

# **HANDBOOK OF INSTITUTIONAL USAGE & MAINTENANCE POLICY**

**(Laid Down Procedures)**



**BAOSI BANIKANTA KAKATI COLLEGE  
NAGAON, BARPETA, ASSAM  
PIN-781302 (INDIA)**

## CONTENTS

<b>Section</b>	<b>Page no.</b>
<b>Section I: Physical Facilities</b>	
<b>Section II: Academic Facilities</b>	
<b>Section III: Support Facilities</b>	
<b>Section IV: Laid Down Procedures</b>	

---

## **SECTION-I**

### **PHYSICAL FACILITIES**

---

-  **Conference Hall**
-  **Indoor Stadium**
-  **Students' Day Home**
-  **Girls' Common Room**
-  **Boys' Hostel**
-  **Girls' Hostel**
-  **Child Care Room**
-  **Teachers' Common Room**
-  **Toilets and Washroom**

## **CONFERENCE HALL**

- The air-conditioned conference hall with a seating capacity of 65 persons is used for various purposes. It is used to conduct meetings, talks, seminars and departmental programmes, like freshmen social and farewell meet, etc. The hall is equipped with projectors to be used for presentations. The use of the hall is subject to the prior approval of the Principal. Eatable items are strictly prohibited inside the conference hall. The flex/ banners that are so fixed for the purpose are removed immediately after the conclusion of the programme.

## **DIGITAL MEETING HALL (HALL-4)**

- There is a meeting hall (Hall-4) with a seating capacity of 240 persons and with a stage that can be used for programmes and seminars. The hall is enabled with interactive ICT facility. One nodal officer is entrusted to look after the maintenance of the hall and the entrusted person is supported by Grade IV staff so engaged.

## **MEETING HALL (NEW HALL)**

- This meeting hall cum lecture hall named New Hall (NH) with a seating capacity of 220 persons can be used for various purposes, like seminars, talks, cultural competitions, etc. There are provisions for presentations in New Hall as well.
- A teacher is assigned the duty of monitoring the use of mobile projector (KYAN) in New Hall and Conference hall whenever required and an issue register is maintained.
- Permission is sought from the competent authority of the college for departmental use, like lecture sessions, freshmen social, farewell meetings and seminars.

## **INDOOR STADIUM**

- The Indoor stadium in the college is used for games as well as other activities like NCC drill, Yoga classes, NSS training sessions, *Saraswati Puja*, etc.
- Permission has to be sought from the competent authority for the use of the stadium.

## **STUDENTS' DAY HOME**

- The Student's Day home is used by the students for recreation during free hours. Reading stands are available for reading newspapers and books. The hall is equipped with CCTV Camera. The President and Secretary of the Students' Union Body of the college is entrusted for the maintenance of the same and in case of any issue the matter must be brought to the notice of Principal for further action.

## **GIRLS' COMMON ROOM**

- The Girls' Common Room with toilet facility is used by the girl students. The Secretary, Girls' Common Room of BBKC Students' Union and the appointed teacher in-charge is entrusted for the maintenance of the same.

## **CHILD CARE ROOM**

- There is a Child Care Room with toilet facility for children of employees in case required.
- Day Care Centre will remain open only during working days of the college.
- Employees are advised to bring their own attendant if possible.
- The Day Care centre will be monitored and maintained by the Women Cell of the college.
- Minimum play toys will be provided to the wards.
- President, Women's' Cell of the college is assigned as a caretaker of the same.

## **TEACHERS' COMMON ROOM**

- There is a Teachers' Common Room that houses 9 different departments including Anthropology, Assamese, English, History, Economics, Philosophy, Arabic, Political Science and Hindi.
- Each departmental room is equipped with computers for maintaining records of the departmental activities.
- Each departmental room consists of departmental libraries.
- The building block is solely maintained by the Office of Principal.

## **TOILETS AND WASHROOM**

- Day Care Centre : 1 Toilet cum washroom
  - Student's Day Home : Multiple Urinals and a toilet
  - Girls' Common Room : 1 Toilet
  - Teachers Lavatory : Male and Female (1 Each)
  - Vice Principal's Office : 1
  - Administrative Building : 1
  - Science Building : 3
  - Principal's Quarter : 2 Toilets, 1 Washroom
  - Boys' Hostel : Multiple Toilet facility
  - Girls' Hostel : Multiple Toilet facility
- 
- A person is entrusted to clean and sanitize the toilets and washrooms of the college daily. He maintains a register of duties performed and marks the display board.
  - Flushing instructions are displayed in each toilet.

