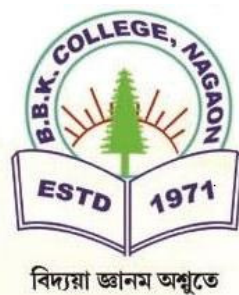


# **Annual Quality Assurance Report (AQAR)**

## **Session 2015-16**

Submitted by



**Internal Quality Assurance Cell (IQAC)**  
**BAOSI BANIKANTA KAKATI COLLEGE**  
Post Office: Nagaon, District: Barpeta  
PIN: 781311, Assam (INDIA)  
[www.bbkcollege.org](http://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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Mobile:

+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/aqar2015\_16.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>**1.5 Accreditation Details**

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

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

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

2015-16

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

- i. AQAR 2010-11 submitted on 27.05.2015
- ii. AQAR 2011-12 submitted on 31.05.2015
- iii. AQAR 2012-13 submitted on 06.06.2015
- iv. AQAR 2013-14 submitted on 08-06-2015
- v. AQAR 2014-15 submitted on 07-10-2015

## 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.

08

Faculty

03

Non-Teaching Staff /Students

02

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.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

- i. Skill Development Training course continued in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.
- ii. Arrangement of departmental seminars made in all the departments with external experts as resource person.
- iii. Initiative taken towards construction of RCC Science Building and construction Laboratories.
- iv. Indoor Sports Stadium inaugurated and sports equipment purchased.
- v. International tour to Thimphu, Bhutan undertaken to provide first-hand experience in cultural and environmental issues and to share ideas.
- vi. Career Counselling Programmes undertaken.
- vii. The following extension activities were undertaken:
  - a. Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
  - b. Extension activities by faculty members and students in the nearby schools.
  - c. Observation of *International Yoga Day*.
  - d. *Adult Education Programme* among women by Women Cell of the college.
  - e. Initiative towards training of weaver of Damorabowa.
  - f. Water Test Programme at Damorabowa village in collaboration with Barpeta PHE.

## 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 |
|-----------------------------|--------------|
| <b>Annexure-II attached</b> |              |

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

## Part – B

## Criterion – I

1. Curricular Aspects

## 1.1 Details about Academic Programmes

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

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

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 05                   |
| Trimester | 00                   |
| Annual    | 03                   |

1.3 Feedback from stakeholders\* 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 institution follows the syllabus of Gauhati University. No syllabus has been updated or revised for the referred period.

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

No new department was introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 47    | 19               | 28                   | 00         | 00     |

2.2 No. of permanent faculty with Ph.D.

14

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

| Asst. Professors |    | Associate Professors |    | Professors |    | Others |    | Total |    |
|------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| R                | V  | R                    | V  | R          | V  | R      | V  | R     | V  |
| 15               | 04 | 28                   | 00 | 00         | 00 | 00     | 00 | 43    | 04 |



2.4 No. of Guest and Visiting faculty and Temporary faculty

|   |   |    |
|---|---|----|
| 0 | 0 | 09 |
|---|---|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty               | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 00                  | 14             | 00          |
| Presented papers             | 00                  | 42             | 00          |
| Resource Persons             | 00                  | 00             | 00          |

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

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

2.7 Total number of actual teaching days during this academic year

|     |
|-----|
| 187 |
|-----|

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

- The college follows examination/evaluation rules of the Affiliating Universities. However, within its limited role in these fields, the college takes steps towards examination/evaluation reforms like-
- a) Sessional test, Unit test and Class test are held.
  - b) Evaluation and open analysis of evaluated scripts on the evaluation process among the respective departmental colleagues.
  - c) Showing evaluated scripts to the learners with necessary correction and suggestion for improvements.

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

|     |     |     |
|-----|-----|-----|
| Nil | Nil | Nil |
|-----|-----|-----|

- 2.10 Average percentage of attendance of students

78%

- 2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division      |     |      |       |        |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
|                        |                                | Distinction % | I % | II % | III % | Pass % |
| B.A. Major             | 114                            | -             | 45  | 23   | 20    | 77.2   |
| B.A. General           | 59                             | -             | 00  | 31   | 24    | 93.2   |
| B.Sc. Major            | 10                             | -             | 04  | 05   | 00    | 90.0   |
| B.Sc General           | 20                             | -             | 03  | 17   | 00    | 100.0  |
| B.C.A.                 | 04                             | -             | 01  | 00   | 00    | 25.0   |
| PGDCA                  | 12                             | -             | 11  | 01   | 00    | 100.0  |

