



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	BAOSI BANIKANTA KAKATI COLLEGE
• Name of the Head of the institution	DR. PRADIP DAS
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9435111624
• Mobile no	9435111624
• Registered e-mail	principalbbkc@gmail.com
• Alternate e-mail	pradipdas1965@gmail.com
• Address	Nagaon
• City/Town	Barpeta
• State/UT	Assam
• Pin Code	781311
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Gopal Kumar Sarma**
- Phone No. **7002974192**
- Alternate phone No. **9706366016**
- Mobile **7002974192**
- IQAC e-mail address **iqacbbkc@gmail.com**
- Alternate Email address **gopal101@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://bbkcollege.co.in/upload/aqar/1660918617.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://bbkcollege.co.in/upload/calendar/Academic%20Calendar%2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	68	2004	04/11/2004	03/11/2009
Cycle 2	B++	2.77	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

17/01/2004

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including publicity	Ministry of Minority Affairs, Government of India	2021	250000
Institutional 1	NGC	ASTEC	2020-21	5000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

* Took initiatives in starting M.A. in Assamese and accordingly 1st batch of students are enrolled for the academic year 2020-21. * Created an online education portal through the official website of

the college, which helped in continuing the teaching-learning process during and after the pandemic period. * Organized Workshop on "Awareness Campaign on Reproductive Health among the Adolescent Girls of Minority Community of Chenga Block, Barpeta District, Assam" in collaboration with the Department of Anthropology, Gauhati University, sponsored by Ministry of Minority Affairs, Govt. of India.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To organize workshops to sensitize girl students	Organized Workshop on "Awareness Campaign on Reproductive Health among the Adolescent Girls of Minority Community of Chenga Block, Barpeta District, Assam" in collaboration with the Department of Anthropology, Gauhati University, sponsored by Ministry of Minority Affairs, Govt. of India
To prepare the code of ethics for all Stake Holders	The IQAC has prepared the Code of Ethics for all the stake holders, namely, students, teachers, non-teaching staff and Principal of the college.
To conduct Covid Awareness Programmes	Covid Awareness Programmes were conducted by NSS & NCC
To create awareness about Environmental issues	The IQAC along with Eco-club of the college has observed World Habitat Day, Wildlife Week, World Animal day and has also organized online lecture on "Conservating Nature: A Case of Manas National Park". IQAC has also organized Plantation Programme on the occasion of 'Van Mahotsav' along with NSS and NCC Units of the college. International Science Day observed.
To integrate the use of ICT	The IQAC has organized trainings

Tools in effective Teaching Learning process in pandemic situation	sessions on the use of ICT for teachers and has developed online portal in the institutional website to continue with online mode of education.
To start PG Courses	PG in Assamese was introduced
To organize sessions on career	Webinar on "Changing Dynamics of Career" was organized
To Create awareness on "Swacchta" among students.	The IQAC has organized the Observance of "Swacchta Pakhwada."
To create awareness on use of Tobacco and its effects	World No Tobacco Day was observed, Training and Workshop on

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/03/2023

14. Whether institutional data submitted to AISHE

Part A

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• if yes, whether it is uploaded in the Institutional website Web link:	https://bbkcollege.co.in/upload/acalendar/Academic%20Calendar%202020-21.pdf				
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Institutional	NGC	ASTEC	2020-21	5000

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<ul style="list-style-type: none"> • If yes, mention the amount 			
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To start PG Courses	PG in Assamese was introduced
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Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	22/03/2022

15. Multidisciplinary / interdisciplinary

- In view of the growing importance of a multidisciplinary approach in higher education, the college is well aware of its need and subsequent implementation in academics. Although the institute offers different subject-centric courses independently, some core papers are multidisciplinary in nature and are taught by different departments. Moreover, different parent subjects

incorporate some papers of interdisciplinary nature. Besides, there is a mandatory provision of Skill Enhancement Courses (as required by CBCS) in every subject to cater to the holistic development of students.

The college also plans to introduce more add-on courses of multidisciplinary nature, conducting short-term programs, e.g. Yoga and Well being and Physical education and development of sports and cultural infrastructure.

16.Academic bank of credits (ABC):

Baosi Banikanta Kakati College as an affiliated institute of higher education under Gauhati University follows the framework for curriculum designing along with credits, an assessment system, and other aspects that developed by the affiliating University. As such, the College has a limited role regarding the introduction of the Academic Bank of Credit on its own. However, the college is open to accepting such proposals as and when instructed by the higher authority.

17.Skill development:

The college is located in socially deprived categories dominated rural settings and as such understands the need for skill development. Understanding the need for imparting skill education to the young generation, in its limited capacity the College has introduced two skill development courses under ASDM, Assam. These courses require internships and industry linkages to exposure of the students to technical aspects of the industry and make them industry ready. The College also runs certificate courses in Computer Application, Beautician and Kungfu. We may also mention about certificate course in Spoken English if we can manage the required matters. The students pursuing conventional courses are also given the opportunity of acquiring skills through the Skill Enhancement Courses (SEC) in different areas.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Understanding the importance of the Indian Knowledge System (IKS), at present the college in its limited capacity incorporates limited areas of the Indian Knowledge system pertaining to a few subjects such as Philosophy, Assamese, Hindi,

English, History, and Botany.

