



YEARLY STATUS REPORT - 2022-2023

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/1710740738.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%202022-23.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
NIL	NIL	NIL	NIL	0

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	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • Augmentation of ICT facilities for teaching learning. • Introduction of certificate courses by the college. • Initiative towards fostering collaborative knowledge. • IQAC has undertaken a series of initiatives to instil environmental values and ethics within the college's staff and student body. • IQAC has orchestrated various cultural and educational events. This encompasses a dance competition as part of the "Azadi Ka Amrit Mahotsav" celebration, commemorating World Literacy Day, and participating in Students' Day celebrations. • The IQAC of the college has fostered cultural exchange through a collaborative program with Mushalpur College and organized an insightful field trip to the Brahmaputra Char (river island) in association with Prof. Zoja Karanovic and Dragana Ratcovic from the University of Novi Sad, Serbia. 		
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 strengthen online teaching-learning portal of the college.	The existing college online education system has been upgraded and actively used during pandemic period.
To organize Student Induction Programme.	Student Induction Programme has been organized.
To conduct more webinar/seminar/workshop for the benefit of students	Webinar and workshops were conducted in both online and offline mode. Additionally, Alumni lecture series also organized in online mode.
To undertake activities related to environmental awareness and protection.	Activities related to environmental awareness and protection has been undertaken.
To motivate students for participating in national/state level events.	Students participated in both national and district level competitions.
To conduct career related programmes on competitive examinations.	Students participated in two career related webinar on competitive examinations.
To conduct Academic and Administrative audit and Green	Academic and Administrative Audit conducted.
To conduct more extension activities through NCC and NSS.	NCC and NSS of the college has conducted different extension activities including COVID awareness programme.
To organize Banikanta Kakati Memorial Lecture.	The college has organized Baosi Banikanta Kakati Memorial lecture and celebrated College Foundation Day. Additionally, the Golden Jubilee also celebrated in the college.
To augment alternate energy sources	Measures initiated by the institution for efficient use of energy along with augmentation of alternate energy sources.
13. Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	11/09/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	18/03/2024
15. Multidisciplinary / interdisciplinary	
<p>In view of growing importance of 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 of multidisciplinary in nature, which are taught by different departments. Moreover, different parent subjects incorporate some papers of interdisciplinary nature. Besides, there is 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, conduction of short-term programmes, e.g. Yoga and Well being and Physical education and development of sports and cultural infrastructure.</p>	
16. Academic bank of credits (ABC):	
<p>Baosi Banikanta Kakati College as an affiliated institute of higher education under Gauhati University follows the framework for curriculum designing along with credits, assessment system and other aspects that developed by the affiliating University. As such, the College has limited role regarding introduction of Academic Bank of Credit on its own. However, the college is open to accept such proposal as and when instructed by the higher authority.</p>	
17. Skill development:	
<p>The college is located in a socially deprived categories dominated rural setting 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 course under ASDM, Assam. These</p>	

courses require internships and industry linkages for exposure of the students to technical aspects of the industry and making 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 skill through the Skill Enhancement Courses (SEC) in different areas.

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

Baosi Banikanta Kakati College takes steps to use Indian Languages in its teaching-learning process. The institute adopts the local language, i.e. Assamese as medium of instruction in addition to English language in both UG and HS courses. Apart from that Hindi language is also used as a medium of instruction in the Department of Hindi at UG and HS level. The college organises literary competition, debates on the language and other issues where students can participate and get benefitted. Understanding the importance of Indian Knowledge System (IKS), at present the college in its limited capacity incorporates limited areas of Indian Knowledge system pertaining to a few subjects such Philosophy, Assamese, Hindi, English, History and Botany. The college has established 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 few meters away from the college, where most of inhabitants are from 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 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.

20.Distance education/online education:

Baosi Banikanta Kakati College also facilitates distance education and provides UG and PG programmes 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 reason 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 which 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	1246
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	774
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	328
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	55
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	23
Total number of Classrooms and Seminar halls	
4.2	203.88657.93
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
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

Baosi Banikanta Kakati College, as an affiliated institution of

Gauhati University, strictly adhere to its curriculum framework. At the undergraduate level, the college offers BA, BSc, and BCA courses, while also providing postgraduate studies in Assamese.

The approach to curriculum delivery is meticulously structured and documented, echoing the core values, vision, and mission of the college. Each academic session commences with a centralized routine devised by the Routine Committee. The routine takes into account the credit requirements of diverse courses, as well as the availability of classrooms and laboratories. Collaborating closely with Department Heads, the Academic Committee devises effective strategies for curriculum implementation. The IQAC collaborates with the Academic Committee to formulate the institutional academic calendar and class schedules, ensuring alignment with Gauhati University's academic timeline. Innovative teaching methods, including seminars, assignments, dissertations, projects, and ICT tools are employed by teachers for the effective delivery of the curriculum. To facilitate students' adaptation to the college environment, a comprehensive Student Induction Programme is organized at the commencement of each session. Moreover, opportunities such as project work and field studies are integrated into the curriculum to enrich the student's learning experiences. The Examination Committee diligently oversees both internal and external evaluation processes to maintain academic integrity and standards.

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

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

The institution is committed to upholding its academic excellence. To achieve this, it meticulously follows a well-designed plan for the effective implementation of its curriculum throughout the year. While the academic calendar is provided by the affiliating university from a broader perspective, the college adapts its activities to suit the specific needs, setting dates for internal assessments and other co-curricular activities accordingly.

The college strictly adheres to the evaluation framework established by the Affiliating University, conducting internal evaluations based

on sessional examinations, home assignments, seminars, and attendance records. A dedicated Sessional Examination Committee is appointed to centrally manage these examinations. The committee is responsible for creating a comprehensive examination schedule, collecting question papers from various departments, and producing necessary photocopies.

Additionally, the committee oversees the entire examination process, from conducting the exams to distributing answer scripts to the relevant departments and collecting the mark list of internal evaluations from all the departments. To accommodate absentees, retests are organized. The evaluated scripts are made available for students to review, allowing for discussions on their areas of weakness and opportunities for improvement. Internal marks are allocated based on students' performance in sessional tests (10), home assignments (06), and attendance (04), ensuring a thorough and fair evaluation process.

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

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above 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	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

4

File Description	Documents
Any additional information	View File
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

133

File Description	Documents
Any additional information	View File
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 provides comprehensive programs that encompass a range of cross-cutting issues, including Gender, Human Values, Environment, and Sustainability. These themes are interwoven into the curriculum of humanities and social sciences, not only within the classroom but also in various awareness and empowerment initiatives.

For instance, the Department of English offers a dedicated paper on Women Studies (ENG-HC-5026), the Department of Philosophy provides courses on ethics (PHI-HE-3036 and PHI-HG-3016), the Department of Political Science offers courses addressing Human Rights, Gender, and Environment (POL-RG-5016), Human Rights (POL-HE-5016), and the Department of Economics includes courses on Environmental Economics (ECO-HE-6016). Furthermore, the Department of Education offers courses on Value and Peace Education (EDU-HE-5026), Women and Society (EDUHE-5026), and Human Rights Education (EDU-HE-5036).

Environmental Studies is mandatory in the 2nd Semester for the students of both Arts and Science. Students actively engage in projects that involve fieldwork related to environmental issues. Additionally, the Women Cell plays an active role in gender sensitization and women empowerment programs, underscoring the college's commitment to these important societal issues.

File Description	Documents
Any additional information	No File Uploaded
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

19

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

435

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://bbkcollege.co.in/upload/igac_file/1699329860.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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bbkcollege.co.in/feedback_report.php

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

1246

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

139

File Description	Documents
Any additional information	No File Uploaded
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 proactively assesses students' learning levels at the beginning of each session, acknowledging their diverse academic backgrounds and capabilities. It then takes measures to address varying levels of academic attention. During the student induction

program at the start of the academic session, newly admitted students are familiarized with the course and college guidelines. After admission to the first semester and allocation of honors subjects, each department provides orientation to students regarding the programs. Students are offered remedial measures based on their performance in the last qualifying examination, classroom participation, and unit and sessional tests. Departments tailor strategies to meet the specific needs of categorized students. Extra classes are arranged for students with slower learning paces, subject to classroom availability. They are also encouraged to utilize library resources and suitable online materials. Advanced learners receive access to advanced learning resources, both printed and online. They are advised to practice answering previous year's questions to enhance conceptual understanding and writing skills. Mentors are assigned to students at the departmental level, guiding them in utilizing the college website for accessing syllabi, previous year question papers, and study materials. Academic and administrative information is communicated through designated WhatsApp groups and the college website. Additionally, the college offers additional certificate courses and provisions for extracurricular activities, recognizing the diversity of its student body.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/upload/igac_file/1713948003.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1246	55

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 outcomes 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 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 programmes are organized to create awareness and to 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 test, home assignments, discussions, seminars, quiz, 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	NA

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 ICT facilities for the effectiveness of the teaching and learning process. The teachers are encouraged to undergo training programs to enhance their knowledge regarding the use of ICT to deliver effective lectures through the use of PowerPoint presentations and use of online resources. Online mode of teaching-learning was introduced first in 2020 due to the pandemic. The college has an online education portal where study materials and links to videos are provided to the students through the online portal. Faculty members also provide links to 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 teaching and learning. Besides interactive televisions will be procured for more effective teaching-learning.

