Annual Quality Assurance Report (AQAR)
Session 2014-15

Submitted by

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

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> BAOSI BANIKANTA KAKATI COLLEGE

1.2 Address Line 1

> Nagaon

Address Line 2

> P.O- Nagaon

City/Town

> Barpeta

State

> Assam

Pin Code

> 781311

Institution e-mail address

> principalbbkc@gmail.com

Contact Nos.

> +919435913998

Name of the Head of the Institution:

> Dr. Utchab Chandra Deka

Tel. No. with STD Code:

> --

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/aqar2014_15.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	1st Cycle	C++	Institutional score 68%	2004	5 Years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

1.7 **AQAR for the year** (*for example 2010-11*)   2014-15

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

1.9 Institutional Status

University   State ✓ Central - Deemed - Private -

Affiliated College   Yes [✓]   No [-]

Constituent College   Yes [-]   No [✓]

Autonomous college of UGC   Yes [-]   No [✓]

Regulatory Agency approved Institution   Yes [-]   No [✓]

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

Type of Institution   Co-education [✓]   Men [-]   Women [-]

Urban [-]   Rural [✓]   Tribal [-]

Financial Status   Grant-in-aid [-]   UGC 2(f) [✓]   UGC 12B [✓]

Grant-in-aid + Self Financing [-]   Totally Self-financing [-]

1.10 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [-]   Law [-]   PEI (Phys Edu) [-]

TEI (Edu) [-] Engineering [-]   Health Science [-]   Management [-]

Others   (Specify)   . BCA

1.11 Name of the Affiliating University *(for the Colleges)*   Gauhati University

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

Autonomy by State/Central Govt. / University   [--]

University with Potential for Excellence   [__]   UGC-CPE   [__]

DST Star Scheme	__	UGC-CE	__
UGC-Special Assistance Programme	__	DST-FIST	__
UGC-Innovative PG programmes	__	Any other (*Specify*)	__
UGC-COP Programmes	__		

2. IQAC Composition and Activities

2.1 No. of Teachers   05

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

   community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   12

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. 10   Faculty 04

   Non-Teaching Staff /Students 02   Alumni 01   Others 02

2.12 Has IQAC received any funding from UGC during the year?   Yes ✓   No ☐

   If yes, mention the amount   3 lakh

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 03 | International | 0 | National | 00 | State | 0 | Institution Level | 03

(ii) Themes

1. Drama after 1960s .

2. Human Rights in Indian constitution.

3. Different types of Medicinal Plants in Baosi Area and their use against GI diseases

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 in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.

ii. Arrangement of seminars.

iii. Creation of Computer data-base of library books through SOUL 2.0

iv. ICT facility enhanced in Computer Centre of the college.

v. More books procured for the Central and Hostel Libraries.

vi. Cultural archive of the college has been enriched by collecting more books and items.

vii. One class room digitalised.

viii. Career Counselling Programmes undertaken.

ix. The following extension activities were undertaken:

a. Women literacy programme in adjacent villages by students of the college.

b. Summer coaching for kids by the NSS and NCC unit of the college.

c. Awareness programme on health issues by the Women Cell in adjacent village.

d. Financial Literacy Programme at the village Batgoan.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure-II attached	

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

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

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The AQAR was placed in the Governing Body (G.B.) of the college. The G.B. scrutinised the plan and the action taken, and stressed on making efforts towards learner-friendly and eco-friendly environment in the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	06
Trimester	00
Annual	06

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 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	18	29	00	00

2.2 No. of permanent faculty with Ph.D.   [13]

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	03	29	00	00	00	00	00	44	03

2.4 No. of Guest and Visiting faculty and Temporary faculty | 0 | | 0 | | 11 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	31	01
Presented papers	08	18	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 | 191 |

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

80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Major	124	--	34.6	47.6	0.8	83.06
B.A. General	81	--	1.2	23.5	44.4	69.1
B.Sc. Major	07	--	28.5	42.9	Nil	71.4
B.Sc General	20	--	Nil	60	15	75
B.C.A.	04 (appearing)					
PGDCA	12	Result not declared yet				
BA (Distance)	Exam not held yet					
B.C.A.(Distance)	01	Result not declared yet				
MA (Distance)	20		20%	70%		90%