The college has established the Banikanta Memorial Centre in the name of renowned linguists and laureate Dr. Banikanta Kakati. Every year the institute observes the Death and Birth Day of Dr. Banikanta Kakati and on that day Banikanata Kakati Memorial Annual lecture has been organized by inviting renowned scholars of Assam.

The college also adopts a tribal-dominated village, namely Domorabowa, which is just a few meters away from the college, where most of the inhabitants are from the Bodo community. In the process of assimilation, the Bodo tribe of the village has less endowed with the richness of the Bodo language and in this backdrop, the college plans to conduct a spoken course on the Bodo language for the villagers and interested students of the college. The College has planned to initiate short-term/certificate online courses on language in the future.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Baosi Banikanta Kakati College is an institute of higher education affiliated to Gauhati University and follows the framework for curriculum designing along with credits, assessment system and other aspects that framed by Gauhati University. The Outcome Based Education requires restructuring the curriculum and assessment model, which is in its capacity of Gauhati University. Although the college has the limited capacity in this regard, the teachers in their respective classes innovate to make the classes more student-centric and try to engage the students in teaching-learning process even outside the classes in the form of peer education.

- ICT resources including audio-visuals are used to maximize the learning outcome.
- The students are given project work and are taken for field study to enhance their learning experience.
- Talks, seminars, and workshops are conducted to make learning more engaging.
- The department arranges for remedial and special classes according to the need.
- Feedback is taken from the students to identify their needs and to improve their performances.
- Student exchange programs are organized to create awareness and give students a diverse learning experience.
- Training is imparted to students on soft skills to increase

their chances of employability.

- The institution includes multiple ways of assessment integrated with teaching-learning process such as sessional tests, home assignments, discussions, seminars, quiz, etc.

20.Distance education/online education:

Baosi Banikanta Kakati College also facilitates distance education and provides UG and PG programs in Open Distance Learning (ODL) mode through Krishna Kanta Handiqui State Open University (KKHSOU). Students who cannot pursue higher education in regular mode due to varied reasons show interest in acquiring higher education through distance mode for their professional development and the KKHSOU Study Centre of the College caters to the needy ones. The College has a dedicated online education portal that enhances the teaching-learning process. Besides, the teachers use various platforms like Google Meet, Zoom, etc. for effective delivery of teaching.

Extended Profile

1.Programme

1.1	634
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1285
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	186
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	320
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	53
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	47
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	127.6 L
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution offers BA, BSc, and BCA courses at the Undergraduate level. It follows the curriculum set by the affiliating University, i.e., Gauhati University. Activities and engagements are planned keeping in mind the core values, vision, and mission of the institution. IQAC ensures the timely implementation and conduct of the activities.

Implementation and Delivery:

- At the start of a session, the institution designs a centralized routine keeping in mind the credit requirements of different courses and the availability of classrooms and laboratories.
- The college develops action plans for the effective implementation of the curriculum. The college has an Academic Committee, which conducts meetings with Heads of the Departments to develop various strategies for the effective implementation of the curriculum.
- The Academic Committee prepares an institutional academic calendar on the basis of the Academic Calendar of Gauhati University and prepares a class schedule.
- The course content is divided among the faculty members and the respective teachers prepare a teaching plan for the session.
- The departments maintain departmental diaries to keep track of the progress in the implementation of the curriculum.
- Teachers are encouraged to impart the curriculum through innovative teaching methods like seminars, assignments, dissertations, and project works and the use of ICT facilities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution always thrives to maintain its academic excellence and in this endeavor follows a well-designed blueprint for the

effective implementation of the curriculum considering a year-long schedule. Although the academic calendar is planned by affiliating universities in a macro perspective, the college customizes its activity as per the grounded reality and in accordance, it fixes dates for internal assessment and other co-curricular activities. The so-designed academic calendar is circulated among the departments and students officially.

The college adheres to the evaluation framework set by the Affiliating University.

The internal evaluation is based on a sessional examination, home assignments, seminars, and attendance.

A Sessional Examination Committee is formed to conduct the examinations centrally.

The committee collects question papers from the respective departments and prepares the required photocopies.

The committee conducts the examination, distributes the answer scripts to the respective departments and collects the mark list.

Retests are conducted for the absentees.

Internal marks are assigned on the basis of students' performances in Sessional test (10), Home Assignments (06) and Attendance (04).