The institute subscribes to NLIST and the teachers and students are equally trained on its use for better learning experience. A plethora of online educational resources are accessed through the NLIST institutional membership.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

55

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

17

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

763

File Description	Documents
Any additional information	View File
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 strictly follows the evaluation framework established by the affiliating University. Within the CBCS system, the evaluation process is categorised into internal and external assessments. The allocation of weightage between these two components stands at 20% and 80% respectively. Internal assessment encompasses sessional examinations, home assignments, seminars, and attendance. The distribution of marks for these components is as follows: sessional tests carry 10 marks, home assignments contribute 6 marks, and attendance accounts for 4 marks, resulting in a cumulative total of 20 marks.

Every department within the college diligently maintains attendance records, adhering to the examination regulations set forth by Gauhati University. Additionally, students have to submit home assignments and seminar papers or presentations. Sessional examination is conducted by a dedicated Sessional Examination Committee. This committee is responsible for crafting a comprehensive examination schedule, which is made available on both

the college's notice board and website. Furthermore, the committee collects question papers from the departments and generates the requisite number of question papers. It conducts the examination, distributes answer scripts to the respective departments, and compiles the mark list. In cases where students fail or are absent, retests are administered.

The internal assessment procedure is time-bound, with the tentative date for the sessional examination outlined in the college's Academic Calendar. Notably, the internal assessment process is transparent, with evaluated scripts being shown to students, allowing for the discussion of their weaknesses and areas for improvement.

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

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

The institution maintains a transparent system for addressing grievances concerning internal examinations. The Internal Examination Committee centrally administers internal examinations and retains the record of internal evaluation marks under the secure custody of the Examination Board. Occasionally, during the declaration of semester-end results, a situation may arise where a student is erroneously marked as absent in the internal examination. In such instances, the Principal escalates the issue to the college's Internal Examination Board, which analyzes to identify the problem. Subsequently, the application is forwarded to the Controller of Examinations at Gauhati University to facilitate the necessary resolution of the grievance.

File Description	Documents
Any additional information	View File
Link for additional information	https://bbkcollege.co.in/upload/igac_file/1713948062.pdf

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.

Being an affiliated college of Gauhati University, the institution strictly adheres to the university's prescribed syllabus. The college ensures transparency in educational offerings by prominently displaying the program and course outcomes for all programs on the official college website. Each department within the institution takes the responsibility of formulating and presenting program and course outcomes on their respective departmental webpages.

To facilitate a comprehensive understanding of these program and course outcomes, the faculty members convey this information to the students during departmental orientation programs at the start of each session. Furthermore, these program outcomes are also included in the Student Induction Program of the college. Additionally, students are provided with detailed syllabi and course outcomes for every individual course, ensuring that they are well-informed about their academic journey.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The attainment of Programme Outcome and Course Outcome is reflected in the student's progression after completion of a course in the institute. Some of the students progress into higher studies and some crack interviews at both state and national levels. The individual departments keep track of the student's progression. The institute ensures that the needs and expectations of the students are attained for a better CO and PO. Thus the institute organizes institutional field visits, field surveys, seminar presentations, group discussions, quizzes, sports activities, etc. to bring about a judicious mix of both curricular and extracurricular activities for the successful attainment of PO and CO.

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

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

260

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	NA

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/1701665813.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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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**

0

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	No File Uploaded
Paste link to funding agency website	N/A

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, which are as follows:

- The institution has a vermicomposting plant, through which students are able to learn the use of locally available raw materials to produce organic manure. The produced manure is not only used in the garden of the college but also made available for sale.
- Apart from the regular curriculum-based course, the institute also offers short-term certificate courses for creating an environment of innovation.
- The college has an eco club under National Green Corps the objective of which is to sensitize the students on

environmental issues by organizing plantation drives, awareness programs on the environment, etc.

- The institution also organizes career programs to supplement students' need for academic progression and career options after graduation. The institution also provides exposure to life skills, management skills, and job skills through sending the students on field visits, excursions, industry visits, etc.
- The Department of Zoology publishes a magazine with research articles named "Zoologica" each year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

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

1

File Description	Documents
Report of the event	View File
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	N/A
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

12

File Description	Documents
Any additional information	View File
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

7

File Description	Documents
Any additional information	No File Uploaded
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 following extension activities are carried out in the neighbouring areas to sensitize the students to social issues for their holistic development:

- A Plantation Drive was organised by the Eco Club
- The IQAC of the college has organised a Dance Competition as part of "Azadi Ka Amrit Mahotsav"
- The NCC Unit of the college has organised a Plantation Drive
- A Cultural Exchange Programme with Mushalpur College was organised
- An International Talk on "Folk Legends about flying Churches in Serbian Culture" was organised
- The college has organised a field trip to Brahmaputra Char with Prof. Zoja Karanovic and Dragana Ratcovic
- The IQAC of the college has organised the Integrated Communication and Outreach Programme as part of Azadi Ka Amrit Mahotsav on 21st October 2022 in collaboration with the Central Bureau of Communication, Ministry of Information & Broadcasting, GoI.
- A state-level NCC Camp was held from 27th Dec. 2022 to 3rd Jan 2023 in collaboration with the NCC Unit of the college (1 Assam Battalion).
- Vocational Guidance, Online Registration and Career Talk Programme was organised on 3rd March, 2023 in collaboration with Employment Exchange, Barpeta
- A Bike Awareness Rally was organised jointly by IQAC and NCC of the college

File Description	Documents
Paste link for additional information	N/A
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

23

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

1532

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

3

File Description	Documents
e-copies of related Document	View File
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

3

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 the availability of physical infrastructure to accommodate the growing student population across various departments. The Academic Council proactively foresees the requirements for classrooms, laboratories, furniture, and other equipment to ensure the seamless functioning of the academic environment. Within the campus, information and communication

technology (ICT) tools, such as projectors, computers, and interactive boards, are employed to enrich the teaching and learning experience. Specifically, an ICT-enabled room is harnessed to enhance the learning process.

Moreover, the institution has a computer lab within the Department of Computer Science, which also serves students pursuing certificate courses apart from the regular practical uses. Furthermore, the college provides campus-wide Wi-Fi facilities to facilitate the teaching and learning processes. Information on OER is disseminated to students through the official college website and WhatsApp groups. The Department of English maintains a dedicated language lab to help students improve their communication skills.

Additionally, departments such as Botany, Zoology, Chemistry, Physics, Anthropology, and Education have their respective laboratories for hands-on practical work. Information regarding the usage and maintenance policies of the physical facilities is readily accessible through the institutional website. Overall, the institution ensures that its physical infrastructure is not only available in adequate quantities but also utilized to its maximum potential.

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

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

Within its limited capacity, the institution has provided a range of outdoor and indoor sports amenities. The college premise offers sufficient space for organizing games such as football, cricket, volleyball, and kabaddi. Additionally, a basketball court is available within the college grounds, and sports equipment is provided for the students. The management and upkeep of these facilities are entrusted to the Major Games and Minor Games Department of the Students' Union Body.

The institution places a strong emphasis on extracurricular activities and consequently hosts annual sports, games, and cultural events. An indoor stadium is also accessible for activities like badminton and other indoor games. Furthermore, self-defense classes

take place both in the indoor stadium and on the field, while yoga sessions are conducted in the stadium.

The boys' common room is utilized for daily leisure activities, including minor games like carom. Moreover, there are spacious halls available for functions and the organization of activities such as dancing, singing, quiz competitions, and debates. Limited sports facilities are also accessible in the boys' and girls' hostels.

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

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

21

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

142.24741

File Description	Documents
Upload any additional information	No File Uploaded
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 square feet accommodating a seating capacity of more than 60. The library is automated using KOHA ILM Software. All the Circulation and fine Management are operated through the ILMS. To record the daily footfall statistics a dedicated Library Attendance System with a barcode reader is installed near the entrance. The library has its dedicated OPAC Kiosk. The library also has its own Institutional Repository (Digital Library) where there are various collections of Old and Rare Manuscripts, question papers, College Publications, etc. in digital format. The library subscribes to the N-List Programme & also an active member of NDLi. The library has its dedicated web pages on the college website to provide news and information related to the library and links to various e-resources.

