38		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	590	58		429	42

No	%
429	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
701	67	15	43	04	830	667	193	41	115	03	1019

Demand ratio: 1.02

Dropout: 44.7%

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

- a) The IQAC ensures providing information of competitive examinations to students through Career Counselling and Guidance Cell. Respective Departments takes initiative in motivating students towards competitive examinations.
- b) Counselling and mock test for medical and engineering entrance examination conducted in collaboration with Envision Institute, Guwahati.

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/IPS etc	00	State PSC	00	UPSC	00	Others	00

5.6 Details of student counselling and career guidance

The college has a career counselling and guidance cell which provides counselling and guidance on career. For student counselling and career guidance following actions have been taken:

- 1) An Information Handbook has been published for ready reference to Top institutions of India for pursuing different courses.
- 2) Pre-admission counselling on offering subjects at U.G. level.
- 3) Counselling in choosing career in Medical & Engineering field.
- 4) Regular Counselling by the CCGC.

No. of students benefitted

320

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- a) The college is co-educational and hence boys and girls are involved in various activities and committees. Motivates and ensures representation of girls where they do not come forward.
- b) Sensitization Programme on Domestic violence and Indian Penal Code (IPC) to Sensitization Students on woman issues for building society on equality.
- c) Celebration of International Women's Day.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	66	33000/-
Financial support from government	191	301800/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievance found.

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

6.1 State the Vision and Mission of the institution

Vision:

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

Mission:

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

6.2 Does the Institution has a management Information System

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

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

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

6.3.1 Curriculum Development

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

- i) The Academic Committee of the college held meeting in collaboration with Teachers' Unit of the college and Barpeta Zone of Assam College Teachers' Association (ACTA) on the newly introduced Semester system, Where Dhrubajyoti Choudhury deputy Controller of examination of Gauhati University and Prof. Dipak Kr. Sarma, Director of College Development Council, G.U.
- ii) Feedback from learners and guardians on teaching of curriculum is discussed in HoDs meeting and suggestions are made for improvement in the curriculum over telephone to the affiliating University.
- iii) The departmental library and central library procure both text and reference books relevant to curriculum and provide priority and special consideration to the needy and deserving students.

6.3.2 Teaching and Learning

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

- Projector is encouraged as is used in class room teaching.
- Supplying hard Copy and soft copy of study materials to students is done as regular Practice.
- Apart from existing remedial classes, special classes of tutorial nature for advanced learners are arranged.
- Inter-departmental collaborative teaching is practiced on allied topics for better understanding of the concepts.

6.3.3 Examination and Evaluation

- Final examinations are conducted as per guide lines of the Gauhati University.
- Unit tests and class tests are held regularly
- Home Assignments & Seminars assigned regularly as part of evaluation.
- Field study is conducted as a part of evaluation process.
- Evaluation process is discussed among the departmental colleagues and students are shown evaluated scripts to bring about improvement in their performance.

6.3.4 Research and Development

As a result a proposal on national seminar use of Biotechnology in Agriculture for sustainable Development was submitted to Department of Science and Technology, New Delhi. 04 papers by faculty members were presented in national seminar and 06 faculty members participated in national seminar without paper. Five faculties from Department of Assamese, Economics, Botany and Zoology were granted Fellowship under U.G.C. FDP. Besides three faculty members from the department of Economics, Education, Political Science and English are doing PhD on part-time basis.

Initiative was also taken for promoting research culture among students. They are encourages ton undertake field based study and participate in seminars. 10 Seminars were conducted with student-participant. One field study to Darjeeling, North-Bengal and another to Chandrapur, near Guwahati were undertaken.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books were purchased for library
- Two LCD projectors purchased
- Infrastructure facility is increased in respect of up-gradation of toilet for boys, new parking stands for two wheelers, renovation of Arts Building and construction of conference room and distance education
- Installation of punching machine for recording attendance of teaching and non-teaching staff.