The marks for attendance are allotted as follows:

76% -80% = 1

81% -85% = 2

86% -90% = 3

91 % and above = 4

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate

A. All of the above

in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

18

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

75

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

BBK College offers programs that cover cross-cutting issues relating to Gender, Human Values, Environment, and Sustainability. This is evident in the syllabus of social sciences taught in the institute. Issues relating to gender are given much importance both in the classroom and beyond. This is evident in the various programs conducted in matters of awareness and empowerment. As part of the curriculum, the department of English has a special paper on Women's Studies (ENG-HC-5026), the department of Philosophy offers courses on ethics (PHI-HE-3036 and PHI-HG-3016), the department of Political Science offers courses on Human Rights, Gender and Environment (POL-RG-5016), Human Rights (POL-HE-5016) and the Department of Economics offers courses on Environmental Economics (ECO-HE-6016), the Department of Education offers courses on Value and Peace Education (EDU-HE-5026), Women and Society (EDU-HE-5026) and Human Rights Education (EDU-HE-5036).

Issues relating to the environment are mandatorily covered in the 2nd Semester for students of all streams. The students also carry out projects involving field work related to Environmental Issues. The Women Cell takes an active part in gender sensitization and

women empowerment programs.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

47

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
File Description	Documents
URL for stakeholder feedback report	https://bbkcollege.co.in/upload/aqar/1684383985.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bbkcollege.co.in/upload/aqar/1684
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1285	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,	

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

186

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes initiative to assess the learning levels of students at the start of a session. Tests are conducted to identify the students as advanced learners and slow learners. Mentors are assigned to students at the departmental level. The students are oriented on the use of the college website where syllabus, previous year question papers, and study materials are to be found.

The academic and administrative information is disseminated through Whatsapp groups. E-books and study materials are also shared among the students by the faculty members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1285	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution adopts methods to maximize the learning outcome of the students.

- ICT resources including audio-visuals are used to make learning more interesting.
- The students are given project work and are taken for a field study to enhance their learning experience.
- Talks, seminars, and workshops are conducted to make learning more engaging.
- The department arranges for remedial and special classes according to the need.
- Feedback is taken from the students to identify their needs and to improve their performances.
- Student exchange programs are organized to create awareness and give students a diverse learning experience.
- Training is imparted to students on soft skills to increase their chances of employability.
- The institution includes multiple ways of assessment integrated with a teaching-learning process such as sessional tests, home assignments, discussions, seminars, quizzes, etc.
- Grievances regarding internal examinations are redressed at the departmental level.
- Feedback is collected from outgoing students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute caters to the needs of the students by offering facilities for effectiveness of the teaching and learning process. The teachers are encouraged to undergo training programs to enhance their knowledge regarding use of ICT to deliver effective lectures through use of ppts and use of online resources. The teaching methodology had to be completely changed at the beginning of the year 2020 as the teachers had to shift to online mode of education due to the pandemic. More than a thousand classes were

conducted during the pandemic period for the benefit of the students through the online portal of the college website (www.bbkcollege.co.in). Study materials and links to videos are provided to the students through the online portal. Faculty members also provide links of specific channels for students to learn through the portal and whatsapp groups as well. The institute also has mobile projectors to be used in classrooms when required for ppts and videos. The institute subscribes to NLIST and the teachers and students are equally trained on its use for better learning experience.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

14.66

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college adheres to the evaluation framework set by the Affiliating University.

The internal evaluation is based on a sessional examination, home assignments, seminars, and attendance.

A Sessional Examination Committee is formed to conduct the examinations centrally.

The committee designs a central routine for the examination.

The committee collects question papers from the respective departments and prepares the required photocopies.

The committee conducts the examination, distributes the answer scripts to the respective departments, and collects the mark list.

Retests are conducted for the absentees.

Evaluated scripts are shown to the students and their weaknesses are discussed.

Internal marks are assigned on the basis of students' performances in the Sessional test (10), Home Assignments (06), and Attendance (04).

The marks for attendance are allotted as follows:

76% -80% = 1

81% -85% = 2

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File Description	Documents
Any additional information	View File
Link for additional information	https://bbkcollege.co.in/exam.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

To make internal examination process transparent, time-bound and

efficient, an internal examination board is constituted to supervise the internal examinations which are held by the individual departments as per the routine prepared centrally by the Examination Board. After evaluation, the answer scripts of internal examination are shown to the examinees. If any grievance of student is found, that is resolved immediately.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The different departments of the institution prepare programs and course outcomes and display them on the official website of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://bbkcollege.co.in/upload/agar/1659023405.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcome and Course Outcome are communicated to the students by respective departments in the formal way of the discussion in the classroom and departmental Notice Board. The faculty provides home assignment and assigns seminar to each student, conducts periodical tests, sessional examinations, group discussion, quiz, projects, field study in order to assess Programme Outcome and Course outcomes attained by each students. Practical Assessment/ External Assessment: To evaluate levels of attainment of Programme Outcome and Course outcomes by each student, external experts are invited in case of practical examination and project works. End semester Examination : Being a constituent college of Gauhati University, the students of this College are required to take examinations through which the

institution measures Programme Outcome based on the course attainment level fixed by the programme. Result Analysis: At the end of each semester, result analysis of each course is carried out and calculating the percentage of students falling in different categories of GPA/CGPA obtained.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