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:
a) The IQAC monitors the publication of Academic Calendar, preparation of teaching plan, departmental monthly progress report.
b) The IQAC monitor the project work and field based study through respective departmental committees.
c) Compulsory maintenance of departmental diary and progress report by the HoDs.
d) Self-appraisal report by the teachers of their strength and weakness and after thorough discussion, suggestion is made to the teachers for improvement.
e) Ensures that sufficient numbers of text books and reference books are procured in tune with the change of syllabus.
f) 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.
g) Ensures parent-teacher meeting and suggestions for improvement in teaching learning process.
h) 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	02
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)	01

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) Two faculty members namely, Dr. Dhruba Kumar Pathak and Dr. Sadhana Medhi have been awarded PhD degree.
  b) Three institutional seminars and 32 departmental seminars were held.
  c) 02 faculty member in orientation programme 01 in Short-term Courses participated.
  d) Two books with ISBN, 04 books without ISBN, 07 chapters in edited book, 16 papers in international and national peer and non-peer reviewed journals were published by the faculty members.
  e) 08 and 17 faculty members participated in international and national seminars respectively with paper.
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.
31 students undertook educational tour to Darjeeling.

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			
Non-Peer Review Journals	00	00	00
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	2014-15	UGC	4.68 lakh	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	4.68 lakh	--

3.7 No. of books published   i) With ISBN No.   02   Chapters in Edited Books   07

ii) Without ISBN No.   04

3.8 No. of University Departments receiving funds from

| UGC-SAP | -- | | CAS | -- | | DST-FIST | -- |

| DPE | -- | | | | | DBT Scheme/funds | -- |

3.9 For colleges

| Autonomy | -- | | CPE | -- | | DBT Star Scheme | -- |

| INSPIRE | -- | | CE | -- | | Any Other (specify) | -- |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations   International | -- | National | -- | Any other | -- |

3.14 No. of linkages created during this year | -- |

3.15 Total budget for research for current year in lakhs:

From Funding agency | -- | From Management of University/College | -- |

Total | -- |

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides   Nil
and students registered under them   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 [32]

National level [01]   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 [03]

NCC [01]   NSS [01]   Any other [---]

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

- Survey on Language and Culture in ST dominated village Batgaon and awareness programme on preservation of ethnic culture.

- Summer Coaching for kids by the NCC unit and NSS unit of the college..

- Women literacy programme in adjacent village.

- Financial literacy programme at Batgaon village..

- "Antaranga Alaap" with women student of the college on the problem of women's physiological and mental problem.

- Awareness programme among women of adjacent village by Women Cell on women health issues.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32 bigha 1 katha 10 lesa (41860.8 sq mtr.	--	Govt. allotment	32 bigha 1 katha 10 lesa (41860.8 sq mtr.
Class rooms	1095 sqm	--	Donation and govt. grant	1095sqm
Laboratories	599sqm	--	Govt. grant	599sqm
Seminar Halls	--	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	2166.87sqm	---	UGC and Internal	

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	19001	2095995/-	1809	412334/-	20810	2508329/-
Reference Books	1020	180000/-	--	---	1020	180000/-
e-Books	300	--	--	--	300	
Journals	12	7800/-	--	--	12	7800/-
e-Journals	--	--	---	---	---	----
Digital Database	--	--	---	---	----	-----
CD & Video	200	--	---	---	---	----
Others (NLIST, CCTV)	07	--	---	---	----	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	07	13	01	00	02	04	17	05
Added	01	00	00	00	01	00	00	00
Total	08	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   1.75

ii) Campus Infrastructure and facilities   8.30

iii) Equipments   0.90

iv) Others   8.00

Total: 18.95

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
1096	76	00	29

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women		No	%
	706	58.8			495	41.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
981	80	20	53	04	1138	1037	88	14	59	03	1201

Demand ratio: 1.12   Dropout: 34.9%

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 14

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   320

5.7 Details of campus placement

On campus			Off Campus
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	05	12910/-
Financial support from government	54	228950/-
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 | 02 |

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

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. Display Notice.
>
> vii. 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. Informal feedback from guardians are also considered.