---

## **SECTION-II**

### **ACADEMIC FACILITIES**

---

- + Classrooms**
- + Laboratories**
- + *Hridayananda* Central Library**
- + Departmental Libraries**
- + Computer Laboratory**
- + Language Lab.**
- + Examination Control Room**
- + NCC Room**

## **CLASSROOMS**

- The fourth grade employees are entrusted to keep the classrooms clean and tidy. They have to ensure that the desks and benches in the classrooms are kept in order.
- Allocations of rooms for classes are to be determined by the Routine Committee constituted by the Principal.
- Classrooms are allotted for holding academic examinations (Council and University) by the respective examination committee constituted by the Principal.
- The departments seeking to use ICT facility should inform the Principal and collect the required projectors and screens from the Office of the Principal after duly signing the issue register. It is their responsibility to return the issued equipments in proper condition.
- Classrooms are also allowed for conducting state and national level examinations, for which the approval for holding the same has to be sought from the competent authority of the college.

**List of classrooms:** (There is facility for using ICT in every Classroom when required)

R-1, R-2, R-3, R-4, R-5, R-6, R-7, H-1, H-2, H-3, BCR, NH, BOT-1, BOT-2

**List of Smart Classrooms (ICT-enabled):**

H-4

## **LABORATORIES**

**Heads of the all Departments with laboratories should ensure that-**

- a. The laboratories are kept clean and tidy.
- b. Desks, benches and all materials should be kept in order. They should instruct the fourth grade employees attached to the departments to get the job done.

**Guidelines to be followed in laboratories:**

The students should follow the guidelines regarding the use of laboratories as mentioned below to ensure optimum safety conditions. Students who do not follow these guidelines are liable to be dismissed from the lab and other disciplinary actions might be enforced as deemed fit.

- The entrance to the lab should be done only when specifically permitted by the departmental head/ teachers/ lab-in-charges.
- Students must carefully read and try to understand the experiment before coming to the laboratory.
- Students should not perform any unauthorized/ unscheduled experiments without the permission of the concerned teacher.
- Students must mandatorily follow all instructions whether displayed or verbally explained by the concerned teacher.
- Students must remain alert and attentive all the time.
- The students should not touch the equipments, chemicals, tools and materials unless instructed by the concerned teacher.

- Students must be aware of the use of safety equipments, eg. Fire extinguishers, first-aid kit, etc.
- Personal belongings not required for experiments should be kept outside the lab.
- Food and beverages should not be brought or consumed inside the lab.
- Students should avoid loose-fitting clothes and dangling jewellery inside the lab. Loose sleeves must be rolled up and long hairs must be pinned or tied back.
- The equipments and tools should be checked before the start of any experiment. The students should report to the concerned teachers in case they detect any damaged , cracked and defective equipment.
- Students should wash hands thoroughly after leaving the lab.
- The lab must be left in a clean condition at the end of the practical sessions.
- In case of emergency situations like fire and earthquake:
  - i) Vacate the lab immediately through the nearest exit point.
  - ii) Turn off all electrical switches.
  - iii) Abort any ongoing experiment and turn off instruments quickly.

### **HRIDAYANANDA CENTRAL LIBRARY**

Central library of the college is equipped with separate reading rooms for students and teachers. It has a collection of about 25000 textual and reference books. The library subscribes to 10 national and regional journals/ magazines. The library is also a member of NLIST through which students and teachers can get access to the repositories, journals and e-books. There is also a book bank facility for meritorious poor students. The issue of books is maintained partially through SOUL 2.0. Besides, efforts have been made to digitalize the library although it is not completed yet. At present the college is also a member of National Digital Library of India (NDLI), which has strengthened the library.