194

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://bbkcollege.co.in/upload/agar/1683821525.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.05

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution adopts methods to maximize the learning outcome of

the students and has taken initiatives for creation and transfer of knowledge. Some of the methods adopted are as follows:

- ICT resources including audio-visuals are used to make learning more interesting.
- The students are given project work and are taken for a field study to enhance their learning experience.
- Talks, seminars, and workshops are conducted to make learning more engaging.
- The department arranges for remedial and special classes according to the need.
- Feedback is taken from the students to identify their needs and to improve their performances.
- Student exchange programs are organized to create awareness and give students a diverse learning experience.
- Training is imparted to students on soft skills to increase their chances of employability.
- The institution includes multiple ways of assessment integrated with a teaching-learning process such as sessional tests, home assignments, discussions, seminars, quizzes, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
0	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
10	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
11	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The covid period posed a hindrance in conducting extension activities both on and off campus, however, several activities were conducted after the partial reopening of classes. The Department of Anthropology organized an Awareness Programme on "Reproductive Health of Adolescent Girls of Minority Community under Chenga Block" funded by ICMR and sponsored by the Ministry of Minority Affairs, Govt. of India.

The teacher's unit of the college took a humble initiative to distribute food and clothing among the flood-affected victims in Bhagerpar.

During the lockdown period, as per the request of the Govt. of Assam, each teacher provided food and amenities to 10 or more families.

The faculty members also contributed 2 days' salary to the Chief Minister's fund, which was then used to tackle the situation as a result of the pandemic.

The NCC Unit of the college also took the initiative to distribute masks, gloves, and sanitizers among the public in Nagaon Bazar.

The Women's cell organized an awareness camp in Batgaon on the 8th of March, 2021 to sensitize women on "Physical and Mental Health issues, Need for Education among women, Gender Equity, Early marriage issues, and Cleanliness".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

279

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
2	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
The institution ensures that there is sufficient physical infrastructure available to support the rising enrolment of students in various departments. The Academic Council anticipates	

all needs for classrooms, laboratories, furniture, and other equipment to enable the smooth functioning of the academic environment. ICT tools such as projectors, computers, and interactive boards are utilized on the campus to enhance the experience of the teaching-learning process. The ICT-enabled room is utilized for a better learning process. The institution has a computer lab in the Department of Computer Science. The lab is also used by students opting for certificate courses in Computer Science. The college also has Wi-Fi facilities on the campus to facilitate the teaching-learning process. Online learning resources and links are also provided to the students through the official college website and WhatsApp groups. The Department of English has a language lab for students to improve their communication skills. The Departments of Botany, Zoology, Chemistry, Physics, and Anthropology have their respective laboratories. The usage and maintenance policy of the physical facilities is available on the institutional website.

The institution ensures that the physical infrastructure is available in sufficient quantities and is used to its full potential.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has facilities for both outdoor and indoor sports facilities, though there is a scope for more. There is adequate space in the college premises to conduct games like football, cricket, volleyball, and kabaddi. There is also a basketball court on the college premise. Sports equipment is also available for students. The institution gives importance to extra-curricular activities and therefore organizes sports, games, and cultural activities annually. There is also an indoor stadium for badminton and other games. Self-defense classes are conducted both in the indoor stadium and in the field. Yoga classes are held in the stadium. The boys' common room is also used for playing minor games like carom on a daily basis during leisure. There are also large halls that are used for functions and for organizing activities like dancing, singing, quiz, and debate competitions.

Facilities for carom are also available in the boys' and girls' hostels.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

99.12 L

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has a sophisticated Library and Information Centre comprising an area of 2795 sq feet accommodating a seating capacity of more than 50. From the day of its establishment till date, the library has acquired more than 23000 books, periodicals & other resources. The library was partially automated in 2015 using the ILMS software SOUL2.0, but as the area is prone to heavy flooding, during the lockdown period, due to some unknown electric or technical glitches, we lost the databases and the server. The process for database recovery is being operated. For automation purposes, all the library books are pasted with barcode stickers. using handheld barcode reader library operation was partially automated through SOUL 2.0

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.37 L

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

17.48

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

To enhance the teaching learning experience of students & teachers, the institute takes initiatives to facilitate the use of ICT which is updated time to time. The institute is equipped with ICT enable classroom with interactive board and projectors and also have the provision for use of portable projectors and screen. During the COVID 19 Lockdown, as the physical mode of teaching learning was not possible, the college continued the uninterrupted education through Online portal of the college and other cloud based media, platform like Google Meet, Zoom etc. The College is planning to increase the number of dedicated ICT classroom with digital interactive screen and hifi sound systems. Previously the college Library was fully automated using ILMS software SOUL 2.0. But as the server crashed due to flood, the college is taking necessary action to recover the system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers	
45	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File
4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
2.47 L	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
The institute has a detailed policy document with established systems and procedures with a transparent approach aiming to achieve optimal usage of the physical, academic, and support facilities provided by the institute. The "Handbook of	

Institutional Usage & Maintenance Policy" is uploaded to the institutional website.