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

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 **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
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)

14.07655

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

11

File Description	Documents
Any additional information	View File
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 from time to time. The institute is equipped with ICT enabled classroom with interactive board and projectors and also has the provision for the use of portable projectors and screens. Along

with the physical classes, the college also offers uninterrupted education through the Online portal of the college and other cloud-based media, platforms like Google Meet, Zoom, etc as per requirements. The College is planning to increase the number of dedicated ICT classrooms with digital interactive screens and hi-fi sound systems. The college Library is automated using ILMS software KOHA and uses the barcode method for Circulation. Also, the library has developed a Library Attendance tracking system to record the footfall data. The institution has its document repository over the cloud to store and provide access to different e-resources as part of the Digital Library. The college frequently updates its computer systems to the updated OS version from time to time. Previously all the PCs were running on Windows 7, which is updated to Windows 10. Also, the RAM and storage of the PCs are updated from time to time for smooth operation.

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

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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)

34.10776

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, the Convener of the Committee for further necessary action calls a meeting. A contractual worker does the day-to-day cleanliness of the campus. 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 are 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	https://bbkcollege.co.in/upload/aqar/1659028417.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

194

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1446

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

A. All of the above

File Description	Documents
Link to Institutional website	NA
Any additional information	No File Uploaded
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

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited 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

B. Any 3 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

17

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

22

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

14

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

9

File Description	Documents
e-copies of award letters and certificates	View File
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 facilitates student representation and engages students in various administrative, co-curricular, and extra-curricular activities. The college follows Lyngdoh Commission guidelines to elect a student council, referred to as BBK College Students' Union (BBKCSU). 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. Cultural Secretary
9. Debate and Symposium Secretary
10. Secretary, Social Service
11. Boys' Common Room Secretary
12. Girls' Common Room Secretary

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. The representatives of BBKCSU are also ex-officio members of some of the internal committees. Their role is to work for the greater interest of the student community. They take 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**

File Description	Documents
Paste link for additional information	NA
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**

39

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 college has an Alumni Association which is actively engaged in the development of the college and they also visit the college as and when invited. They are also actively involved in teaching-learning process. However, the registration of the Association is under process.

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

5.4.2 - Alumni contribution during the year A. ? 5Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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 governance structure of Baosi Banikanta Kakati College reflects strong and visionary leadership aligned with the institution's core values. The college is firmly committed to its overarching vision, encapsulated in the statement: "To uplift knowledge, skill, and morals of the younger generation, contributing to an equitable and progressive society." This vision is pursued by striving to achieve excellence in higher education through the incorporation of innovative approaches and techniques, the delivery of skill-based and career-oriented learning, the promotion of holistic student development encompassing physical, cultural, and moral aspects, and a dedication to providing inclusive education to women and underserved rural communities.

The central objective of the institution's governance is to ensure a democratic approach in its day-to-day administration, facilitating the formulation and implementation of policies and actions that emphasize academic quality, extension activities, and innovation.

The administration actively involves all stakeholders, including the governing body of the institution. This body comprises the Principal, a representative from the Affiliating University, community representatives, stakeholder groups, teaching and non-teaching staff, and other essential personnel. Decisions are made collectively, ensuring a broad representation of voices.

When necessary, specific committees are constituted to oversee various activities, with each Head of Department (HoD) actively participating in academic committees and relevant issues. Additionally, faculty-led committees are responsible for overseeing the execution of administrative and other significant events, thereby promoting a collaborative and inclusive approach to college governance.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/mission.php
Upload any additional information	View File

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

The Governing Body of the institution, comprising representatives from the local community, stakeholders, teaching and non-teaching staff, the Affiliating University Nominee, and the Principal, serves as the decision-making authority. However, the day-to-day operations of the college are under the purview of the Principal, who manages and oversees the institution's functioning. Various committees are established as needed to handle specific activities, and all Heads of Departments (HoDs) actively participate in academic committees and related matters. Moreover, administrative and other crucial functions are carried out based on discussions held within the respective committees, which consist of staff members.

In line with the principles of decentralization and participative management, the college has incorporated students members and female teachers into various operational bodies, such as the Students' Union, RUSA, IQAC, Grievance and Redressal Cell, and the Alumni Association, etc. This approach strengthens participative management practices by appointing faculty members as portfolio in-charges, guiding the secretaries of the Students' Union Body. These secretaries play an integral role within the college, actively engaging in activities related to the student community.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/committee.php
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 quality of higher education. The college authority solicits diverse suggestions for framing perspective plan in line with the vision and mission of the college and which, subsequently approved in the GB of the college. The organizational key components for framing such plans include GB, Principal, HODs, teaching and non-teaching staff. Once perspective plan is framed, the Principal is entrusted to develop 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 execute once it is financially viable. For 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 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/igac_file/1715334799.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 devised strategies for efficient resource mobilization and their effective utilization. The primary source of funding for the college is government grants, encompassing State Government Funds allocated to various categories, such as RUSA funds, reimbursement of admission fees, salary grants, hostel fees, and funding for NCC and NSS, among others. The college additionally generates internal funds through several sources, including the leasing of its existing ponds, self-financed courses, and running distance learning programmes offered by KKHSOU.

Funds procured from these sources are directed towards the comprehensive development of the institution. Government-sourced funds are allocated in alignment with the specified purposes outlined in sanction letters. The college's construction committee closely monitors the progress of ongoing projects and ensures their efficient utilization. Salary grants are disbursed on a monthly basis through an online disbursement system. The relevant granting authority disburses various types of scholarships once they have been verified and approved by the college authority.

Similarly, funds designated for NSS and NCC are utilized to support the various programs conducted by these organizations throughout the year. Allocations for the Students Union Body contribute to the organization of events such as the Freshman Social and Annual College Week. Furthermore, funds also allotted for procurement of library resources, sports equipment, payment of electricity bills, remuneration for hostel staff, campus maintenance, and other essential expenses.

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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 implemented a range of welfare measures aimed at uplifting and enhancing the capacities of both teaching and non-teaching staff. Some of these measures include:

- The College administers various types of leaves, such as Casual Leave, Duty Leave, Earned Leave, maternity leave, and medical leave, in accordance with UGC and government regulations.
- Within the campus, there is a dedicated child-care center to support staff with young children.
- The College offers access to Sikshak Sanchay Sahayika, a mutual savings and credit organization designed for the benefit of faculty members.
- A cost-effective photocopy center is available to facilitate easy access to photocopying services. Besides, faculty members have access to printing facilities for their professional needs.
- Each department is equipped with desktop computers connected to the internet, enhancing the delivery of the curriculum and enabling effective documentation.
- The College is dedicated to enriching the professional development of its staff by sending them for Orientation Courses (OC), Short-Term Programs, Faculty Development Programs (FDP), and Refresher Courses (RC).
- Both teaching and non-teaching staff have the opportunity to participate in ICT training programs, further enhancing their skills.
- Annual increments and Dearness Allowances are consistently provided to staff in adherence to government directives, ensuring timely financial benefits.

These welfare measures reflect the college's commitment to supporting and empowering its staff members in various aspects of their professional and personal lives.

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

0

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	No File Uploaded
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

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 meticulously adheres to the guidelines established by the University Grants Commission (UGC) and the Department of Higher Education (DHE), Government of Assam, in order to facilitate timely promotions for its employees.

Teachers are eligible to seek promotion to the next level through

the Career Advancement Scheme (CAS) once they have accumulated the requisite years of experience. To initiate the process, teachers must complete the PBAS proforma, providing the requested information for each year and including all supporting documentation for the specified period.

The assessment for promotion is based on the performance across three significant categories:

1. Teaching, learning, and evaluation.
2. Co-curricular, extension, and professional development activities.
3. Research, publication, and academic contributions.

Upon completion of the application, the college Principal forwards the promotion file to the Internal Quality Assurance Cell (IQAC), which conducts a thorough review of the submitted documents. If the teacher attains a score exceeding the minimum prescribed API in each category, the recommendation proceeds to the Departmental Promotion Committee (DPC). The recommendation of DPC is submitted to the Principal and subsequently to the Governing Body (GB) of the college for the necessary approval, which is further forwarded to the Department of Higher Education (DHE) for final approval.

Non-teaching employees are also required to submit a self-appraisal report using a standardized format provided by the college. This self-appraisal report is subsequently sent to the DHE for the requisite approval.

File Description	Documents
Paste link for additional information	NA
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 regularly undergoes both internal and external financial audits. The internal audit is carried out by a Chartered Accountant (CA) appointed in accordance with a resolution

passed by the Governing Body of the college. The CA meticulously reviews all original documents related to income and expenditures, which includes receipt books, grant letters, vouchers, ledgers, cash books, bank passbooks, among others. This process is conducted in the presence of the Principal and the college's Accountant. Following the audit, the CA submits a report to the Principal, which is subsequently presented to the Governing Body for approval.