#### **Library Rules:**

For smooth functioning of the library, it follows certain rules, which are as follows:

- (i) The timing of functioning of the central library is 10:00 hrs- 16:30 hrs for all working days and issue of books during 11:00-15:00 hrs.
- (ii) A student may borrow two books at a time and keep the books for a maximum period of 15 days from the date of issue. If the borrower fails to return the books within stipulated time, a fine of 50 paisa per day up to the next 15 days and Rs. 1/- per day thereafter will be imposed.
- (iii) The students are not allowed to keep any belongings except copy for writing.
- (iv) Reprographic facilities are available at the central library through which students are allowed to photocopy the books and study material subject to copyright act, and for which they have to pay Rs. 1.50/- per page.
- (v) Students and teachers are not allowed to bring any food item inside the central library.
- (vi) Footwear is not allowed inside the central library.
- (vii) A student can not apply for external examination without clearance from central library.



## **DEPARTMENTAL LIBRARIES**

Each department has a rich collection of textual and reference books on the concerned subject. Students may borrow books from the departmental library subject to the procedure and rules of the department concerned.

## **COMPUTER LABORATORY**

The department of Computer Science has a computer laboratory with a seating capacity of 20 students. The use of the lab is solely supervised by the departmental faculty members.

- The computers are to be used only during practical classes and examination sessions.
- The computers are to be accessed only in the presence of the faculty members.
- Students should maintain silence in the lab.
- Any form of liquid should not be taken into the lab.
- The computers should be shut down properly after the use.

## **EXAMINATION CONTROL ROOM**

- The examination room is used by various examination committees for the entire duration of the examination.
- The almirahs in the room are to be used for storing examination related documents and papers of the concerned examination.
- Persons not connected with the examination should not unnecessarily enter the ECR for purposes other than connected with concerned examination.

## **NCC ROOM**









The NCC room is used by the NCC cadets of the institution under the supervision of the ANO. The room is used to keep stock of the documents and files and any award or trophies received by the NCC unit of the college.

---

## **SECTION-III**

# **SUPPORT FACILITIES**

---

-  **Computers**
-  **LCD and Interactive Projectors**
-  **Printers and Photo Copiers**
-  **Internet**
-  **Institutional Website**
-  **CCTVs**
-  **Drinking Water facilities**
-  **Refreshment and Recreational Facilities**

## **COMPUTERS**

Each department in the college is equipped with a computer for departmental use in addition to the computers in examination control room, IQAC Cell, RUSA cell, KKHSOU office, administrative office, computer laboratory, and library.

The HoDs should maintain the following-

- The computers should be used for departmental purpose only.
- The computers should be protected with good anti-virus software.
- The computers should be dusted properly at regular intervals.
- The computers should be preferably password protected.
- All the data related to students should be digitized.

## **LABORATORY COMPUTERS**

- The computers are to be used only during practical classes and examination sessions.
- The computers are to be accessed only in the presence of the faculty members.
- Students should maintain silence in the lab.
- Any form of liquid should not be taken into the lab.
- The computers should be shut down properly after the use.

## **OFFICE COMPUTERS**

The computers in the examination control room, IQAC Cell, RUSA cell, KKHSOU office, administrative office and library can be accessed by designated office staff only.

## **LCD AND INTERACTIVE PROJECTORS**

- The roof mounted projector installed in Hall-4 can be used by faculty members when required. They should collect the remote from the office.
- Laptops required for the use of projectors will be issued from the Office of the Principal.
- The mobile projectors (KYAN) can be used in classrooms and halls for presentations and audio-visual mode of teaching after being issued from the office.
- LCD screens can be installed when required with the help of the office staff.

## **PRINTERS AND PHOTO COPIERS**

- Printing of official documents can be done in the office.
- Reprographic facilities are available at the central library through which students are allowed to photocopy the books and study material subject to copyright act, and for which they have to pay Rs. 1.50/- per page.
- Photo copying of documents can also be done in the xerox centre available in the administration.

## **INTERNET**

The institute has been facing serious issues regarding stable internet connectivity in the campus due to its geographical location. The optical fibre connectivity has not been established yet despite repeated effort for the same. With its capacity, the institute thus provide limited internet facility through wi-fi dongle only. The competent authority provides wi-fi dongle to the Office of the Principal, IQAC and library for the online activity only for academic and administrative purpose.