The Campus Management Committee is solely responsible for the management and maintenance of the college campus. The Principal is the Chairperson of the Committee. The committee time to time monitors the different aspects of the college and if some issues are observed by the committee or intimated to the committee, a meeting is called by the Convener of the Committee for further necessary action.

The day-to-day cleanliness of the campus is done by a contractual worker.

Maintenance of all facilities and cleanliness of the environment in the boy's and women's hostels is maintained internally.

Outsourcing is done for the maintenance and repair of IT infrastructure such as computers, and internet facilities including Wi-Fi and broadband.

The maintenance of the reading room and stock verification of library books is regularly performed by library staff under the guidance of the Library Committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

445

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://bbkcollege.co.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
68	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
68	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

36

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

7

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college follows Lyngdoh Commission guidelines to elect a student council, referred to as BKK College Students' Union. Student representatives are elected for the following portfolios:

1. President
2. Vice-President
3. General Secretary
4. Assistant General Secretary
5. Major Games Secretary
6. Minor Games Secretary
7. Magazine Secretary
8. Debate and Symposium Secretary
9. Boys' Common Room Secretary
10. Girls' Common Room Secretary

The secretaries become an integral part of the college as they are actively involved in activities related to the students. Their role is to work for the greater interest of the student community. They take an active part in organizing the following events/ activities:

1. Annual College Week
2. Freshers Day Celebrations
3. Saraswati Puja
4. Fateha
5. International Yoga Day
6. College Foundation Day (25th July)
7. Field trip related to Environmental Studies
8. Plantation Drives
9. Publication of College Magazine
10. Celebration of Independence and Republic Day

The student body takes an active part in curbing the menace of ragging, maintaining discipline within the campus, and also in activities such as cleanliness drives, plantation drives, awareness campaigns, etc in collaboration with NCC and NSS unit of the college. The union body also collaborates with the respective faculty members to identify students for participation in inter-college sports competitions. The president of the body is a member of IQAC and hence takes an active part in implementing decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The registration of Alumni Association is under process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution's governance reflects strong leadership that is in line with the college's vision and mission. By upholding the highest standards, Baosi Banikanta Kakati College is dedicated to its vision statement, "To uplift knowledge, skill, and morals of the young generation for an equitable and advanced society". The college aims at fulfilling the mission of achieving excellence in higher education by incorporating new inputs and techniques, imparting skill-based and career-oriented learning, promoting students' physical, cultural, and moral development, and working for inclusive education of women and backward rural communities.

The objective is to ensure democratization in its day-to-day administration towards enactment of policies and implementation of actions, of academic quality, extension activities, and innovation. Every stakeholder in the institution actively participates in its administration, the institution's governing body, which consists of the principal, GU Nominee, representatives from the local community, stakeholder groups, teaching and non-teaching staff, and other staff members, makes decisions. When

necessary, various committees are created to oversee various activities. Each HoD is actively involved in academic committees and issues. Additionally, other committees made up of faculty members oversee the execution of administrative and other significant events.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/mission.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body of the institution constituted of representatives from the locality, stakeholders, teaching and non-teaching staff, GU Nominee, and the Principal, is the decision-making entity. However, the day-to-day functioning of the college is managed and overseen by the Principal. Different committees are formed to manage different activities when the need arises. All the HoDs are involved in academic committees and matters. Besides, administrative and other important functions are also performed based on the discussion made out of the type of committees that constitutes staff.

As a part of the decentralization and participative management practice, the student members were inducted into different functioning bodies of the college such as the Students' Union, RUSA, IQAC, Grievance and Redressal Cell, Alumni Association, etc. The President of the Students' Union also entrusted the role of President of Annual Prize Day. To strengthen participative management practices, faculty members are appointed as in-charges of the different portfolios to guide the secretaries of the Students' Union Body. The secretaries get to work right from the day of taking the oath. They become an integral part of the college as they are actively involved in activities related to the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has its perspective plan for improving the quality of higher education. The college authority solicits diverse suggestions for framing perspective plans in line with the vision and mission of the college and which, is subsequently approved in the GB of the college. The organizational key components for framing such plans include GB, principals, HODs, and teaching and non-teaching staff. Once the perspective plan is framed, the Principal is entrusted to develop an annual strategic plan for its effective deployment. The institutional strategic plan covers the area of academic quality assurance, financial strategies, recruitment policy, procurement policy, etc.