On the other hand, the external audit is an independent assessment of all financial transactions that occurred during the fiscal year. It is carried out by government auditors appointed by the Office of the Accountant General, a competent authority under the Government of Assam. These appointed auditors meticulously review all original documents, including grant release letters, receipts, payment records, transaction vouchers, ledgers, cash books, and bank passbooks. In cases where doubts or discrepancies arise, the auditors bring these matters to the attention of the Principal. Subsequently, discussions are held with the college's Accountant and Principal, with clarifications being provided based on supporting documents.

File Description	Documents
Paste link for additional information	NA
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 employs strategies to efficiently gather and utilize resources. Its primary source of funding is government grants, encompassing various categories of State Government Funds, including RUSA funds, admission fee reimbursements, salary grants, hostel fees, and support for NCC and NSS programs, among others. Additionally, the college generates internal financial resources by leasing its existing ponds.

The funds obtained from these sources are directed towards the holistic development of the institution. Government funds are allocated as per the specified purposes outlined in the sanction letters. The construction committee of the college closely monitors the progress of construction projects and their financial utilization. Salary grants are disbursed on a monthly basis through an online disbursement system (<https://fin.assam.gov.in/assamfinance/welcome>). The college submits the verified list of students for different government scholarships in online mode to the government and the scholarships are accordingly disbursed to the eligible students in DBT mode.

Similarly, the funds designated for NCC and NSS are utilized to support the various programs conducted throughout the year. Allocation for the Students Union Body is used for organizing events such as the Freshman Social and Annual College Week. Additionally, these funds contribute to the procurement of library resources, sports equipment, payment of electricity bills, remuneration for hostel staff, campus maintenance, and other essential expenses.

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

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 designs quality assurance strategy in alignment with the mission and vision of the college and the guidelines of UGC and Assam Government. It integrates input from various college stakeholders. After formulation, IQAC ensures its integration into different college departments and engages with existing departments

for program and course outcome initiatives. Among the wide range of initiatives, the following quality improvement strategies are worth mentioning:

- Recognizing the importance of ICT in education, the college installed interactive televisions to enhance teaching-learning, and IQAC conducted a training session on "Using Digital Interactive Television for Teaching-Learning".
- In addition to the existing skill based courses under CBCS programme, IQAC introduced three certificate courses for skill development-Beautician, Self-Defense, and MS-Office.
- IQAC promoted collaborative knowledge through a NEP-NAAC integration webinar, an international talk with expert from University of Novi Sad, Serbia and also organised a workshop on "Study of Manuscripts and Ancient Books."
- To instil environmental values, IQAC initiated programs on "Climate Change," and observed events like World Water Day and World Environment Day. Additionally, it organized activities like dance competition in view of "Azadi Ka Amrit Mahotsav," World Literacy Day, and Students' Day celebrations.
- IQAC facilitated cultural exchange with Mushalpur College and led a field trip to Brahmaputra Char with Prof. Zoja Karanovic and Dragana Ratcovic from the University of Novi Sad, enhancing holistic development and international engagement in the college community.

File Description	Documents
Paste link for additional information	NA
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

The Institutional Quality Assurance Cell (IQAC) of the college maintains an ongoing evaluation of its teaching-learning processes, consistently taking measures to enhance the quality of education. The following significant initiatives have been implemented to bolster the teaching and learning mechanisms:

- **Orientation Programme (OP) for Students:** At the commencement of each academic session, every department conducts an Orientation Programme for students. This program acquaints

students with the details of their study program, providing a concise overview of the program's relevance to their future careers, the syllabus structure, internal and external assessment procedures, and other essential information.

- **Feedback on Teaching and Learning:** To enhance the quality of teaching and learning, feedback is solicited from students, teachers, and parents. The input received through the feedback is systematically analyzed and discussed during academic committee meetings. These discussions help identify areas for improvement, and the recommendations are subsequently presented to the college's Principal for necessary implementation.
- **Course Progression Review:** Departments conduct reviews of course progression during their departmental meetings. If it is observed that a course is not progressing as scheduled, the department advises the teacher in charge to expedite the process by offering additional classes. In cases where course completion is delayed due to a shortage of Teaching-Learning Materials (TLM), this issue is raised with the Principal for resolution.

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

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 agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bbkcollege.co.in/upload/igac_file/1715340617.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The college actively incorporates gender equity and sensitization into its curriculum, aligning with the official curriculum of Gauhati University, to which it is affiliated. Notably, departments such as Political Science, Education, and English offer a range of courses related to Women's Studies. These courses encompass subjects like Women Power and Politics, Human Rights, Women and Society, and Women's Writing.

The institution has established a dedicated Women's Cell responsible for addressing various issues related to women's safety, security, welfare, and empowerment. To ensure the safety of women on campus, the college has installed CCTV cameras throughout the premises. Additionally, the college provides facilities such as a Girl's Hostel, a Girl's Common Room, separate washrooms, and a Day Care Centre.

Promoting gender equity and sensitization goes beyond the classroom, as the institution actively engages in co-curricular activities. International Women's Day was celebrated on March 10, 2023, with the aim of raising awareness about gender-related issues. The Women's Cell of the college contributed to this initiative by publishing a book titled "Women and Society" on March 20, 2023.

Furthermore, the Women's Cell organized a Three-Day Bihu workshop from March 15 to March 17, 2023, with the objective of preserving and promoting the traditional Bihu dance and music of Assam. The celebration of World No Tobacco Day on May 31, 2023, by the Women's

Cell focused on raising awareness about the dangers of tobacco use, contributing to the broader mission of gender equity and sensitization within the institution.

File Description	Documents
Annual gender sensitization action plan	https://bbkcollege.co.in/upload/igac_file/1697700928.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/1700206924.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

B. Any 3 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 actively implements various initiatives to maintain a waste-free environment. To address biodegradable waste, a vermicomposting pit has been established on the college grounds, where biodegradable waste is collected to facilitate its decomposition into nutrient-rich compost. This compost is then utilized in campus gardening activities.

The college has also instituted a systematic waste segregation system with separate dumpsters for biodegradable and non-biodegradable solid waste. Green bins are designated for wet and biodegradable garbage, while blue bins are allocated for plastic wrappers and non-biodegradable waste. These waste materials are diligently collected in the appropriate bins and subsequently

disposed of. Biodegradable waste, once the bins are full, is deposited into a designated concrete pit for composting.

The management of liquid waste is equally efficient. Wastewater from restrooms, canteens, and hostels follows a conventional sewer system and is partially absorbed into the soil. Additionally, local pig farmers collect waste foods from hostels to serve as sustenance for pigs.

Laboratory-generated biochemical waste is carefully disposed of in a designated biochemical waste disposal facility. The college also provides a designated E-waste storage facility to store any electronic waste produced within the college premises.

Notably, the college adheres to best practices in waste management, and no hazardous chemicals or radioactive waste are generated as part of its activities.

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 **B. Any 3 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: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles

3. Pedestrian-friendly pathways

4. Ban on use of plastic

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

A. Any 4 or all of the above

reading material, screen**reading**

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 is committed to fostering inclusivity and tolerance across diverse dimensions, including culture, region, language, community, socioeconomics, and more. The institution actively implements policies and procedures that prioritize inclusivity and equity in all aspects of campus life, including the admissions process.

One notable annual event organized by the college is a cultural rally, which serves as an opportunity for students to explore and appreciate various cultures, celebrating the richness of diversity. Additionally, the IQAC (Internal Quality Assurance Cell) of the college organized Unity Run on 31-10-2022 in collaboration with NCC, NSS, and the Self-defense club of the college to commemorate Rastriya Ekta Diwas (National Unity Day).

The college extends its support to students from marginalized backgrounds, ensuring that those belonging to Minority Communities, Scheduled Castes, Scheduled Tribes, and similar groups can access government scholarships and other necessary assistance for their development.

The college's student council includes members from a wide array of communities, and organizations like NSS, NCC, and the Eco-Club boast students from diverse cultural and religious backgrounds. These initiatives create an environment that promotes diversity and inclusion, allowing students to connect with peers from various backgrounds and gain insight into different cultures.

Moreover, the college has established stringent anti-ragging policies to ensure that every student enjoys a secure and inviting environment while on campus. It is worth noting that no instances of ragging were reported during the academic session 2022-23.

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 places a strong emphasis on instilling values that align with responsible citizenship, as articulated in the Constitution of India. The institution acknowledges the significance of nurturing individuals who are not only academically proficient but also socially conscientious.

In pursuit of this goal, the institution offers a wide range of activities designed to foster and promote responsible citizenship. These activities encompass community service, awareness campaigns, workshops, and seminars. The institution actively encourages students to engage in community service projects that champion environmental sustainability and support various social causes.