6.3.6 Human Resource Management

The college strives to develop human resource primarily through the successful implementation of curriculum to bring the desired goal. The mission of “search for Talent and its Nourishment” undertaken two years ago continued. Remedial Coaching Classes and special classes were arranged keeping in mind the need of the students. Coaching classes for entry-into service, engagement in research and extension activities were carried out.

6.3.7 Faculty and Staff recruitment

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

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

- An admission Committee is formed every year, which follows government rules related to reservation and admission.
- The selection of students for admission into different classes is done strictly on merit. To maintain transparency in this regard, merit list is hung up in the college notice board two days prior to the date of admission.
- Major seats are allotted entirely at the sole discretion of the concerned departments. Besides, major selection test is conducted wherever demand ratio is greater than 1.
- Besides, admission counselling is done on the date of admission.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Yes



No



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

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

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent -Teacher Association

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

6.13 Development programmes for support staff

- The department of Computer Science of the College organised one week computer literacy staff
- The management of the college offers help as far as possible in helping staff in financial matters like salary savings in LIC, procuring bank loan, etc.

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

- ✓ Campaign and awareness programme conducted among students for plastic and polythene free environment within the college campus.
- ✓ Plantation of saplings on important days of the college.

Criterion – VII

7. Innovations and Best Practices

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

- Educational tours for students: 30 students were taken to Delhi, Jaipur and Agra trip, which exposed them to divergent culture and higher educational institutions of the country.
- Campaign for enhanced women enrolment: Campaign in adjacent backward areas for encouraging girl student to pursue higher education was undertaken. The enrolment of girl student increased significantly.
- “Search for Talent” was undertaken in backward and deprived section of the societies. These resulted in growing enrolment of meritorious rural students in the college.
- Special classes of tutorial nature were taken for advanced learners. This resulted in enhancement of quality result.

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

- **Introduction of New Courses:** Self financed PGDCA course under Gauhati University introduced and Post Graduate course in Assamese, English, Political Science and Education have been introduced in distance mode under KKHSOU. Besides, Gauhati University has allotted the college as centre for practical examination of BCA course.
- **Conduction of Seminar:** Conduction of 03 institutional and 16 departmental seminars. Moreover, a proposal is submitted to DST, Government of India for National seminar on “Use of Biotechnology in Agriculture for Sustainable Development”.
- **Study Tour:** Study tour to Darjeeling, North Bengal and field study tour to Chandrapur (near Guwahati) have been organized.
- **Community Service and Programme for Students:** One ST village, namely, Damorabowa adopted for empowerment of women and cash money provided for up-gradation of traditional weaving as a part of community service. Regarding programmes related to students, an awareness programme has been held among students to sensitize on the issues related degraded eco-system and biodiversity. Besides, one career counselling session was held by experts from outside in which students from seven (07) high schools as well as from college participated. Counselling and mock test for medical and engineering entrance examination have been held in collaboration with Envision Institute, Guwahati.
- **Enhancement of Infrastructural Facility:** Building having separate departmental rooms for faculty of Humanities and Social Sciences has been completed and opened. New RCC Boy’s Hostel construction work completed and 36 boys have been admitted into the hostel. Toilet for teaching and non-teaching staff constructed.
- **Provision of ICT and Teaching Aid:** 14 departments are provided with computers and green board installed in 08 classrooms.
- **Financial Aid to Students:** 40 students belonging to SC/ST/OBC and Minority categories are given onetime financial assistance. 26 students awarded cash amount for showing good performance in internal examination.
- **Others:** New equipments purchased for science department. A proposal has been submitted to UGC for equipment under Additional Grants. Information handbook published and provided to students. Seven day training programme has been undertaken on computer literacy for non-teaching staff.

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

- i) Effective Teaching-Learning Process.
- ii) Institutional Aid to Poor Students.