The procurement and construction committee discusses the different identified areas of intervention and executes once it is financially viable. For the development of physical infrastructure, various funding agencies are approached from time to time. The RUSA grant 2.0 is such an example. The recruitment strategy of the college is carried out as per guidelines of UGC and DHE, Assam. The institution also resorts to contractual hiring when the vacant sanctioned posts were not filled in time and are inadequate. It depends on the internal financial capacity of the college. The institutional promotional policy is deployed in accordance with the guidelines of DHE and UGC through PBAS and API.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bbkcollege.co.in/upload/iqac_file/1685072824.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has strategies for resource mobilization and its optimal utilization. The prime source of funds for the college is Government grants, which comprise State Government Funds in various heads of accounts, such as funds from RUSA, reimbursement

of admission fees, Salary grants, Hostel fees, funding for NCC and NSS, etc. Besides, the college also generates financial resources internally by leasing out its existing ponds.

Funds generated from the above sources are used for the overall development of the institution. Funds received from Government sources are allocated in accordance with the stated purpose as indicated in sanction letters. The construction committee of the college keeps vigilance of the progress of work and its utilization. Salary grants are disbursed monthly through online disbursement mode. The grants for various types of scholarship are disbursed by the granting authority once it is verified and approved by the college authority. Similarly, funds earmarked for NSS and NCC are utilized for different programs of NCC and NSS conducted in a year.

Funds allocation for the Students Union Body is utilized for the conduction of Freshman Social and Annual College Week. Besides, funds are also utilized for procuring library resources, sports equipment, electricity bill payments, payment for hostel staff, campus maintenance, etc.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://bbkcollege.co.in/upload/aqar/1684689741.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Baosi Banikanta Kakati College has various welfare measures for teaching and non-teaching staff to uplift and boost their capacities. The college always encourages and provides opportunities for the professional development of teaching and non-teaching staff. Some of the measures are as follows:

- The authority of the college grants different types of leaves as per the UGC and Govt. rules. Some of these are casual leave, duty leave, earned leave, maternity leave, medical leave, etc.
- Skill enhancement programmes, like the use of ICT, are organized for both teaching and non-teaching staff.
- There is a child-care centre within the campus.
- Sikshak Sanchay Sahayika, a mutual savings and credit organization is available for the benefit of faculty members.
- A photocopying centre is available at cheap rates
- Adequate provisions are made for taking online classes through the institute portal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college strictly adheres to the guidelines laid down by the University Grants Commission (UGC) and the Department of Higher Education (DHE), Government of Assam for the timely promotion of the employees.

A teacher can apply for promotion to the next level under Career Advancement Scheme (CAS) once he completes the required years of experience. The teacher needs to fill up the information sought in the PBAS proforma for each year separately along with all the supporting documents for the period under consideration.

The assessment is based on the performance of three important categories- teaching-learning and evaluation; co-curricular, extension, and professional development activities; and, research, publication, and academic contribution.

The Principal of the college forwards the promotion file to the IQAC, which conducts screening of the documents, and approves if the teacher scores above the minimum prescribed API in each category, and then the candidate has to appear before DPC. The recommendations of the DPC are forwarded to the college GB for due approval and subsequently forwarded to the DHE for necessary approval.

The non-teaching employees are also to submit a self-appraisal report in a standard format provided by the college, which is subsequently sent to the DHE for necessary approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Baosi Banikanta Kakati College conducts internal and external financial audits on a regular basis. An internal audit of the college is conducted by a CA appointed as per the resolution of the Governing Body of the college. The CA verifies all the original documents of sources of income and expenditures comprising receipt books, letters of grants, vouchers, ledgers, cash books, bank passbooks, etc. in the presence of the Principal and Accountant and submits the report to the Principal, which is subsequently placed before the G.B. for approval.

External Audit is an independent verification of overall transactions throughout a financial year and is conducted by the duly appointed government auditors by the Office of the Accountant General, Govt. of Assam the competent authority. The appointed auditors check all the original Grants Release Letters, Original Receipts and Payment details, Voucher of all transactions, Ledgers, Cash Book, Bank Passbooks, etc.

In case of any doubt and discrepancies, the auditor places the matter before the Principal and it is discussed with the Accountant and Principal, which in turn clarifies on the basis of supporting documents.

After proper verification, a report is prepared, which comprises suggestions as well as objections. The objections raised by the Auditor were met by providing relevant documents.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has strategies for resource mobilization and its optimal utilization. The prime source of funds for the college is Government grants, which comprise State Government Funds in various heads of accounts, such as funds from RUSA, reimbursement of admission fees, Salary grants, Hostel fees, funding for NCC and NSS, etc. Besides, the college also generates financial resources internally by leasing out its existing ponds.

Funds generated from the above sources are used for the overall development of the institution. Funds received from Government sources are allocated in accordance with the stated purpose as indicated in sanction letters. The construction committee of the college keeps vigilance of the progress of work and its utilization. Salary grants are disbursed monthly through online disbursement mode. The grants for various types of scholarship are disbursed by the granting authority once it is verified and approved by the college authority. Similarly, funds earmarked for NSS and NCC are utilized for different programs of NCC and NSS conducted in a year.