Furthermore, the institution conducts awareness campaigns on critical issues like gender equality, human rights, and civic responsibilities. These campaigns serve to educate students about their rights and responsibilities as citizens of India and cultivate a culture of respect and inclusivity.

The institution also commemorated Rashtriya Ekta Diwas on 31-10-2022 to recognize the endeavors of Sardar Vallabhbhai Patel to unite the country and to maintain the spirit of "Unity in Diversity" among the people.

In addition, the institution hosts NCC and NSS programs that aim to instill values such as leadership, teamwork, and ethical decision-making in students. These initiatives help students develop the skills and mindset required to become responsible and socially conscious citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bbkcollege.co.in/upload/igac_activities/1700213925.pdf
Any other relevant information	N/A

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 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

A. All of the above

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 engages in the celebration and coordination of both national and international commemorative occasions and festivals year-round. Recognizing the profound impact of these events in fostering cultural diversity, social cohesion, and global awareness among its students and staff, the institution's event calendar is brimming with a diverse array of activities that mirror the composition of its student body and the broader community. These activities encompass cultural festivals, sporting tournaments, and musical performances.

Furthermore, the institution takes part in the observance of significant national and international days, including but not limited to International Women's Day, Wetland Day, World Environment Day, Teachers' Day, International Yoga Day, Rastriya Ekta Diwas, Republic Day, and Independence Day. These moments are marked by collaborative efforts from students and staff, who organize events and initiatives that underscore the importance of these days and raise awareness about pertinent issues.

The institution's commitment to orchestrating these events is laudable. It involves fostering interdisciplinary partnerships, engaging with the community, and collaborating with experts and stakeholders to ensure meticulous planning and execution of these events.

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	View File
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 of the Practice: Towards Knowledge Collaboration

Objectives of the Practice

The objective of knowledge collaboration is to create an environment where students and faculty work together to enhance the quality of education, foster innovation, and prepare students for success in a rapidly changing world.

The Context

The college tries to implement the concept of collaborative knowledge to empower both teachers and students of the institution by exposing to different activities within institution and outside the institution for creating a holistic environment for better

higher education.

Best Practice-2

Title of the Practice: Cultivating Nationalism

Objectives of the Practice

This practice is initiated with the aims of cultivating unity, safeguarding cultural heritage, instilling patriotism, gaining insights into the country's progress, acknowledging the contributions of martyrs and past leaders in India's independence, and upholding democratic values within the college community, among other objectives.

The Context

While the curriculum covers the concept of nationalism, there is a pressing need to provide the younger generation with a deeper understanding of the nation's rich cultural heritage, its illustrious history, and its standing in global development.

Link for the best practices:

<https://bbkcollege.co.in/upload/bestpractices/1700206347.pdf>

File Description	Documents
Best practices in the Institutional website	https://bbkcollege.co.in/upload/bestpractices/1700206347.pdf
Any other relevant information	N/A

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

Baosi Banikanta Kakati College tries to create a holistic ambiance to uplift students not only through academics but also by being involved in extra-curricular activities.

To create a competitive atmosphere, all the students are listed under four houses namely, Red, Yellow, Green, and Blue to increase participation of students, to build team spirit, and to develop

leadership skills among the students. Besides, to strengthen the objective, the college has established a Self-Defence Club in the session 2022-23.

As a result of this effort, there has been a steady increase in the number of students participating in sports and other events. The competitive spirit was obvious during the College Week. In the session 2022-23, 40.6 percent of total UG students (505) participated in different events conducted under Annual College Week from 14th March to 20th March 2023.

The students of Self Defence Club have participated in different State and National Level Competitions and in the session 2022-23, the students have managed to bag 6 medals in the 35th Nalbari District & Invitational Assam Kung-Fu-Wushu Championship; 3 medals in KWAI 19th National Kungfu Wushu Championship, 2023, Punjab and 1 student won a silver medal in 4 th Federation Cup, Tong-Il- MooDo Martial Arts Championship, 2023 held in Haryana.

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

Baosi Banikanta Kakati College, as an affiliated institution of Gauhati University, strictly adhere to its curriculum framework. At the undergraduate level, the college offers BA, BSc, and BCA courses, while also providing postgraduate studies in Assamese.

The approach to curriculum delivery is meticulously structured and documented, echoing the core values, vision, and mission of the college. Each academic session commences with a centralized routine devised by the Routine Committee. The routine takes into account the credit requirements of diverse courses, as well as the availability of classrooms and laboratories. Collaborating closely with Department Heads, the Academic Committee devises effective strategies for curriculum implementation. The IQAC collaborates with the Academic Committee to formulate the institutional academic calendar and class schedules, ensuring alignment with Gauhati University's academic timeline. Innovative teaching methods, including seminars, assignments, dissertations, projects, and ICT tools are employed by teachers for the effective delivery of the curriculum. To facilitate students' adaptation to the college environment, a comprehensive Student Induction Programme is organized at the commencement of each session. Moreover, opportunities such as project work and field studies are integrated into the curriculum to enrich the student's learning experiences. The Examination Committee diligently oversees both internal and external evaluation processes to maintain academic integrity and standards.

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

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

The institution is committed to upholding its academic

excellence. To achieve this, it meticulously follows a well-designed plan for the effective implementation of its curriculum throughout the year. While the academic calendar is provided by the affiliating university from a broader perspective, the college adapts its activities to suit the specific needs, setting dates for internal assessments and other co-curricular activities accordingly.

The college strictly adheres to the evaluation framework established by the Affiliating University, conducting internal evaluations based on sessional examinations, home assignments, seminars, and attendance records. A dedicated Sessional Examination Committee is appointed to centrally manage these examinations. The committee is responsible for creating a comprehensive examination schedule, collecting question papers from various departments, and producing necessary photocopies.

Additionally, the committee oversees the entire examination process, from conducting the exams to distributing answer scripts to the relevant departments and collecting the mark list of internal evaluations from all the departments. To accommodate absentees, retests are organized. The evaluated scripts are made available for students to review, allowing for discussions on their areas of weakness and opportunities for improvement. Internal marks are allocated based on students' performance in sessional tests (10), home assignments (06), and attendance (04), ensuring a thorough and fair evaluation process.

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

1.1.3 - Teachers of the Institution participate 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

C. Any 2 of the above

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	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

4

File Description	Documents
Any additional information	View File
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

133

File Description	Documents
Any additional information	View File
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 provides comprehensive programs that encompass a range of cross-cutting issues, including Gender, Human Values, Environment, and Sustainability. These themes are interwoven into the curriculum of humanities and social sciences, not only within the classroom but also in various awareness and empowerment initiatives.

For instance, the Department of English offers a dedicated paper on Women Studies (ENG-HC-5026), the Department of Philosophy provides courses on ethics (PHI-HE-3036 and PHI-HG-3016), the Department of Political Science offers courses addressing Human Rights, Gender, and Environment (POL-RG-5016), Human Rights (POL-HE-5016), and the Department of Economics includes courses on Environmental Economics (ECO-HE-6016). Furthermore, the Department of Education offers courses on Value and Peace Education (EDU-HE-5026), Women and Society (EDUHE-5026), and Human Rights Education (EDU-HE-5036).

Environmental Studies is mandatory in the 2nd Semester for the students of both Arts and Science. Students actively engage in projects that involve fieldwork related to environmental issues. Additionally, the Women Cell plays an active role in gender sensitization and women empowerment programs, underscoring the college's commitment to these important societal issues.

File Description	Documents
Any additional information	No File Uploaded
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**19**

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**435**

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://bbkcollege.co.in/upload/igac_file/1699329860.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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bbkcollege.co.in/feedback_report.php

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

1246

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

139

File Description	Documents
Any additional information	No File Uploaded
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 proactively assesses students' learning levels at the beginning of each session, acknowledging their diverse academic backgrounds and capabilities. It then takes measures to address varying levels of academic attention. During the student induction program at the start of the academic session, newly admitted students are familiarized with the course and college guidelines. After admission to the first semester and allocation of honors subjects, each department provides orientation to students regarding the programs. Students are offered remedial measures based on their performance in the last qualifying examination, classroom participation, and unit and sessional tests. Departments tailor strategies to meet the specific needs of categorized students. Extra classes are arranged for students with slower learning paces, subject to classroom availability. They are also encouraged to utilize library resources and suitable online materials. Advanced learners receive access to advanced learning resources, both printed and online. They are advised to practice answering previous year's questions to enhance conceptual understanding and writing skills. Mentors are assigned to students at the departmental level, guiding them in utilizing the college website for accessing syllabi, previous year question papers, and study materials. Academic and administrative information is communicated through designated WhatsApp groups and the college website. Additionally, the college offers additional certificate courses and provisions for extracurricular activities, recognizing the diversity of its student body.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/upload/igac_file/1713948003.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1246	55

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 outcomes 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 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 programmes are organized to create awareness and to 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 test, home assignments, discussions, seminars, quiz, 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	NA

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 ICT facilities for the effectiveness of the teaching and learning process. The teachers are encouraged to undergo training programs to enhance their knowledge regarding the use of ICT to deliver

effective lectures through the use of PowerPoint presentations and use of online resources. Online mode of teaching-learning was introduced first in 2020 due to the pandemic. The college has an online education portal where study materials and links to videos are provided to the students through the online portal. Faculty members also provide links to 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 teaching and learning. Besides interactive televisions will be procured for more effective teaching-learning.