**Please refer to Annexure-V*

7.4 Contribution to environmental awareness / protection

- Celebration of World Environment Day.
- Sapling plantation programmes.
- Field Study on environment.
- Awareness programme on bio-diversity and eco-system.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Strength:

- Competent and dedicated faculty.
- Best Teaching Practices.
- Major course in almost all the subjects available in the college and Flexibility in offering elective/ optional subject.
- Campus with 14 acres of land.
- Separate hostels for Boys and Girls with modern amenities and homely environment.
- Income generation from fishery and agriculture.
- NCC unit.
- Spacious library with journals, periodicals and more than 17,000 numbers of text and reference books, and with Book Bank Facility.
- Facility of Distance Education and Dual Degree.
- Increased enrolment of girl students and marginalised section.

Weakness:

- Lack of modern science building and well equipped science laboratory.
- Lack of Lecture Hall, community Hall and Auditorium to hold seminars, cultural activities etc.
- Lack of Physical education and proper sports facility.
- Incomplete boundary wall.
- Lack of proper Botanical Garden.
- Inadequate number of faculties in some of the departments.
- Lack of quarters for the Principal, teachers and non-teaching employees.

Opportunity:

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

Threat: The following threats are emerged from the SWOT analysis:

- Prevailing traditional rural inertia.
- Economic backwardness of the rural masses.
- College located in low land and flood prone area.
- Located at about 2 kilometres distance from the main road and the connecting road usually in bad condition.

8. Plans of institution for next year

- Introduction of New course.
- Infrastructural Development.
- Development of ICT facility.
- Enhancement of Book Bank facility.
- Exploring more avenues for Extension Activities.
- Development of sports facilities.

Name Aminur Rahman



Signature of the Coordinator, IQAC

Name Dr. Utchab Chandra Deka



Signature of the Chairperson, IQAC

Abbreviations:

BCA	Bachelor of Computer Application
CCGC	Career Counseling and Grievance Cell
DST	Department of Science
GB	Governing Body
GIS	Group Insurance Scheme
HoDs	Head of Departments
HSLC	High School Leaving Certificate
ICT	Information and Communication Technology
KKHSOU	Krishna Kanta Handique State Open University
LICI	Life Insurance Corporation of India
MIS	Management Information System
NCC	National Cadet Corps
NPS	New Pension Sysyem
OBC	Other Backward Caste
PGDCA	Post Graduate Diploma in Computer Application
SC	Scheduled Caste
SSS	Salary Savings Scheme
ST	Scheduled Tribe
SWOT	Strength, Weakness, Opportunity and Threat
UG	Under Graduate

Annexure-II**Plan of Action and Achievements****Session: 2011-12**

Plan of Action	Achievements
• Plan for introduction of new course. • New programmes to be started under distance education. • Compulsory seminars and Home assignment for implementation of curriculum. • Steps for holding national and state level seminars. • Field study to be undertaken as part of academic activity. • Plan for adopting women-empowerment activity as part of community service. • Plan for enhancement of infrastructural facility. • Plan for enhancement of ICT facility. • Plan for procurement of more laboratory equipment. • Plan for improving sanitation facility. • Plan for organising career counselling activities. • Plan for financial assistance to students belonging to SC/ST/OBC and Minority category. • Computer literacy programme for both teaching and non-teaching staff.	• Self financed PGDCA course under Gauhati University introduced. • Post Graduate course in Assamese, English, Political Science and Education have been introduced in distance mode under KKHSOU. • Gauhati University has allotted B.B.K. College as centre for practical examination of BCA course. • Conduction of institutional and departmental seminars. • Proposal is submitted to DST, Government of India for National seminar. • Study tour to Darjeeling, North Bengal and field study tour to Chandrapur (near Guwahati) have been organized. • One ST village, namely, Damorabowa adopted for empowerment of women and cash money provided for up-gradation of traditional weaving. • An awareness programme has been held among students to sensitize on the issues related degraded eco-system and biodiversity. • Building having separate departmental rooms for faculty of Humanities and Social Sciences has been completed and opened. • New RCC Boy's Hostel construction work completed and 36 boys have been admitted into the hostel. • Toilet for teaching and non-teaching staff constructed. • 14 departments are provided with computers. • Green Board installed in 08 classrooms.