- 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.
- The IQAC monitor the project work and field based study through respective departmental committees.
- Compulsory maintenance of departmental diary and progress report by the HoDs.
- Self-appraisal report by the teachers of their strength and weakness and after thorough discussion, suggestion is made to the teachers for improvement.
- Ensures that sufficient numbers of text books and reference books are procured in tune with the change of syllabus.
- 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                              | 00                           |
| UGC – Faculty Improvement Programme            | 00                           |
| 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.       | 00                           |
| Others (Short Term course)                     | 02                           |

## 2.14 Details of Administrative and Technical staff

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

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

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

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

- Circulation of information of National/International seminars and encourage faculty members to participate in the events.
- IQAC held three meetings (at the beginning, middle and end of the session) with all the faculty members and discuss about the progress of research activities and the individual problem faced.
- Based on the discussion, the IQAC places the minutes of meetings and suggestions regarding provision of promotion of research activities before the Principal, and the Research Committee which cover following points:
  - a. Provision of leave-as-per-rule for participation in national and international seminars, workshops and conferences.
  - b. Allowing faculty members to undertake research projects.
  - c. Making strategic planning to provide Faculty Development Programme to PhD and Post-Doctoral research.
- Initiatives in holding of institutional seminars by departments.
- Monitors project and dissertation work by students through respective departmental committees.
- ✓ The endeavour of the IQAC for promoting research climate resulted in:
  - a) One faculty members namely, Gyanada Talukdar has been awarded PhD degree.
  - b) 32 departmental seminars were held.
  - c) 02 faculty members in Short-term Courses participated.
  - d) 05 chapters in edited book, 16 papers in international and national peer and non-peer reviewed journals were published by the faculty members.
  - e) 42 papers were presented at national level.

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

Students undertook field based study in local area.

28 students undertook educational tour to Thimphu, Bhutan.

## 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     | 06            | 11       | 00     |
| Non-Peer Review Journals | 00            | 00       | 08     |
| e-Journals               | 00            | 00       | 00     |
| Conference proceedings   | 00            | 00       | 00     |

## 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

Chapters in Edited Books

05

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

|         |                                 |     |                                 |                  |                                 |
|---------|---------------------------------|-----|---------------------------------|------------------|---------------------------------|
| UGC-SAP | <input type="text" value="--"/> | CAS | <input type="text" value="--"/> | DST-FIST         | <input type="text" value="--"/> |
| DPE     | <input type="text" value="--"/> |     |                                 | DBT Scheme/funds | <input type="text" value="--"/> |

3.9 For colleges

|          |                                 |     |                                 |                     |                                 |
|----------|---------------------------------|-----|---------------------------------|---------------------|---------------------------------|
| Autonomy | <input type="text" value="--"/> | CPE | <input type="text" value="--"/> | DBT Star Scheme     | <input type="text" value="--"/> |
| INSPIRE  | <input type="text" value="--"/> | CE  | <input type="text" value="--"/> | Any Other (specify) | <input type="text" value="--"/> |

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

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

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

Nil

Nil

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

Nil

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

JRF

---

SRF

---

Project Fellows

---

Any other

---

3.21 No. of students Participated in NSS events:

University level

---

State level

---

National level

---

International level

---

3.22 No. of students participated in NCC events:

University level

---

State level

28

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

05

NCC

01

NSS

---

Any other

---

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

- Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
- Extension activities by faculty members and students in the nearby schools.
- Observation of *International Yoga Day*.
- *Adult Education Programme* among women by Women Cell of the college.
- Initiative towards training of weaver of Damorabowa.
- Water Test Programme at Damorabowa village in collaboration with Barpeta PHE.
- Participation of NSS volunteers in University level
- Two students participated in National Integration Camp held at Gauhati University from 24-30<sup>th</sup> April, 2016

## 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<br>1 katha 10<br>lesa<br>(41860.8 sq<br>mtr. | --            | Govt.<br>allotment             | 32 bigha<br>1 katha 10<br>lesa<br>(41860.8<br>sqm |
| Class rooms                                                                             | 1095 sqm                                              | 491 sqm       | Donation<br>and govt.<br>grant | 1586 sqm                                          |
| Laboratories                                                                            | 599sqm                                                | 359.5 sqm     | Govt.<br>grant                 | 958.5 sqm                                         |
| Seminar Halls                                                                           | --                                                    | --            | --                             | --                                                |
| No. of important equipments<br>purchased ( $\geq$ 1-0 lakh) during the<br>current year. | --                                                    | --            | --                             | --                                                |
| Value of the equipment purchased<br>during the year (Rs. in Lakhs)                      | --                                                    | --            | --                             | --                                                |
| Others                                                                                  | 2166.87sqm                                            | 664 sqm       | UGC and<br>Internal            | 2830.87<br>sqm                                    |

## 4.2 Computerization of administration and library

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

a) Library automation with the use of SOUL 2.0 has been going on.