The institute subscribes to NLIST and the teachers and students are equally trained on its use for better learning experience. A plethora of online educational resources are accessed through the NLIST institutional membership.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

55

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

17

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

763

File Description	Documents
Any additional information	View File
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 strictly follows the evaluation framework established by the affiliating University. Within the CBCS system, the evaluation process is categorised into internal and external assessments. The allocation of weightage between these two components stands at 20% and 80% respectively. Internal assessment encompasses sessional examinations, home assignments, seminars, and attendance. The distribution of marks for these components is as follows: sessional tests carry 10 marks, home assignments contribute 6 marks, and attendance accounts for 4 marks, resulting in a cumulative total of 20 marks.

Every department within the college diligently maintains attendance records, adhering to the examination regulations set forth by Gauhati University. Additionally, students have to submit home assignments and seminar papers or presentations. Sessional examination is conducted by a dedicated Sessional Examination Committee. This committee is responsible for crafting a comprehensive examination schedule, which is made available on both the college's notice board and website. Furthermore, the committee collects question papers from the departments and generates the requisite number of question papers. It conducts the examination, distributes answer scripts to the respective departments, and compiles the mark list. In cases where students fail or are absent, retests are administered.

The internal assessment procedure is time-bound, with the tentative date for the sessional examination outlined in the college's Academic Calendar. Notably, the internal assessment process is transparent, with evaluated scripts being shown to students, allowing for the discussion of their weaknesses and areas for improvement.

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

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

The institution maintains a transparent system for addressing grievances concerning internal examinations. The Internal Examination Committee centrally administers internal examinations and retains the record of internal evaluation marks under the secure custody of the Examination Board. Occasionally, during the

declaration of semester-end results, a situation may arise where a student is erroneously marked as absent in the internal examination. In such instances, the Principal escalates the issue to the college's Internal Examination Board, which analyzes to identify the problem. Subsequently, the application is forwarded to the Controller of Examinations at Gauhati University to facilitate the necessary resolution of the grievance.

File Description	Documents
Any additional information	View File
Link for additional information	https://bbkcollege.co.in/upload/igac_file/1713948062.pdf

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.

Being an affiliated college of Gauhati University, the institution strictly adheres to the university's prescribed syllabus. The college ensures transparency in educational offerings by prominently displaying the program and course outcomes for all programs on the official college website. Each department within the institution takes the responsibility of formulating and presenting program and course outcomes on their respective departmental webpages.

To facilitate a comprehensive understanding of these program and course outcomes, the faculty members convey this information to the students during departmental orientation programs at the start of each session. Furthermore, these program outcomes are also included in the Student Induction Program of the college. Additionally, students are provided with detailed syllabi and course outcomes for every individual course, ensuring that they are well-informed about their academic journey.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The attainment of Programme Outcome and Course Outcome is reflected in the student's progression after completion of a course in the institute. Some of the students progress into higher studies and some crack interviews at both state and national levels. The individual departments keep track of the student's progression. The institute ensures that the needs and expectations of the students are attained for a better CO and PO. Thus the institute organizes institutional field visits, field surveys, seminar presentations, group discussions, quizzes, sports activities, etc. to bring about a judicious mix of both curricular and extracurricular activities for the successful attainment of PO and CO.

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

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

260

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	NA

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/aqar/1701665813.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	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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	
0	

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	No File Uploaded
Paste link to funding agency website	N/A

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, which are as follows:

- The institution has a vermicomposting plant, through which students are able to learn the use of locally available raw materials to produce organic manure. The produced manure is not only used in the garden of the college but also made available for sale.
- Apart from the regular curriculum-based course, the institute also offers short-term certificate courses for creating an environment of innovation.
- The college has an eco club under National Green Corps the objective of which is to sensitize the students on environmental issues by organizing plantation drives, awareness programs on the environment, etc.
- The institution also organizes career programs to supplement students' need for academic progression and career options after graduation. The institution also provides exposure to life skills, management skills, and job skills through sending the students on field visits, excursions, industry visits, etc.
- The Department of Zoology publishes a magazine with research articles named "Zoologica" each year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

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

1

File Description	Documents
Report of the event	View File
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	N/A
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

12

File Description	Documents
Any additional information	View File
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

7

File Description	Documents
Any additional information	No File Uploaded
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 following extension activities are carried out in the neighbouring areas to sensitize the students to social issues for their holistic development:

- A Plantation Drive was organised by the Eco Club
- The IQAC of the college has organised a Dance Competition as part of "Azadi Ka Amrit Mahotsav"
- The NCC Unit of the college has organised a Plantation Drive
- A Cultural Exchange Programme with Mushalpur College was organised
- An International Talk on "Folk Legends about flying Churches in Serbian Culture" was organised
- The college has organised a field trip to Brahmaputra Char with Prof. Zoja Karanovic and Dragana Ratcovic
- The IQAC of the college has organised the Integrated Communication and Outreach Programme as part of Azadi Ka Amrit Mahotsav on 21st October 2022 in collaboration with the Central Bureau of Communication, Ministry of

Information & Broadcasting, GoI.

- A state-level NCC Camp was held from 27th Dec. 2022 to 3rd Jan 2023 in collaboration with the NCC Unit of the college (1 Assam Battalion).
- Vocational Guidance, Online Registration and Career Talk Programme was organised on 3rd March, 2023 in collaboration with Employment Exchange, Barpeta
- A Bike Awareness Rally was organised jointly by IQAC and NCC of the college

File Description	Documents
Paste link for additional information	N/A
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**

23

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

1532

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

3

File Description	Documents
e-copies of related Document	View File
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

3

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 the availability of physical infrastructure to accommodate the growing student population across various departments. The Academic Council proactively foresees the requirements for classrooms, laboratories, furniture, and other equipment to ensure the seamless functioning of the academic environment. Within the campus, information and communication technology (ICT) tools, such as projectors, computers, and interactive boards, are employed to enrich the teaching and learning experience. Specifically, an ICT-enabled room is harnessed to enhance the learning process.

Moreover, the institution has a computer lab within the Department of Computer Science, which also serves students pursuing certificate courses apart from the regular practical uses. Furthermore, the college provides campus-wide Wi-Fi facilities to facilitate the teaching and learning processes. Information on OER is disseminated to students through the official college website and WhatsApp groups. The Department of English maintains a dedicated language lab to help students improve their communication skills.

Additionally, departments such as Botany, Zoology, Chemistry, Physics, Anthropology, and Education have their respective

laboratories for hands-on practical work. Information regarding the usage and maintenance policies of the physical facilities is readily accessible through the institutional website. Overall, the institution ensures that its physical infrastructure is not only available in adequate quantities but also utilized to its maximum potential.

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

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

Within its limited capacity, the institution has provided a range of outdoor and indoor sports amenities. The college premise offers sufficient space for organizing games such as football, cricket, volleyball, and kabaddi. Additionally, a basketball court is available within the college grounds, and sports equipment is provided for the students. The management and upkeep of these facilities are entrusted to the Major Games and Minor Games Department of the Students' Union Body.

The institution places a strong emphasis on extracurricular activities and consequently hosts annual sports, games, and cultural events. An indoor stadium is also accessible for activities like badminton and other indoor games. Furthermore, self-defense classes take place both in the indoor stadium and on the field, while yoga sessions are conducted in the stadium.

The boys' common room is utilized for daily leisure activities, including minor games like carom. Moreover, there are spacious halls available for functions and the organization of activities such as dancing, singing, quiz competitions, and debates. Limited sports facilities are also accessible in the boys' and girls' hostels.

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

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

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NA
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)**

142.24741

File Description	Documents
Upload any additional information	No File Uploaded
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 square feet accommodating a seating capacity of more than 60. The library is automated using KOHA ILM Software. All the Circulation and fine Management are operated through the ILMS. To record the daily footfall statistics a dedicated Library Attendance System with a barcode reader is installed near the entrance. The library has its dedicated OPAC Kisok. The library also has its own Institutional Repository (Digital Library) where there are various collections of Old and

Rare Manuscripts, question papers, College Publications, etc. in digital format. The library subscribes to the N-List Programme & also an active member of NDLI. The library has its dedicated web pages on the college website to provide news and information related to the library and links to various e-resources.