	• New equipments purchased for science department. • A proposal has been submitted to UGC for equipment under Additional Grants. • One career counselling session was held by experts from outside in which students from seven (07) high schools as well as from college participated. • Counselling and mock test for medical and engineering entrance examination have been held in collaboration with Envision Institute, Guwahati. • 40 students belonging to SC/ST/OBC and Minority categories are given onetime financial assistance. • 26 students awarded cash amount for showing good performance in internal examination. • Information handbook published and provided to students. • Seven day training programme has been undertaken on computer literacy for non-teaching staff.
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Annexure-III

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
APRIL 2011	1 - 2	Fri-Sat	Academic Improvement Work/Evaluation	--	--	2
	3	Sundau	—	1	--	--
	4 - 9	Mon-Sat	Academic Improvement Work/Evaluation	--	--	6
	10	Sun	—	1	--	--
	11 - 13	Mon-Wed	Academic Improvement Work/Evaluation	--	--	3
	14-16	Thu-Sat	Bolnag Bihu	3	--	--
	17	Sunday	—	1	--	--
	18-21	Mon-Thur	Classes(IISHI year, TDC II, III yr) Classes begin from 18th.	--	4	4
	22	Fri	Good Friday	1	--	--
	23	Sat	Classes	--	1	1
	24	Sun	—	1	--	--
	25-30	Mon-Sat	Classes	--	6	6
				8	11	22

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
MAY 2011	1	Sun	May Day	1	--	--
	2-7	Mon-Sat	Classes	--	6	6
	8	Sun	—	1	--	--
	9-14	Mon-Sat	Classes	--	6	6
	15	Sun	—	1	1	1
	16	Mon	Classes	--	--	--
	17	Tue	Bodhi Purnima	1	4	4
	18-21	Wed-Sat	Classes	--	--	--
	22	Sun	—	1	6	6
	23-28	Mon-Sat	Classes	--	--	--
	29	Sun	—	1	2	2
	30-31	Mon-Tue	Classes	--	--	--
				6	25	25

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
JUNE 2011	1-4	Wed-Sat	Classes	--	4	4
	5	Sun	—	1	--	--
	6-11	Mon-Sat	Classes	--	6	6
	12	Sun	—	1	--	--
	13-15	Mon-Wed	Classes/ Admission of BS 1st yr(Arts+Science) on 14th, Admission of TDC 1st Semester on 15th, Commencement of Summer Vacation)	--	3	3
	16	Thur	Working days BCA 1st Sem admission from 16th Jun	--	--	1
	17-18	Fri-Sat	—	--	--	2
	19	Sun	Working days	1	--	--
	20-25	Mon-Sat	Working days	--	--	6
	26	Sun	—	1	--	--
	27-30	Mon-Thur	—	--	--	4
				4	13	26

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
JULY 2011	1-2	Fri-Sat	Working days	--	--	2
	3	Sun	--	1	--	--
	4-9	Mon-Sat	Working days	--	--	6
	10	Sun	--	1	--	--
	11-15	Mon-Fri	Working days	--	--	5
	16	Sat	Opening after Summer Vacation/Classes (classes of IIS 1st yr/TDC 1st Semester begin)	--	1	1
	17	Sun	--	1	--	--
	18-23	Mon-Sat	Classes	--	6	6
	24	Sun	--	1	--	--
	25-29	Mon-Fri	Classes	--	5	5
	30	Sat	Freshman Social	--	--	1
	31	Sun	--	1	--	--
				5	12	26