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 system of education 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, 02 faculty members were awarded PhD, 01other faculty member is doing PhD, 01 orientation programme and 01in UGC Short Term Course participated. No. of publication increased. Two books with ISBN, 04 without ISBN, 16 papers in National and International journals were published. Participation in National/ International Seminars also increased. 08 in international, 17 in national Seminars participated with papers.
>
> 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. 03 Institutional level seminars and 32 departmental seminars were held.
>
> 280 students undertook field-based study on environmental issues. Besides, 31 students undertook education tour to Darjeeling.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> - More books were purchased for library.
> - One computer has been added to computer centre.
> - . One class room digitalised.

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, Economics, Education, Philosophy, Arabic, Hindi, Assamese and Anthropology

6.3.8   Industry Interaction / Collaboration

The college has no formal industry interaction/ collaboration. However, the students are given information of the industries and reputed institution and are guided to get into those. This year, collaboration was established with SMCAssam, Ghy to counsel and guide students on usage and adoption of digital media.
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.
- Donation of almirahs for library.

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 LICI, procuring bank loan, etc.

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

- ✓ Cleanliness drive on important days like college weak, Freshman Social, Environment Days, etc.
- ✓ Plantation of samplings on important days of the college.
- ✓ Green audit of the college campus has been done.

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.

- Digital Class Room.
- Skill Development Programmes.
- Creation of Computer data-base of library books through SOUL 2.0
- Summer coaching classes for kids as part student's extension activities.

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 in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu.
>
> ↓ Arrangement of seminars.
>
> ↓ Creation of Computer data-base of library books through SOUL 2.0
>
> ↓ ICT facility enhanced in Computer Centre of the college.
>
> ↓ More books procured for the Central and Hostel Libraries.
>
> ↓ Cultural archive of the college has been enriched by collecting more books and
>
> ↓ items.
>
> ↓ One class room digitalised.
>
> ↓ Career Counselling Programmes undertaken.
>
> ↓ The following extension activities were undertaken:
>
> > a) Women literacy programme in adjacent villages by students of the college.
> >
> > b) Summer coaching for kids by the NSS and NCC unit of the college.
> >
> > c) Awareness programme on health issues by the Women Cell in adjacent village.
> >
> > d) Financial Literacy Programme at the village Batgoan.

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

> i) Effective Teaching-learning .
>
> ii) Clean 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**

- Skill development training.
- Thrust on seminars and research activities.
- Renovation of Science class room and laboratory.
- Development of sports facilities.
- Exploring new avenues for extension activities.
- Opening of unit of Scouts and Guides.

Name Aminur Rahman   *Name* Dr. Utchab Chandra Deka

Signature of the Coordinator, IQAC   *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 Ucchatar Siksha Abhiyan
SC	Scheduled Caste
SMS	Short Message Service
SSS	Salary Savings Scheme
ST	Scheduled Tribe
UG	Under Graduate

****

Plan of Action and Achievements
Session: 2014-15

Plan of Action	Achievements
• Introduction of skill development programmes in Beautician, Karate, Shaolin Kung Fu, and Child Care • Digitalization of class room. • Automation and creation of computer data base through SOUL 2.0. • Enrichment of computer centre. • Procurement of books for Central Library and Hostel Libraries • Strengthening Cultural Archive of the college. • To undertake programmes as part of community service and to create avenues for social responsibility among students. • To take actions towards creating eco-friendly environment.	Skill Development Training course in Beautician, Bamboo-craft, Karate and Shaolin Kung Fu. Arrangement of seminars. Creation of Computer data-base of library books through SOUL 2.0 ICT facility enhanced in Computer Centre of the college. More books procured for the Central and Hostel Libraries. Cultural archive of the college has been enriched by collecting more books and items. One class room digitalised. Career Counselling Programmes undertaken in collaboration with SMCAssam. The following extension activities were undertaken: a) Women literacy programme in adjacent villages by students of the college. b) Summer coaching for kids by the NSS and NCC unit of the college. c) Awareness programme on health issues by the Women Cell in adjacent village. d) Financial Literacy Programme at the village Batgoan by the dept of economics.