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

14.07655

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

11

File Description	Documents
Any additional information	View File
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 from time to time. The institute is equipped with ICT ICT-enabled classroom with interactive board and projectors and also has the provision for the use of portable projectors and screens. Along with the physical classes, the college also offers uninterrupted education through the Online portal of the college and other cloud-based media, platforms like Google Meet, Zoom, etc as per requirements. The College is planning to increase the number of dedicated ICT classrooms with digital interactive screens and hi-fi sound systems. The college Library is automated using ILMS software KOHA and uses the barcode method for Circulation. Also, the library has developed a Library Attendance tracking system to record the footfall data. The institution has its document repository over the cloud to store and provide access to different e-resources as part of the Digital Library. The college frequently updates its computer systems to the updated OS version from time to time. Previously all the PCs were running on Windows 7, which is updated to Windows 10. Also, the RAM and storage of the PCs are updated from time to time for smooth operation.

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

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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)

34.10776

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, the Convener of the Committee for further necessary action calls a meeting. A contractual worker does the day-to-day cleanliness of the campus. 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 are 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	https://bbkcollege.co.in/upload/agar/1659028417.pdf

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

194

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1446

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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

A. All of the above

File Description	Documents
Link to Institutional website	NA
Any additional information	No File Uploaded
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

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited 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	No File Uploaded
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

17

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

22

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

14

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

9

File Description	Documents
e-copies of award letters and certificates	View File
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 facilitates student representation and engages students in various administrative, co-curricular, and extra-curricular activities. The college follows Lyngdoh Commission guidelines to elect a student council, referred to as BBK College Students' Union (BBKCSU). 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. Cultural Secretary
9. Debate and Symposium Secretary
10. Secretary, Social Service
11. Boys' Common Room Secretary
12. Girls' Common Room Secretary

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. The

representatives of BBKCSU are also ex-officio members of some of the internal committees. Their role is to work for the greater interest of the student community. They take 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

File Description	Documents
Paste link for additional information	NA
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

39

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 college has an Alumni Association which is actively engaged in the development of the college and they also visit the college as and when invited. They are also actively involved in teaching-learning process. However, the registration of the Association is under process.

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

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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 governance structure of Baosi Banikanta Kakati College reflects strong and visionary leadership aligned with the

institution's core values. The college is firmly committed to its overarching vision, encapsulated in the statement: "To uplift knowledge, skill, and morals of the younger generation, contributing to an equitable and progressive society." This vision is pursued by striving to achieve excellence in higher education through the incorporation of innovative approaches and techniques, the delivery of skill-based and career-oriented learning, the promotion of holistic student development encompassing physical, cultural, and moral aspects, and a dedication to providing inclusive education to women and underserved rural communities.

The central objective of the institution's governance is to ensure a democratic approach in its day-to-day administration, facilitating the formulation and implementation of policies and actions that emphasize academic quality, extension activities, and innovation. The administration actively involves all stakeholders, including the governing body of the institution. This body comprises the Principal, a representative from the Affiliating University, community representatives, stakeholder groups, teaching and non-teaching staff, and other essential personnel. Decisions are made collectively, ensuring a broad representation of voices.

When necessary, specific committees are constituted to oversee various activities, with each Head of Department (HoD) actively participating in academic committees and relevant issues. Additionally, faculty-led committees are responsible for overseeing the execution of administrative and other significant events, thereby promoting a collaborative and inclusive approach to college governance.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/mission.php
Upload any additional information	View File

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

The Governing Body of the institution, comprising representatives from the local community, stakeholders, teaching and non-teaching staff, the Affiliating University Nominee, and the Principal, serves as the decision-making authority. However, the day-to-day

operations of the college are under the purview of the Principal, who manages and oversees the institution's functioning. Various committees are established as needed to handle specific activities, and all Heads of Departments (HoDs) actively participate in academic committees and related matters. Moreover, administrative and other crucial functions are carried out based on discussions held within the respective committees, which consist of staff members.

In line with the principles of decentralization and participative management, the college has incorporated students members and female teachers into various operational bodies, such as the Students' Union, RUSA, IQAC, Grievance and Redressal Cell, and the Alumni Association, etc. This approach strengthens participative management practices by appointing faculty members as portfolio in-charges, guiding the secretaries of the Students' Union Body. These secretaries play an integral role within the college, actively engaging in activities related to the student community.

File Description	Documents
Paste link for additional information	https://bbkcollege.co.in/committee.php
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 quality of higher education. The college authority solicits diverse suggestions for framing perspective plan in line with the vision and mission of the college and which, subsequently approved in the GB of the college. The organizational key components for framing such plans include GB, Principal, HODs, teaching and non-teaching staff. Once perspective plan is framed, the Principal is entrusted to develop 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 execute once it is financially viable. For 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 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/igac_file/1715334799.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 devised strategies for efficient resource mobilization and their effective utilization. The primary source of funding for the college is government grants, encompassing State Government Funds allocated to various categories, such as RUSA funds, reimbursement of admission fees, salary grants, hostel fees, and funding for NCC and NSS, among others. The college additionally generates internal funds through several sources, including the leasing of its existing ponds, self-financed courses, and running distance learning programmes offered by KKHSOU.

Funds procured from these sources are directed towards the comprehensive development of the institution. Government-sourced funds are allocated in alignment with the specified purposes outlined in sanction letters. The college's construction committee closely monitors the progress of ongoing projects and ensures their efficient utilization. Salary grants are disbursed on a monthly basis through an online disbursement system. The relevant granting authority disburses various types of scholarships once they have been verified and approved by the college authority.

Similarly, funds designated for NSS and NCC are utilized to support the various programs conducted by these organizations throughout the year. Allocations for the Students Union Body contribute to the organization of events such as the Freshman

Social and Annual College Week. Furthermore, funds also allotted for procurement of library resources, sports equipment, payment of electricity bills, remuneration for hostel staff, campus maintenance, and other essential expenses.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://bbkcollege.co.in/upload/agar/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	View File
Screen shots of user inter faces	View File
Any additional information	View File
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 implemented a range of welfare measures aimed at uplifting and enhancing the capacities of both teaching and non-teaching staff. Some of these measures include:

- The College administers various types of leaves, such as Casual Leave, Duty Leave, Earned Leave, maternity leave, and medical leave, in accordance with UGC and government regulations.
- Within the campus, there is a dedicated child-care center to support staff with young children.

- The College offers access to Sikshak Sanchay Sahayika, a mutual savings and credit organization designed for the benefit of faculty members.
- A cost-effective photocopy center is available to facilitate easy access to photocopying services. Besides, faculty members have access to printing facilities for their professional needs.
- Each department is equipped with desktop computers connected to the internet, enhancing the delivery of the curriculum and enabling effective documentation.
- The College is dedicated to enriching the professional development of its staff by sending them for Orientation Courses (OC), Short-Term Programs, Faculty Development Programs (FDP), and Refresher Courses (RC).
- Both teaching and non-teaching staff have the opportunity to participate in ICT training programs, further enhancing their skills.
- Annual increments and Dearness Allowances are consistently provided to staff in adherence to government directives, ensuring timely financial benefits.

These welfare measures reflect the college's commitment to supporting and empowering its staff members in various aspects of their professional and personal lives.

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

0

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	No File Uploaded
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

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 meticulously adheres to the guidelines established by the University Grants Commission (UGC) and the Department of Higher Education (DHE), Government of Assam, in order to facilitate timely promotions for its employees.

Teachers are eligible to seek promotion to the next level through the Career Advancement Scheme (CAS) once they have accumulated the requisite years of experience. To initiate the process, teachers must complete the PBAS proforma, providing the requested information for each year and including all supporting documentation for the specified period.

The assessment for promotion is based on the performance across three significant categories:

1. Teaching, learning, and evaluation.
2. Co-curricular, extension, and professional development activities.
3. Research, publication, and academic contributions.

Upon completion of the application, the college Principal forwards the promotion file to the Internal Quality Assurance Cell (IQAC), which conducts a thorough review of the submitted documents. If the teacher attains a score exceeding the minimum prescribed API in each category, the recommendation proceeds to the Departmental Promotion Committee (DPC). The recommendation of DPC is submitted to the Principal and subsequently to the

Governing Body (GB) of the college for the necessary approval, which is further forwarded to the Department of Higher Education (DHE) for final approval.

Non-teaching employees are also required to submit a self-appraisal report using a standardized format provided by the college. This self-appraisal report is subsequently sent to the DHE for the requisite approval.

File Description	Documents
Paste link for additional information	NA
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 regularly undergoes both internal and external financial audits. The internal audit is carried out by a Chartered Accountant (CA) appointed in accordance with a resolution passed by the Governing Body of the college. The CA meticulously reviews all original documents related to income and expenditures, which includes receipt books, grant letters, vouchers, ledgers, cash books, bank passbooks, among others. This process is conducted in the presence of the Principal and the college's Accountant. Following the audit, the CA submits a report to the Principal, which is subsequently presented to the Governing Body for approval.