Fund allocation for the Students Union Body is utilized for the conduction of Freshman Social and Annual College Week. Besides, funds are also utilized for procuring library resources, sports equipment, electricity bill payments, payment for hostel staff, campus maintenance, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC prepares a quality assurance strategy in line with the mission and vision statement of the college and, is also based on seven criteria of NAAC assessment. Quality assurance strategies are initiated by consulting the departments and existing cells of the college. It is institutionalized by organizing an orientation program on the plans and strategies and subsequently necessary cells and committees are formed for institutionalizing the plans.

Among the wide range of initiatives, the following quality improvement strategies are worth mentioning.

1. The IQAC of the college played a key role in the conduction of online classes during the pandemic period. IQAC oriented the entire faculty member on the use of ICT tools for better delivery of teaching-learning and accordingly, classes are delivered.
2. Feeling the need for the use of ICT not only in academics but also in the management of the office, the IQAC of the college installed an online automation portal through the official website of the college. The portal facilitates online classes and also acts as a repository of online reading materials. Besides, the online admission process has also been done through the portal.
3. The conduction of workshops on Adolescent Health and webinars are also considered as a significant contribution of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC of the college constantly reviews its teaching-learning process and adopts necessary steps to improve the quality of teaching-learning. The followings are the important initiatives taken to boost the teaching-learning mechanism:

1) **Orientation program (OP) for students:** At the beginning of the academic session OP for students is conducted by each department. The program helps the students to acquaint themselves with the program of study, which covers a brief introduction to the program and its future benefit in their career, the structure of the syllabus, internal and external assessment mechanism, etc.

2) **Feedback on teaching-learning:** To improve the quality of teaching-learning feedback is taken from students, teachers, and parents. The input from feedback is analyzed and discussed in the academic committee meeting, where the area of intervention is identified and submitted to the Principal of the college for necessary implementation.

3) **Review on Course Progression:** A review of course progression is conducted by the departments in its departmental meeting. In case, the course is not completed in time, the department suggests teacher-in-charge to complete it at the earliest by taking additional classes. In case, the class completion is hindered due to the shortage of TLM, the matter is placed before the Principal.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/upload/aqar/1684383985.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international

B. Any 3 of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	https://bbkcollege.co.in/upload/iqac_file/1686128214.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Gender equity and sensitization have been taught in accordance with the university's officially stated curriculum because the institution is a part of Gauhati University. For instance, the departments of Political Science, Education, and English offer various courses on Women's Studies, including Women's Power and Politics and Human Rights, Women, and Society, and Women's Writing respectively. The college has a Women's Cell that deals with various issues in order to raise awareness about women's safety and security as well as work toward women's welfare and empowerment. CCTVs are installed in every corner of the institution in order to ensure women's security. Girl's Hostel, Girl's Common Room, separate washrooms, and Day Care Centre are also accessible within the college campus.</p> <p>The institution promotes gender equity & sensitization through co-curricular activities. A workshop on "Awareness Campaign on Reproductive Health Among the Adolescent Girls of Minority Community of Chenga Block, Barpeta, Assam" sponsored by the Ministry of Minority Affairs, Government of India was held on February 12th and 13th, 2021 deserves a special mention in this context. The women's cell of the college has organized an awareness program on issues like cleanliness, gender equity, and physical and mental health.</p>	

File Description	Documents
Annual gender sensitization action plan	https://bbkcollege.co.in/upload/igac_file/1685076746.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bbkcollege.co.in/upload/cell/1684867305.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Baosi Banikanta Kakati College understands its obligation to dispose of garbage created on campus responsibly. In many ways, the institution takes active steps to make the campus waste-free.

A vermicompost pit is constructed in the college where biodegradable wastes are collected to aid in the disposal of biodegradable waste. Gardening makes use of compost that has accumulated over time. On campus, there are separate dumpsters for biodegradable and non-biodegradable solid garbage. Green bins are for wet and biodegradable garbage, whereas blue bins are for plastic wrappers and non-biodegradable waste. These wastes are gathered in dustbins and appropriately disposed of. Once filled, biodegradable trash is placed in the concrete pit for compost formation.

The drainage system for managing liquid waste is effectively operational.

The liquid wastewater produced in the restrooms, canteens, and hostels flows through conventional sewers and is absorbed halfway in the soil.

Biochemical waste created by laboratory research is carefully disposed of in a biochemical waste disposal facility.

An E-waste facility is available for the safe storage of E-waste generated on college premises.

No hazardous chemicals and radioactive waste are created.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

BBK College takes efforts to promote inclusivity and tolerance towards cultural, regional, linguistic, communal, socioeconomic, and other diversities in various forms.

The institute implements policies and procedures that promote inclusivity and equity in all areas of campus life, including admissions.

The College organizes a cultural rally every year. The event provides an opportunity for students to learn about different cultures and to celebrate diversity. However, in the year 2020-21, due to the pandemic, the event had to be cancelled.

The College provides support to students from marginalized groups. This support includes doing the needful so that the students belonging Minority Community, Scheduled Castes and Scheduled Tribes, etc. can avail Govt. Scholarships.