## 4.3 Library services:

|                      | Existing |        | Newly added |       | Total |        |
|----------------------|----------|--------|-------------|-------|-------|--------|
|                      | No.      | Value  | No.         | Value | No.   | Value  |
| Text Books           | 16803    | 115000 | 2075        | 3900  | 18778 | 154000 |
| Reference Books      |          |        |             |       |       |        |
| e-Books              |          |        |             |       |       |        |
| Journals             | 20       | 40000  | 20          | 40000 | 40    | 80000  |
| e-Journals           | --       | --     | ---         | ---   | ---   | ----   |
| Digital Database     | --       | --     | ---         | ---   | ----  | ----   |
| CD & Video           | Nil      | --     | ---         | ---   | ---   | ----   |
| Others (NLIST, CCTV) | 01       | --     | ---         | ---   | ----  | ----   |

## 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 08              | 13            | 01       | 00               | 03               | 04     | 17          | 05     |
| Added    | 04              | 00            | 00       | 00               | 00               | 00     | 00          | 00     |
| Total    | 12              | 13            | 01       | 00               | 03               | 04     | 17          | 05     |

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

 Wi-Fi connection installed in the college campus.

## 4.6 Amount spent on maintenance in lakhs:

|                                          |              |
|------------------------------------------|--------------|
| i) ICT                                   | 2.29         |
| ii) Campus Infrastructure and facilities | 7.17         |
| iii) Equipments                          | 2.17         |
| iv) Others                               | 9.30         |
| <b>Total:</b>                            | <b>20.93</b> |



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

The IQAC takes seminal steps in enhancing awareness about Student Support services available in the college and makes earnest effort to ensure the maximum utilisation of the various facilities. The college has made provision for in the areas like- NSS unit, NCC unit, Students' Union, College Magazine, Grievance and Redressal Cell, Boys Common Room, Girls Common Room, Canteen, Incentive awards, waiving of fees for meritorious poor students, remedial and special Classes, 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 |
|------|----|--------|--------|
| 1091 | 15 | 00     | 00     |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

|     |     |      |       |     |      |
|-----|-----|------|-------|-----|------|
| Men | No  | %    | Women | No  | %    |
|     | 687 | 62.1 |       | 419 | 37.9 |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 935       | 77 | 12 | 47  | 00                    | 1071  | 850       | 94 | 14 | 48  | 00                    | 1106  |

Demand ratio: 1.12

Dropout: 31.2%

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

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

No. of students beneficiaries

30

## 5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counselling and career guidance

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

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

No. of students benefitted

290

## 5.7 Details of campus placement

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

## 5.8 Details of gender sensitization programmes

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

## 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                                   |                    |        |
| Financial support from government                                    | 443                |        |
| Financial support from other sources                                 | --                 | --     |
| Number of students who received International/ National recognitions | --                 | --     |

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Insecurity of Cycle Stand and missing of cycles.

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

## 6.1 State the Vision and Mission of the institution

**Vision:**

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

**Mission:**

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

## 6.2 Does the Institution has a management Information System

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

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

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

#### 6.3.1 Curriculum Development

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

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

#### 6.3.2 Teaching and Learning

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

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

#### 6.3.3 Examination and Evaluation

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

#### 6.3.4 Research and Development

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

As a result, 01 faculty members were awarded PhD, 08 other faculty members are pursuing PhD, 02 UGC Short Term Course participated. No. of publication increased. 05 book chapters, 25 papers in National and International journals were published. Participation in National/ International Seminars also increased. 42 papers were presented in national Seminars and 13 faculty members were attended workshop.

Initiative was also taken to promote research culture among students. The students of 06 departments carried out project work and of 04 departments carried out dissertation work. Besides, 32 departmental seminars were held.

258 students undertook field-based study on environmental issues. Besides, 28 students undertook educational tour to Thimphu, Bhutan, where a forum talk on cultural idea exchange has been organised in Royal Thimphu College. The minister of Higher Education, Bhutan has also share academic ideas with our students and teachers.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books were purchased for library.
- Ease-to access has been initiated in the central library by implementing SOUL2.0.
- Four computers have been added to the total computer strength.

#### 6.3.6 Human Resource Management

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

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

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

Coaching class on reasoning and general awareness was conducted for empowerment of students to appear in competitive examinations.