## **INSTITUTIONAL WEBSITE**

The official website of the college is maintained by Website Committee of the college and powered by an external website service provider. In case of any modification of contents, the Website Committee in its meeting identifies the points for modification and the external service provider is informed immediately for the necessary incorporation. The dynamic website allows the departments and faculty members to update and create their content through departmental and individual login mode. Any public and tender notice can be uploaded by the Website Committee through admin login and the student related notice can also be posted by using authority login.

Students can also login to their page for updating their profiles and downloading required contents. Besides students are also allowed to download and use e-learning materials of Online Education, which are provided online by the teachers.

The Website Committee instructs time to time for updating matters related to online admission and certificate issuance and after incorporation of the same by the external service provider, the designated officials are allowed to do the necessary actions through authority login.

## **CCTVs**

CCTVs are installed throughout the campus for effective management of the institution. All the classrooms are under CCTV surveillance. It helps in smooth conduct of any kind of examination whether institutional or conducted by external agencies.

The CCTVs installed in Girls' and Boys' hostel helps in matters of security as well, thus creating a safe environment for students.

## **DRINKING WATER FACILITIES**

The institution has facilities for safe drinking water. Traditional method of filtration is used in the central water storage, hostels and the college canteen. ROs are installed in the administrative building, physics laboratory and the Teachers' common room. There are also facilities for eco-friendly water storage with heating and cooling facilities in IQAC office and the Department of Zoology.

The water tanks are routinely cleaned and the ROs regularly maintained.

The central water storage is maintained by Grade IV staffs. They are to keep the tanks filled.

## **REFRESHMENT AND RECREATIONAL FACILITIES**

The institution has a college canteen where students and teachers can take refreshment. A TV is also installed for recreation in the canteen. There are a set of rules to be followed by the students in the canteen.

### **Canteen Rules for Students**

1. Show respect to Canteen Staff, Teachers, yourself and your seniors and friend.
2. Take your seat and place the order. If seat is not available, kindly wait for your turn.
3. Do not take seats marked for teachers.
4. Wait nicely until the order arrives.
5. Use quiet voices: Speak softly to neighbors. Do not speak to others at other tables.
6. Keep your personal space; hands to yourself.
7. Practice good table manners.
8. Eat your own food. Do not share food or drinks.
9. Stay in your seat.
10. Raise your hand when help is needed.
11. Maintain cleanliness and hygiene.
12. Pay the bill as per price list.
13. Do not litter in and around the Canteen.
14. Do not Spit anywhere in the canteen

There are recreational facilities for students in the Students' Day Home. The carom board is in the custody of the Boys' Common Room Secretary. There is also a television installed.

---






---

## **SECTION-IV**

### **MISCELLANEOUS PROCEDURES**

---

---

-  **Campus Management**
-  **Student Mentoring**
-  **Resource Mobilization**
-  **Staff Appointment**
-  **Stage Promotion and Pension**

## **CAMPUS MANAGEMENT**

The Campus Management Committee is solely responsible for the management and maintenance of the college campus. The Principal is the Chairperson of the Committee. For maintenance and management of the campus, the committee has some laid down procedures, which are as follows:

- The committee time to time monitors the different aspects of the college and if some issues observed by the committee or intimated to the committee, a meeting is called by the Convener of the Committee for further necessary action.
- The maintenance of furniture's, electricity, water supply, etc. are done by hired person.
- Grade-IV staffs are assigned to identify the issues in campus on roster basis.
- The day to day cleanliness of the campus is done by a contractual worker.
- Waste products generated inside the campus are carried away by a hired person.
- One security guard is assigned the task of maintaining visitor records at the main entrance gate.
- The Campus Beautification Committee constituted by the Principal is assigned the task of all beautification matters inside the college campus, including tree plantations, hanging of signboards.

## **STUDENT MENTORING**

BBK College has mentor-mentee system in place to guide the students, develop their talent and to boost their engagement throughout their stay in the college. Most of the students in BBK College are from socially, economically and educationally disadvantaged sections, from the rural areas. They need proper guidance in order to boost their career advancement. At the start of a session, during conduction of Student Induction Programme (SIP), mentor forms are distributed among the students. Students are assigned with mentor departmentally to provide guidance and advice during their course.

<b>SI No.</b>	<b>Particulars</b>
1	Maintain a mentee register.
2	Guide students all through the program. Keep track of the mentees' performance during the course.
3	Coordinate with the parents regarding the progress of the students.
4	Communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest.
5	Try to enhance the students' confidence and challenges by setting higher goals, taking risks and ultimately guiding them to achieve higher levels.
6	Provide psychosocial support for the needy students.