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
AUGUST 2011	1-6	Mon-Sat	Classes	--	6	6
	7	Sun	--	1	--	--
	8-13	Mon-Sat	Classes	--	6	6
	14	Sun	--	1	--	--
	15	Mon	Independence Day	1	--	--
	16-17	Tue-Wed	Classes	--	2	2
	18	Thur	Tithi of Sri Sri Madhav Dev	1	--	--
	19-20	Fri-Sat	Classes	--	2	2
	21	Sun	--	1	--	--
	22	Mon	Jannmastomi	1	--	--
	23-27	Tue-Sat	Classes	--	5	5
	28	Sun	--	1	--	--
	29	Mon	Classes	--	1	1
	30	Tue	Tithi of Sri Murti Sankar Dev	1	--	--
	31	Wed	Id-Us-Fitre	1	--	--
				9	22	22

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	NonTeaching Day
SEPTEMBER 2011	1	Thur	Id-Us-Fitre	1	--	--
	2-3	Fri-Sat	Classes	--	2	2
	4	Sun	--	1	--	--
	5-10	Mon-Sat	Classes/ Sessional Test of TDC 1st Semester	--	6	6
	11	Sun	--	1	--	--
	12-15	Mon-Thur	Classes	--	4	4
	16	Fri	BBKC Student Union Election	--	--	1
	17	Sat	Biswakarma Puja	1	--	--
	18	Sun	--	1	--	--
	19-24	Mon-Sat	Classes/ 1st Unit test of HS 1st yr, 2nd yr and TDC 2nd and 3rd yr	--	6	6
	25	Sun	--	1	--	--
	26-30	Mon-Fri	Classes	--	5	5
				6	23	24

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
OCTOBER 2011	1	Sat	Classes	--	1	1
	2-11	Sun-Tue	Sunday/ Birthday of Mahatma Gandhi/Durga Puja/Janma Utsav of Srimanta Sankar Dev	10	--	--
	12-15	Wed-Sat	Classes	--	4	4
	16	Sun	--	1	--	--
	17	Mon	Classes	--	1	1
	18	Tue	Kati Bilau	1	--	--
	19-22	Wed-Sat	Classes	--	4	4
	23	Sun	--	1	--	--
	24-25	Mon-Tue	Classes/ Sessional test of TDC 1st Semester	--	2	2
	26	Wed	Kati Puja & Dewali	1	--	--
	27-29	Thur-Sat	Classes/ Sessional test of TDC 1st Semester	--	3	3
	30	Sun	--	1	--	--
	31	Mon	Classes	--	1	1
				15	16	16

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
NOVEMBER 2011	1-4	Tur-Fri	Classes	--	4	4
	5	Sat	Classes/Educational Field Trip of TDC 2nd yr	--	1	1
	6	Sun	--	1	--	--
	7	Mon	Id-Ul-Zohra	1	--	--
	8-9	Tue-Wed	Classes	--	2	2
	10	Thur	Guru Nanak Birth Day	1	--	--
	11-12	Fri-Sat	Classes	--	2	2
	13	Sun	--	1	--	--
	14-19	Mon-Sat	Classes/ Dr. Bhabananda Kakati memorial.....on 15th Nov	--	6	6
	20	Sun	--	1	--	--
	21-26	Mon-Sat	Classes/ Test Examination of HS 2nd yr.	--	6	6
	27	Sun	--	1	--	--
	28-30	Mon-Wed	Classes	--	3	3
				6	24	24

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
DECEMBER 2011	1-3	Thur-Sat	Classes	--	3	3
	4	Sun	--	1	--	--
	5	Mon	Classes/ Students/ Teachers Exchange Program	--	1	1
	6	Tue	Makar Sankranti	1	--	--
	7-10	Wed-Sat	Classes	--	4	4
	11	Sun	--	1	--	--
	12-17	Mon-Sat	Classes	--	6	6
	18	Sun	--	1	--	--
	19-24	Mon-Sat	Classes	--	6	6
	25	Sun	--	1	--	--
	26-31	Mon-Sat	Classes	--	6	6
				5	26	26