## 6.3.7 Faculty and Staff recruitment

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

Part-time teachers are recruited as and when necessary. This year part-time teacher were recruited in the department of Political science, Education, Philosophy, Arabic, Hindi, Assamese 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. Efforts are being made to have collaboration with institutions.

## 6.3.9 Admission of Students

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

## 6.4 Welfare schemes for

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

## 6.5 Total corpus fund generated

--

## 6.6 Whether annual financial audit has been done

Yes

☐

No

☒

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

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

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

For UG Programmes      Yes ☐ No ☐

For PG Programmes      Yes ☐ No ☐

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

Not Applicable

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

Not Applicable

## 6.11 Activities and support from the Alumni Association

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

## 6.12 Activities and support from the Parent -Teacher Association

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



6.13 Development programmes for support staff

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

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

- ✓ The institution conducts cleanliness drive on important days like college week, Freshman Social, Environment Days, etc.
- ✓ Plantation of samplings on important days of the college.
- ✓ The institution has done green audit of the college campus.

## 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.

- Organisation of Departmental Seminar with external expert as resource person.
- Continuation of Skill Development Programmes.
- Creation of Computer data-base of library books through SOUL 2.0
- Extension activities by faculty member and students in the nearby schools.

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

- ✓ Skill Development Training course continued in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.
- ✓ Arrangement of departmental seminars made in all the departments with external experts as resource person. Arrangement of seminars.
- The college authority has taken initiative towards construction of RCC Science Building and construction Laboratories. Besides, Indoor Sports Stadium inaugurated and sports equipment purchased, which will definitely strengthened the sport activities of the college.
- ✓ Career Counselling Programmes undertaken.
- ✓ The following extension activities were undertaken:
  - a. Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.
  - b. Extension activities by faculty members and students in the nearby schools.
  - c. Observation of *International Yoga Day*.
  - d. *Adult Education Programme* among women by Women Cell of the college.
  - e. Initiative towards training of weaver of Damorabowa.
  - f. Water Test Programme at Damorabowa village in collaboration with Barpeta PHE.

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

- i) Departmental Seminar with external expert
- ii) Eco-friendly environment

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

### **SWOC ANALYSIS**

#### **Strength:**

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

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

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

**8. Plans of institution for next year**

- ✓ Infrastructural development (completion of science building, new conference room, development of college campus road, renovation of the chamber of Principal)
- ✓ Library digitalisation
- ✓ Improvement of internet facility
- ✓ Installation of solar plant for hostels
- ✓ Teacher-student exchange programme with other HEI
- ✓ Extension activities
- ✓ Improvement of CCTV

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

\*\*\*\*\*

**Annexure-II**

**Plan of Action and Achievements**  
**Session: 2015-16**

| Plan of Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Achievements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ To continue existing Skill Development Training course continued in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.</li> <li>➤ To standardise departmental seminar.</li> <li>➤ To improve infrastructural and sports facility of the college.</li> <li>➤ International tour to Thimphu, Bhutan undertaken to provide first-hand experience in cultural and environmental issues and to share ideas.</li> <li>➤ To undertake career counselling programme.</li> <li>➤ To undertake extension activities.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Skill Development Training course continued in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.</li> <li>✓ Arrangement of departmental seminars made in all the departments with external experts as resource person. Arrangement of seminars.</li> <li>➤ The college authority has taken initiative towards construction of RCC Science Building and construction Laboratories. Besides, Indoor Sports Stadium inaugurated and sports equipment purchased, which will definitely strengthened the sport activities of the college.</li> <li>✓ Career Counselling Programmes undertaken.</li> <li>✓ The following extension activities were undertaken: <ul style="list-style-type: none"> <li>a.Cleanliness drive in the adjacent village Damorabowa by NCC unit of the college.</li> <li>b.Extension activities by faculty members and students in the nearby schools.</li> <li>c.Observation of <i>International Yoga Day</i>.</li> <li>d.<i>Adult Education Programme</i> among women by Women Cell of the college.</li> <li>e.Initiative towards training of weaver of Damorabowa.</li> <li>f. Water Test Programme at Damorabowa village in collaboration with Barpeta PHE.</li> </ul> </li> </ul> |





## ACADEMIC CALENDAR

Session : 2015-16  
B.B.K. COLLEGE, NAGAON, BARPETA

June : 22 - Commencement of Classes

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28   | 29 | 30 |    |    |    |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
|      |    |    | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 | 31 |    |

July : 01-31 : Summer Vacation  
July : 18 - Id-ul-Fitre

Aug : 08 - Freshman Social  
Aug : 15 - Independence Day  
  
Unit Test 1 : Last week of August

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
| 30     | 31 |    |    |    |    | 1  |
| 2      | 3  | 4  | 5  | 6  | 7  | 8  |
| 9      | 10 | 11 | 12 | 13 | 14 | 15 |
| 16     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

Sept. 2: Tithi of Madhavdeva  
Sept. 5: Janmastomi  
Sept. 15: Tithi of Sankardeva  
Sept. 23: Janmotsav of Sankardeva  
Sept. 25: Id-Uz-Zuha  
Sept. 30: College Election  
Sessional Test: 2nd week of Sept.  
Unit Test II: Last week of Sept.