BAOSI BANIKANTA KAKATI COLLEGE CALENDAR

ACADEMIC SESSION : 2014-15

H.S. 1st Year & T.D.C. 1st Semester Classes will commence from 18-06-2014

1, 8, 15, 22, 29 - Sunday
2 to 7, 9 to14, 23 to 28, 30 - Working Days

JUNE 2014
S	M	T	W	Th	F	S
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 2014
S	M	T	W	Th	F	S
		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		

Summer Vacation (1st to 31st July)

6, 13, 20, 27 - Sunday
1 to 5, 7 to 12, 14 to 19, 21 to 26, 31 - Working Days

29 to 30 Id-ul-fitre (HOLIDAYS)

Commencement of classes after summer vacation on 1st August. Freshman social to be celebrated during 2nd week of August.
3, 10, 17, 24, 31- Sunday
15 - Independence Days (HOLIDAY), 18- Janmastomi (HOLIDAY), 27 - Tithi of Srimanta Sankardev (HOLIDAY)
1, 2, 4 to 9, 11 to 14, 16, 19 to 23, 25, 26, 28 to 30 - Working Days/ Class Days

AUG 2014
S	M	T	W	Th	F	S
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

SEPT 2014
S	M	T	W	Th	F	S
	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				

Sessional Exam-I will commence during 1st week of September
Student Union election will be held during last week of September
7, 14, 21, 28 - Sunday
13 Tithi of Madhavdev (HOLIDAY)
1 to 6, 8 to 12, 15 to 20, 22 to 27, 29, 30 - Working Days/ Class Days

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Sessional Exam-II will be commence from 2nd week of October.
12, 19, 26 - Sunday
1 to 7 - Durga Puja, Birth Day of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankardev, Id-ud-Zuha & Lakshmi Puja (HOLIDAYS)
23,24 Kali puja/Dewali (HOLIDAYS)
8 to 11, 13 to 17, 20 to 22, 25, 27 to 31 - Working Days/ Class Days

OCT 2014
S	M	T	W	Th	F	S
			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	

NOV 2014
S	M	T	W	Th	F	S
30						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

2, 9, 16, 23, 30 - Sunday
6 Guru Nanak's Birthday (HOLIDAY)
1, 3, 5, 7, 8, 10 to 15, 17 to 22, 24 to 29 - Working Days/ Class Days
4 Muharam (Half Holiday/ Working Day up to 1 P.m)

End Semester Ex. will be completed by 31 Dec.
7, 14, 21, 28 - Sunday
25 Christmas Day (HOLIDAY)
1 to 6, 8 to 13, 15 to 20, 22 to 24, 26, 27, 29 to 31 Working Days/ Class Days.

DEC 2014
S	M	T	W	Th	F	S
	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			

JAN 2015
S	M	T	W	Th	F	S
				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

Even Semester Classes will commence from 19th Jan.
Annual College Week will be held in the last part of Jan.
4, 11, 18 - Sunday
13 to 17 Magh Bihu & Silpi Divas (HOLIDAYS)
25 Saraswati Puja
26 Republic Day/University Foundation Day (HOLIDAY)
1 to 3, 5 to 10, 12, 19 to 24, 27 to 31 Working Days/ Class Days

---

Sessional Ex. I will commence during 3rd week of Feb.
H.S. Final Ex. will commence from 2nd week of Feb.
1, 8, 15, 22 - Sunday
17 Shiv-Ratri (HOLIDAY)
2 to 7, 9 to 14, 16, 18 to 21, 23 to 28 Working Days/ Class Days.

FEB 2015
S	M	T	W	Th	F	S
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

MAR 2015
S	M	T	W	Th	F	S
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				

1, 8, 15, 22, 29 Sunday
5 Holi (Dol Yatra) (HOLIDAY)
2 to 4, 6, 7, 9 to 14, 16 to 21, 23 to 28, 30,31 Working Days/ Class Days

---

Sessional Ex. II will be commence from 1st week of April.
5, 12, 19, 26 Sundays
3 Good Friday (HOLIDAY)
14 to 16 Bahag Bihu (HOLIDAYS)
1, 2, 4, 8 to 11, 13, 17, 18, 20 to 25, 27 to 30 Working Days/ Class Days.