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
JANUARY 2012	1	Sun	New Year Day	1	--	--
	2-7	Mon-Sat	2nd Unit test of TDC 2nd and 3rd yr/ TDC 2nd Semester class begins from 2nd Jan.	--	6	6
	8	Sun	--	1	--	--
	9-13	Mon-Fri	Classes	--	5	5
	14-16	Sat-Mon	Magh Bihu	3	--	--
	17	Tue	Silpi Divas	1	--	--
	18-21	Wed-Sat	College Week	--	--	4
	22	Sun	--	1	--	--
	23-25	Mon-Wed	Classes	--	3	3
	26	Thur	Republic Day	1	--	--
	27	Fri	Classes	--	1	1
	28	Sat	Saraswati Puja	1	--	--
	29	Sun	--	1	--	--
	30-31	Mon-Tue	Classes	--	2	2
				10	17	21

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
FEBRUARY 2012	1-4	Wed-Sat	Classes	--	4	4
	5	Sun	--	1	--	--
	6-11	Mon-Sat	Classes	--	6	6
	12	Sun	--	1	--	--
	13-18	Mon-Sat	Classes	--	6	6
	19	Sun	--	1	--	--
	20	Mon	Shivaratri	1	--	--
	21-25	Tue-Sat	Classes	--	5	5
	26	Sun	--	1	--	--
	27-29	Mon-Wed	Classes	--	3	3
				5	24	24

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
MARCH 2012	1-3	Thur-Sat	Classes	--	3	3
	4	Sun	--	1	--	--
	5-7	Mon-Wed	Classes	--	3	3
	8	Thur	Dol Yatra	1	--	--
	9-10	Fri-Sat	Classes	--	2	2
	11	Sun	--	1	--	--
	12-17	Mon-Sat	Classes/ Sessional Examination of TDC 2nd Semester	--	6	6
	18	Sun	--	1	--	--
	19-24	Mon-Sat	Classes	--	6	6
	25	Sun	--	1	--	--
	26-31	Mon-Sat	Classes	--	6	6
				5	26	26

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
APRIL 2012	1	Sun	-	1	--	--
	2-7	Mon-Sat	Classes	--	6	6
	8	Sun	-	1	--	--
	9-12	Mon-Thur	Classes	--	4	4
	13-16	Fri-Mon	Bahag Bihu	4	--	--
	17-21	Tue-Sat	Classes	--	5	5
	22	Sun	-	1	--	--
	23-28	Mon-Sat	Classes	--	6	6
	29	Sun	-	1	--	--
	30	Mon	Classes	--	1	1
				8	22	22

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
MAY 2012	1-5	Tue-Sat	Classes	--	5	5
	6	Sun	-	1	--	--
	6-12	Mon-Sat	Classes/Sessional Test of TDC 2nd Semester	--	6	6
	13	Sun	-	1	--	--
	14-16	Mon-Wed	Working days	--	--	3
	17	Thur	Budha Purnima	1	--	--
	18-19	Fri-Sat	Working days	--	--	2
	20	Sun	-	1	--	--
	21-26	Mon-Sat	Working days	--	--	6
	27	Sun	-	1	--	--
	28-31	Mon-Thur	Working days	--	--	4
				5	11	26

ACADEMIC CALENDAR B. B. K. COLLEGE, NAGAON (BARPETA) Session- 2011-12						
Month	Date(s)	Day(s)	Occasion	No. of Holidays	No. of Working Day	
					Teaching Day	Non Teaching Day
JUNE 2012	1-2	Fri-Sat	Working Days	--	--	2
	3	Sun	-	1	--	--
	4-9	Mon-Sat	Working Days	--	--	6
	10	Sun	-	1	--	--
	11-14	Mon-Thur	Working Days	--	--	4
	15-16	Fri-Sat	Working days/Summer Vacation Starts from 16th June	--	--	2
	17	Sun	-	1	--	--
	18-23	Mon-Sat	Working Days	--	--	6
	24	Sun	-	1	--	--
	25-30	Mon-Sat	Working days	--	--	6