The College has a student council with members from various communities. The NSS, NCC, Eco-Club, etc. has students of various cultural and religious background. This helps to promote diversity and inclusion by providing a space for students to connect with others from different backgrounds and to learn about different cultures.

The anti-ragging policies are adopted to ensure that all students feel safe and welcome on campus.

https://bbkcollege.co.in/anti_ragging.php

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution strongly takes initiatives to inculcate values that would help our students to be responsible citizens. As reflected in the constitution of India. The institution recognizes the importance of nurturing students who are not only academically sound but also socially responsible.

To achieve this, the institution has a range of activities that aim to promote and encourage responsible citizenship. These activities include community service, awareness campaigns, workshops, and seminars. The institution encourages students to participate in community service projects that involve working with marginalized communities, promoting environmental sustainability, and supporting social causes.

The institution also organizes awareness campaigns on issues such as gender equality, human rights, and civic responsibilities. These campaigns are designed to educate students on their rights and responsibilities as citizens of India and to promote a culture of respect and inclusivity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bbkcollege.co.in/upload/igac_activities/1684866016.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website

C. Any 2 of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution actively celebrates and organizes national and international commemorative days, events, and festivals throughout the year. The institution recognizes the importance of these events in promoting cultural diversity, social harmony, and global understanding among its students and staff.

The institution's calendar of events is packed with a range of activities that reflect the diversity of its student body and the wider community. These events include cultural festivals, sports tournaments, and musical performances.

The institution celebrates national and international commemorative days such as International Women's Day, Earth Day, World Environment Day, Teachers' Day, and International Yoga Day to name a few. Students and staff come together to organize events and activities that highlight the significance of these days and raise awareness on important issues.

The institution's efforts in organizing these events are commendable. They involve interdisciplinary collaborations, community partnerships, and engagement with experts and stakeholders to ensure the events are well-planned and executed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice: 1

Title: Implementation of ICT in Teaching-Learning Management

Objectives:

- Use of ICT to enhance teaching-learning system.
- To provide support to students beyond the regular mode of teaching-learning process.
- To facilitate student-centric services with the use of ICT

The Context

Nowadays, information and communication technology (ICT) has an immense role in different fields of activities and teaching-learning is not an exception to it. Understanding its importance in the effective teaching-learning process, the academic authorities of the country urge for use of ICT in teaching-learning at all levels of education. As an institution of higher education, the college makes an effort to give exposure to students & teachers to ICT-based teaching-learning tools.

The Practice

- Enabling college automation, online enrolment, pre-examination work, etc.
- Publication of information through the college website.
- Use of ICT in classroom education.
- Online education through college portal.
- Relatively less time spent on academic and administrative matters.

- Increasing engagement of teachers in conducting online classes.
- Supply of online educational resources by teachers.

Problems Encountered and Resources Required

- A majority of students lack technical knowledge.
- Insufficient teaching and non-teaching staff.
- Financial constraints to appoint staff on a contractual basis.
- Lack of physical infrastructure for setting up more ICT-enabled classrooms.

File Description	Documents
Best practices in the Institutional website	http://bbkcollege.co.in/upload/bestpractices/1681808559.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctive Practice: Capacity Enhancement

Response: Baosi Banikanta Kakati College is an institute of higher education established in a rural setting in 1971 with a vision "to uplift knowledge, skill and morals of young generation for an equitable and advanced society". In addition, the institute envisaged to promote physical, cultural and moral development of the students and always work for inclusive education and especially for participation of women and backward rural communities in higher education. In line with its mission and vision, the college tries to enhance capacity building through the following practices:

1. **For teaching staff:** The college always encourages all the faculty members to enhance their capacity through participation in conference, seminar and FDP like RC, OC and STC. Apart from that faculty members are also encouraged to conduct such programmes in the college.
2. **For Non-teaching staff:** Training programme on use of ICT in office management is conducted to upgrade the knowledge and

skills of non-teaching staff for smooth functioning of the office.

For students: The institute conducts career related programmes for students to enhance their capacity. Besides different awareness programme and coaching on extra-curricular activities are provided to students for enhancing knowledge and capacity.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

7.3.2 - Plan of action for the next academic year

The future plans of action for the next academic session are as follows:

1. To strengthen the online teaching-learning portal of the college.
2. To organize Student Induction Programme.
3. To conduct more webinars/seminars/workshops for the benefit of students.
4. To undertake activities related to environmental awareness and protection.
5. To initiate steps for preventing the COVID-19 pandemic.
6. To motivate students for participating in national/state-level events.
7. To conduct career-related programs on competitive examinations.
8. To conduct more extension activities through NCC and NSS.
9. To organize Banikanta Kakati Memorial Lecture.
10. To augment alternate energy sources.
11. To conduct Academic and Administrative audits and Green audits.
12. To take initiative for the celebration of the Golden Jubilee of the college.
13. Timely submission of AQAR and AISHE.