APRIL 2015
S	M	T	W	Th	F	S
		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 2015
S	M	T	W	Th	F	S
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

End Semester Ex. will commence from 3rd week of May.
3, 10, 17, 24 - Sunday
1,2, 4 to 9, 11 to 16, 18 to 23, 25 to 31 Working Days/ Class Days

ANALYSIS OF STUDENTS' FEEDBACK: A SUMMARY
YEAR: 2014-15

Feedback from students and alumni is taken for the session 2014-15 to improve the teaching-learning process of the institute. In this regard, the present student feedback system adopts randomized sampling method, where 150 undergraduate level students and 40 alumni have been interviewed. As a tool of investigation, closed ended questionnaire is constructed using LIKERT scale method. The questionnaire for students basically encompasses five broad areas, e.g., assessment of teacher, assessment of administration, assessment of support system, assessment of library and assessment of basic requirements. In the similar manner, the questionnaire developed for alumni encompasses areas like overall development of college, student-teacher relation, cooperation to students, etc.

Key Highlights:

✓ The feedback reflects that teachers must give due importance on the areas of latest development in the subject, supply of relevant study materials, etc.
✓ The feedback suggests that the college office needs to be more cooperative with students to their needs.
✓ The library should procure sufficient books to accommodate students.
✓ Alumni feel that overall development of the college is satisfactory, but needs more attention in the areas like placement and support system 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 PRACTICES

Best practice – **1**

1. Title of the Practice

Clean and Pollution Free Campus

2. Goal

The practice targets to inculcate the value of cleanliness in the mind of student community to make the campus clean and pollution free. 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.

3. The Context

In the wake of global environmental degradation, the policymakers and environmentalists exert on the concept of sustainable development. In the broader periphery of sustainable development, protecting environment from further degradation is the basic goal.

4. The Practice

With an aim to create awareness about clean and green environment among the students, the college authority aims to organize programmes where emphasis is laid on full participation on the part of the students. The best time for the awareness programmes is the occasions like World Environment Day, Freshman Social, College Week, Independence Day, Republic Day, etc. Therefore, the authority looks forward to observe the occasions with a day long programme where speeches on cleanliness, green environment and sustainable development are delivered by the internal resource persons. Students are divided into groups and various tasks are assigned.

5. Evidence of Success

World Environmental Day was observed with the rest of the world putting emphasis on clean and green environment. On the occasion, not only the college campus was cleaned but also saplings were planted. Awareness programmes were also organised on the occasion of Independence Day. Speeches on cleanliness and green campus were delivered and students were divided into groups and assigned with various tasks.

6. Problems Encountered and Resources Required

The smooth functioning of the practice is constrained by a number of problems, some of which are worth mentioning below:

- Paucity of fund is the recurrent problem for smooth conduction of the programme. The organization of the programmes is mainly funded from college fund, which is raised through students' fees.
- Introduction of semester system has limited the scope for students and teachers due to tight academic schedule.

In view of the above problems the following resource are required:

a) The budgeted required amount for the programmes should be externally funded.

b) The physical infrastructure in terms of classroom should better develop to accommodate the classes, which are foregone in the name of the programmes.

7. Contact Details:
Name of the Principal   : Dr. Utchab Chandra Deka
Name of the Institution : Baosi Banikanta Kakati College, Nagaon
City   : Barpeta
Pin Code   : 781311
Accredited Status:
Work Phone   : -
Website   : www.bbkcollege.org
E-mail   : iqacbbkc@gmail.com
Mobile   : +919435913998

Best practice -2

1. Title of the Practice

Effective Teaching- Learning Process

2. Goal

The practice of Effective-Teaching Learning Process targets

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

3. The Context

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

4. The practice

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

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

5. Evidences of Success

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

6. Problems Encountered and Resources Required

The institute suffers from dearth of fund regarding fuller provision of some of the ICT applications in classroom teaching. Although UGC has extended their help, it is not sufficient enough to convert the practice in its ultimate realization. Moreover, the institute is deficient in terms of state-of-the art laboratories for the departments with such requirements.

7. Contact Details
Name of the Principal   : DR. U. C. Deka
Name of the Institution : Baosi Banikanta Kakati College
City   : Barpeta
Pin Code   : 781311
Accredited status   :
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