**ANALYSIS OF STUDENTS' FEEDBACK: A SUMMARY
YEAR: 2011-12**

Feedback from students and parents is taken for the session 2011-12 to improve the teaching-learning process of the institute. In this regard, the present student feedback system adopts randomized sampling method, where 120 undergraduate level students and 50 parents have been interviewed. As a tool of investigation, closed ended questionnaire is constructed using LIKERT scale method. The LIKERT scale ranges from 1 to 5, where 1,2,3,4 and 5 indicates not satisfactory, satisfactory, good, excellent and outstanding respectively. The questionnaire for students basically encompasses five broad areas, e.g., assessment of teacher, assessment of administration, assessment of support system, assessment of library and assessment of basic requirements. In the similar manner, the questionnaire developed for parents encompasses areas like infrastructure facility, quality of academic resource, encouragement to students, safety, etc.

Key Highlights:

- Assessment of teacher reflects that, the effort and support by the faculty members are in the range of 3-4, which implies that some teachers should be more pro-active to fulfil the students' need.
- Regarding administration and support system and library services the expectation of the students are average. It therefore, demands that the administration and support system should be prompt and judicious enough to fulfil their expectation.
- The parents feel that quality of academic resource and safety is excellent. Besides, environment of hostel is also conducive for study.
- Parents feel that encouragement that provided by both administration and teacher to students is excellent and it helps to boost self-confidence of the students.

The analysis of students' and parents' feedback is discussed in the general meeting, where measures are identified and it is resolved for implementation.

BEST PRACTICE**Practice 1: *Effective Teaching- Learning Process***

The practice of Effective-Teaching Learning Process targets

- to create a homely environment for poor and meritorious students
- to increase the enrolment of students belonging to SC, ST and Minority community
- to give students belonging to BPL category access to higher education
- to increase the enrolment of women students
- to produce better results

The college is located in an area where majority of the population belongs to SC, ST and Minority community and many of the students are deprived of higher education due to poor financial conditions. The enrolment of women students also seem to be minimal. Due to all these problems, the literacy rate of the area seems to be very low. Therefore, an Effective Teaching Learning process with an aim to reach out to the poor and meritorious students is the need of the hour.

To make the teaching learning process the college authority aims to-

- introduce remedial classes
- introduce more special classes for weak students
- initiate inter-departmental classes
- conduct more class tests apart from Sessional/ Unit tests
- use ICT in Teaching- Learning
- provide Book Bank facility to poor and meritorious students

The college is now a home to students of diverse cultures and has managed to reach out to students belonging to BPL families, SC/ ST and Minority communities and remote areas. The introduction of remedial classes, special classes, inter-departmental classes, tests and ICT have indeed improved the quality of education as a whole. The pass percentage of students has increased to a great extent. The enrolment of girl students has also increased. Some students belonging to poor families were provided with Book Bank facility and this has indeed boosted their zeal to excel in education. As a result of the practice of Effective Teaching Learning process, the literacy rate of the rural surrounding of the college has improved. This shows that the college has undeniably contributed to the socio-economic and academic development of the surrounding rural areas.

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Practice 2: Institutional Aid to Poor Students

The literacy rate of the surrounding area of the college is very low. The college is located in an area dominated by people belonging to SC, ST and Minority communities. In addition, most of them belong to BPL category. The National Survey indicates that people belonging to SC, ST and Minority communities are deprived of education due to poor financial condition and hence their literacy rate is very low. Besides, the college is situated in a flood affected area as it is lowland and the river Brahmaputra is just 6 Kms away.

The college authorities have been providing financial aids to students time and again from UGC fund to attract them towards higher education and provide them relief. As a result the number of students belonging to the aforesaid categories increased in the college. This year, 40 students from BPL belonging to SC, ST, OBC and Minorities have been provided one time financial aid. Moreover, undocumented aid in cash and kind has been extended by the faculty members. Due to the practice, not only enrolment of students belonging to aforesaid category has increased, but also BPL students have shown commendable academic performance.

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