- 7 Provide advice on balancing academic and personal challenges.
- 8 Try to act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments.  
Encourage students to participate in co-curricular activities, like participation in
- 9 seminars, quiz, debate, essay writing, singing and dancing, fashion show and Field trips, etc.
- 10 Provide professional guidance - regarding professional goals, selection of career, higher education, etc.  
Provide guidance regarding career advancement - regarding self-employment
- 11 opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- 12 Monitor their attendance and performance throughout the course.
- 13 Provide counselling regarding personal problems when required.
- 14 Hold regular meetings with the mentees.
- 15 Maintain report card for each student, if possible. The report card has both personal and academic data.
- 16 Allow the students to approach both for academic and personal problems.

## **RESOURCE MOBILIZATION**

Various in-house resources shall be mobilized for optimum utilization in a manner as stipulated below:

### **Campus:**

- Shall be used for parking of vehicles belonging to staff, students and visitors.
- Shall be used for various in-house activities/ events, e.g. outdoor and indoor sports, etc.
- Shall be used for various activities by the people of the neighboring localities outside office hours, e.g. football training sessions, running practice, etc.
- Ponds are leased out for a stipulated period of 3 years and the highest bidder offers the contract.

### **Classrooms:**

- Shall be used for day to day academic discourses like conduct of bridge courses, routine classes, student seminars, tutorial classes, remedial classes, etc., including usage for student exchange programs.
- Shall be used as examination halls for holding periodical class tests, sessional examinations, term-end examinations, group discussions, etc.
- Shall be used for activities like invited talks, training programs, seminar/ conference/ workshop sessions, etc.
- Shall be used for holding examinations conducted by external agencies against payment basis.

### **Laboratories:**

- Shall be used for day to day laboratory works by the students.
- Shall be used by the faculty members for their research works.



- Shall be used for contact/ familiarization outreach programs for school students, as and when organized.

**Library:**

- Shall be used by staff and students
- Shall be used by people of the fringe localities

**Seminar/ Conference Halls:**

- Shall be used for holding in-house meetings, invited talks, training programs, seminar/ conference/ workshop sessions, etc.
- Shall be used for holding meetings, etc. by external users on payment basis or on the basis of requisition by different govt. agencies/ organizations.

**STAFF APPOINTMENT**

The appointment of teaching and non-teaching staff is as per Government of Assam rules.

**Appointment of Teaching Staff:**

The process of appointment of teaching staff is laid as below:

- ✓ When a post is going to be vacant, the Principal informs the Director of Higher Education (DHE) about the same.
- ✓ When the post becomes vacant, the Principal requests the DHE to accord necessary approval for initiation of the appointment process for the concerned vacant post (s).
- ✓ After getting DHE's approval, the Principal initiated to publish an advertisement in at least 2 local dailies and also in the college website.
- ✓ Applications received within the due date by the college office are sent to the Internal Screening Committee, which is constituted by the concerned department(s) and Coordiantor, IQAC.
- ✓ The internal Screening Committee scrutinizes the applications and calculates the API (as per latest DHE guideline) and submits the file to Principal.
- ✓ The Principal prepares a list of Subject Experts as per norms and forward the list to the Vice-Chancellor, Gauhati University for necessary approval.
- ✓ After getting the approval of Vice Chancellor, a suitable date is fixed in consultation with the President, Governing Body (GB) and the Head of the concerned department(s).
- ✓ Interview call letters are sent to the shortlisted applicants not only through India Government Speed Post but also through e-mails. Besides, the applicants are also personally called over phone.

- ✓ The candidates must present before the Selection Committee on the date of interview along with all original documents for necessary verification.
- ✓ The selection is strictly done on the basis of merit.
- ✓ The Selection Committee prepares individual, comparative and consolidated statement of the candidates and the select the most meritorious in the Selection Committee meeting on that day. All the statement and reports should be signed by the members of the Selection Committee.
- ✓ The matter placed before the next GB meeting for necessary approval and a resolution is taken for the same.
- ✓ The office of the Principal prepares a file with all necessary documents and forwards it to the Office of the DHE with a request for appointing the selected candidate.
- ✓ On receipt of DHE's approval, the selected candidate joins the institution; a Joining Report is submitted by the candidate on the day of joining.