Oct. 2- Gandhi Jayanti  
Oct. 20-23 - Durga puja & Bijoya Dashami  
  
H.S. Test Exam :  
2nd week of October

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    |    |

Nov. 10 : Kalipuja & Dewali  
Nov. 25 : Gurunanak Birthday

Dec. 25- Christmas Day

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
| 31      |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |

Jan. 1 : New Year Day  
14-16 Jan : Magh Bihu  
Jan. 26 : Republic Day

Feb. 13- Saraswati Puja

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 |    |    |    |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       | 1  | 2  | 3  | 4  | 5  |    |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |

March 07 : Shivaratri  
March 23 : Holi  
March 25 : Good Friday

13-16 April : Bahag Bihu

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |
| 29  | 30 | 31 |    |    |    |    |

May 01 : May Day

- N.B.: 1. Holiday mentioned above is based on the list of Govt. of Assam. It may change after notification of the academic calendar of GU.  
2. The date of all final examinations will be held as per the routine of GU and AHSEC.  
3. Date of internal academic programme may change under unavoidable circumstances.

Compiled by : IQAC, BBK College, Nagaon

**ANALYSIS OF STUDENTS' FEEDBACK: A SUMMARY  
YEAR: 2015-16**

Feedback from students and alumni is taken for the session 2015-16 to improve the teaching-learning process of the institute. In this regard, the present student feedback system adopts randomized sampling method, where 169 undergraduate level students from 13 departments and 30 alumni have been interviewed. As a tool of investigation, closed ended questionnaire is constructed using LIKERT scale. 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. The five broad areas are sub-divided into 24 statements. The questionnaire for alumni encompasses areas like overall development of college, student-teacher relation, cooperation to students, etc., which covers 14 statements.

**Summary of Feedback Analysis:**

- ✓ The feedback reflects that teachers must give due importance on the requirements of syllabus, timely organization of home assignments and seminars and guiding on how to answers the questions of both internal and external examinations.
- ✓ The feedback suggests that the college office needs to be more students friendly and the support staff must provide adequate required information to the students.
- ✓ The feedback also suggests that library staff should be more supportive and co-operative towards students. Besides, utilisation of library resource is average and the result suggests better utilisation. The result also suggests procuring more qualitative book.
- ✓ Alumni feel that overall development of the college is satisfactory, but the recent development of classrooms, library facility and sports facility is below average and these areas should be strengthened to make the institute a centre of excellence.

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



## **BEST PRACTICE**

### **Practice 1: *Departmental Seminar with external expert***

The practice of *Departmental Seminar with External Expert* targets

- to inculcate research attitude among the learners.
- To orient about the research process
- To inculcate sense of social responsibility with proper understanding of the issues.

Seminar is a dissemination of research based understanding. In UG level, students have to make seminar presentation on a topic chosen at their own or on a given topic. The motivation behind organising departmental seminar with external expert is to share and comprehend the matter related to research issue in a better way.

Departmental seminar with external expert is organised in the following way:

- HoD departments are entrusted to make seminar announcement and to carry necessary steps for conduction of the seminar.
- External expert is invited by the Head of the institution.
- Students have to prepare a presentation and to perform it before the departmental teacher and external expert.

The college has been able to achieve the goal in organising departmental seminar. In 2015-16 27 departmental seminars with external experts have been conducted, which make a sense to the students.

### **Contact Details**

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**Practice 2: *Eco-friendly Campus***

The practice targets to inculcate the value of eco-friendly campus in the mind of student community to make the campus greener and environmentally healthy. Since, students are the responsible stakeholders of the society; such a practice at institution level can cultivate better habit among the students for a clean and green society.

In the wake of global environmental degradation, the policymakers and environmentalists exert on the concept of sustainable development. In the broader periphery of sustainable development, protecting environment from further degradation is the basic goal. The practice translated to the programmes through a number of cells and students.

- The initiative of eco-friendly campus results in
- Observation of World Environment Day
- Planatation of sapling
- Green audit.
- Field study on environment.

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