**Appointment of Non-Teaching Staff:**

- ✓ When the post becomes vacant, the Principal requests the DHE to accord necessary approval for initiation of the appointment process for the concerned vacant post (s).
- ✓ After getting DHE's approval, the Principal initiated to publish an advertisement in at least 2 local dailies and also in the college website.
- ✓ Applications received within the due date by the college office are sent to the Internal Screening Committee, which is constituted by UDA, senior faculty members Coordiantor, IQAC.
- ✓ The internal Screening Committee scrutinizes the applications and after its finalization, submits the file to Principal for further action.
- ✓ The Principal constitutes a Selection Committee as per the guidelines of DHE, Assam and fix a date for interview. .
- ✓ Interview call letters are sent to the shortlisted applicants not only through India Government Speed Post but also through e-mails. Besides, the applicants are also personally called over phone.
- ✓ The candidates must present before the Selection Committee on the date of interview along with all original documents for necessary verification.
- ✓ The selection is strictly done on the basis of merit.

- ✓ The Selection Committee prepares necessary statement and reports and the select the most meritorious in the Selection Committee meeting on that day.
- ✓ The matter placed before the next GB meeting for necessary approval and a resolution is taken for the same.
- ✓ The office of the Principal prepares a file with all necessary documents and forwards it to the Office of the DHE with a request for appointing the selected candidate.
- ✓ On receipt of DHE's approval, the selected candidate joins the institution; a Joining Report is submitted by the candidate on the day of joining.

### **STAGE PROMOTION**

- Concerned teacher to apply to the Principal in plain paper requesting for initiating the process of Stage Promotion.
- Principal forwards the application to Head Assistant for further action, in consultation with IQAC.
- Incumbent teacher collects the prescribed format for Stage Promotion from IQAC.
- Filled-up formats (in typed form) are submitted by the incumbent teacher to IQAC for verification.
- Verification of the filled-up formats is done by a designated IQAC Core Committee member(s).
- If data needs rectification, the filled-up formats with markings are returned back to the incumbent teacher.
- Final corrected format is submitted by the incumbent teacher to IQAC for final endorsement by Coordinator, IQAC.
- Endorsed format is submitted to the Head Assistant.
- Principal seeks names of Subject Experts from the Head of the Department of the concerned incumbent teacher.
- Head of the Department submits a list of Subject Experts (not below the rank of Associate Professor).
- Principal forwards the list of Subject Experts to the Vice Chancellor, Gauhati University, for necessary approval.

- On receipt of VC's approval, a suitable date for holding the Departmental Promotion Committee (DPC) is fixed in consultation with the Head of the respective Department, Subject Experts and the President of Governing Body (GB) of the college.
- Head Assistant sends official letters to the DPC members, viz. the President of GB of the college, 2 external Subject Experts and Head of the respective Department.
- Official letter also sent by Head Assistant to the incumbent teacher for being present on the date on which the DPC is scheduled to be held.
- Incumbent teacher presents himself/ herself before the DPC on the designated date, with all original documents for necessary verification.
- If all criteria for Stage Promotion is fulfilled, the DPC members endorses in a standard pro-forma.
- Matter placed before the next GB meeting for necessary approval.
- Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for placement of the incumbent teacher in the desired Grade of Pay.
- On receipt of DHE approval, the Head Assistant does the needful for awarding the enhanced Grade Pay/ Salary/ Arrear amounts (if any) to the incumbent teacher with effect from the date of approval accorded by DHE.

#### **PENSION**

- Dealing Assistant in charge of processing of pension files updates the Service Book of the incumbent teacher.
- An intimation is sent to the concerned staff member three (3) months before the due pension date along with a check list of items (as per Service Book), with a request to oblige at the earliest.
- Upon clearance of all requisites, a proposal is readied and sent to the Office of the DHE.
- File processed by the DHE and pension approved as per rules.
- All due amounts are paid to the pensioner as per Govt. rules.

*For in-house circulation only*

*Compiled by*  
**Internal Quality Assurance Cell**  
**Baosi Banikanta Kakati College**  
*Nagaon, Barpeta, Assam*