On the other hand, the external audit is an independent assessment of all financial transactions that occurred during the fiscal year. It is carried out by government auditors appointed by the Office of the Accountant General, a competent authority under the Government of Assam. These appointed auditors meticulously review all original documents, including grant release letters, receipts, payment records, transaction vouchers, ledgers, cash books, and bank passbooks. In cases where doubts or discrepancies arise, the auditors bring these matters to the attention of the Principal. Subsequently, discussions are held with the college's Accountant and Principal, with clarifications being provided based on supporting documents.

File Description	Documents
Paste link for additional information	NA
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 employs strategies to efficiently gather and utilize resources. Its primary source of funding is government grants, encompassing various categories of State Government Funds, including RUSA funds, admission fee reimbursements, salary grants, hostel fees, and support for NCC and NSS programs, among others. Additionally, the college generates internal financial resources by leasing its existing ponds.

The funds obtained from these sources are directed towards the holistic development of the institution. Government funds are allocated as per the specified purposes outlined in the sanction letters. The construction committee of the college closely monitors the progress of construction projects and their financial utilization. Salary grants are disbursed on a monthly basis through an online disbursement system (<https://fin.assam.gov.in/assamfinance/welcome>). The college submits the verified list of students for different government scholarships in online mode to the government and the scholarships are accordingly disbursed to the eligible students

in DBT mode.

Similarly, the funds designated for NCC and NSS are utilized to support the various programs conducted throughout the year. Allocation for the Students Union Body is used for organizing events such as the Freshman Social and Annual College Week. Additionally, these funds contribute to the procurement of library resources, sports equipment, payment of electricity bills, remuneration for hostel staff, campus maintenance, and other essential expenses.

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

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 designs quality assurance strategy in alignment with the mission and vision of the college and the guidelines of UGC and Assam Government. It integrates input from various college stakeholders. After formulation, IQAC ensures its integration into different college departments and engages with existing departments for program and course outcome initiatives. Among the wide range of initiatives, the following quality improvement strategies are worth mentioning:

- Recognizing the importance of ICT in education, the college installed interactive televisions to enhance teaching-learning, and IQAC conducted a training session on "Using Digital Interactive Television for Teaching-Learning".
- In addition to the existing skill based courses under CBCS programme, IQAC introduced three certificate courses for skill development-Beautician, Self-Defense, and MS-Office.
- IQAC promoted collaborative knowledge through a NEP-NAAC integration webinar, an international talk with expert from University of Novi Sad, Serbia and also organised a workshop on "Study of Manuscripts and Ancient Books."
- To instil environmental values, IQAC initiated programs on "Climate Change," and observed events like World Water Day and World Environment Day. Additionally, it organized activities like dance competition in view of "Azadi Ka

Amrit Mahotsav," World Literacy Day, and Students' Day celebrations.

- IQAC facilitated cultural exchange with Mushalpur College and led a field trip to Brahmaputra Char with Prof. Zoja Karanovic and Dragana Ratcovic from the University of Novi Sad, enhancing holistic development and international engagement in the college community.

File Description	Documents
Paste link for additional information	NA
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

The Institutional Quality Assurance Cell (IQAC) of the college maintains an ongoing evaluation of its teaching-learning processes, consistently taking measures to enhance the quality of education. The following significant initiatives have been implemented to bolster the teaching and learning mechanisms:

- Orientation Programme (OP) for Students: At the commencement of each academic session, every department conducts an Orientation Programme for students. This program acquaints students with the details of their study program, providing a concise overview of the program's relevance to their future careers, the syllabus structure, internal and external assessment procedures, and other essential information.
- Feedback on Teaching and Learning: To enhance the quality of teaching and learning, feedback is solicited from students, teachers, and parents. The input received through the feedback is systematically analyzed and discussed during academic committee meetings. These discussions help identify areas for improvement, and the recommendations are subsequently presented to the college's Principal for necessary implementation.
- Course Progression Review: Departments conduct reviews of course progression during their departmental meetings. If it is observed that a course is not progressing as scheduled, the department advises the teacher in charge to expedite the process by offering additional classes. In

cases where course completion is delayed due to a shortage of Teaching-Learning Materials (TLM), this issue is raised with the Principal for resolution.

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

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 agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bbkcollege.co.in/upload/igac_file/1715340617.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

The college actively incorporates gender equity and sensitization into its curriculum, aligning with the official curriculum of Gauhati University, to which it is affiliated. Notably, departments such as Political Science, Education, and English offer a range of courses related to Women's Studies. These

courses encompass subjects like Women Power and Politics, Human Rights, Women and Society, and Women's Writing.

The institution has established a dedicated Women's Cell responsible for addressing various issues related to women's safety, security, welfare, and empowerment. To ensure the safety of women on campus, the college has installed CCTV cameras throughout the premises. Additionally, the college provides facilities such as a Girl's Hostel, a Girl's Common Room, separate washrooms, and a Day Care Centre.

Promoting gender equity and sensitization goes beyond the classroom, as the institution actively engages in co-curricular activities. International Women's Day was celebrated on March 10, 2023, with the aim of raising awareness about gender-related issues. The Women's Cell of the college contributed to this initiative by publishing a book titled "Women and Society" on March 20, 2023.

Furthermore, the Women's Cell organized a Three-Day Bihu workshop from March 15 to March 17, 2023, with the objective of preserving and promoting the traditional Bihu dance and music of Assam. The celebration of World No Tobacco Day on May 31, 2023, by the Women's Cell focused on raising awareness about the dangers of tobacco use, contributing to the broader mission of gender equity and sensitization within the institution.

File Description	Documents
Annual gender sensitization action plan	https://bbkcollege.co.in/upload/igac_file/1697700928.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/1700206924.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

B. Any 3 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 actively implements various initiatives to maintain a waste-free environment. To address biodegradable waste, a vermicomposting pit has been established on the college grounds, where biodegradable waste is collected to facilitate its decomposition into nutrient-rich compost. This compost is then utilized in campus gardening activities.

The college has also instituted a systematic waste segregation system with separate dumpsters for biodegradable and non-biodegradable solid waste. Green bins are designated for wet and biodegradable garbage, while blue bins are allocated for plastic wrappers and non-biodegradable waste. These waste materials are diligently collected in the appropriate bins and subsequently disposed of. Biodegradable waste, once the bins are full, is deposited into a designated concrete pit for composting.

The management of liquid waste is equally efficient. Wastewater from restrooms, canteens, and hostels follows a conventional sewer system and is partially absorbed into the soil. Additionally, local pig farmers collect waste foods from hostels to serve as sustenance for pigs.

Laboratory-generated biochemical waste is carefully disposed of in a designated biochemical waste disposal facility. The college also provides a designated E-waste storage facility to store any electronic waste produced within the college premises.

Notably, the college adheres to best practices in waste management, and no hazardous chemicals or radioactive waste are generated as part of its activities.

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	B. Any 3 of the above
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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:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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	B. Any 3 of the above
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**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

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 is committed to fostering inclusivity and tolerance across diverse dimensions, including culture, region, language, community, socioeconomics, and more. The institution actively implements policies and procedures that prioritize inclusivity and equity in all aspects of campus life, including the admissions process.

One notable annual event organized by the college is a cultural rally, which serves as an opportunity for students to explore and appreciate various cultures, celebrating the richness of diversity. Additionally, the IQAC (Internal Quality Assurance Cell) of the college organized Unity Run on 31-10-2022 in collaboration with NCC, NSS, and the Self-defense club of the college to commemorate Rastriya Ekta Diwas (National Unity Day).

The college extends its support to students from marginalized backgrounds, ensuring that those belonging to Minority Communities, Scheduled Castes, Scheduled Tribes, and similar groups can access government scholarships and other necessary assistance for their development.

The college's student council includes members from a wide array of communities, and organizations like NSS, NCC, and the Eco-Club boast students from diverse cultural and religious backgrounds. These initiatives create an environment that promotes diversity and inclusion, allowing students to connect with peers from various backgrounds and gain insight into different cultures.

Moreover, the college has established stringent anti-ragging policies to ensure that every student enjoys a secure and inviting environment while on campus. It is worth noting that no instances of ragging were reported during the academic session 2022-23.

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 places a strong emphasis on instilling values that align with responsible citizenship, as articulated in the Constitution of India. The institution acknowledges the significance of nurturing individuals who are not only academically proficient but also socially conscientious.

In pursuit of this goal, the institution offers a wide range of activities designed to foster and promote responsible citizenship. These activities encompass community service, awareness campaigns, workshops, and seminars. The institution actively encourages students to engage in community service projects that champion environmental sustainability and support various social causes.

Furthermore, the institution conducts awareness campaigns on critical issues like gender equality, human rights, and civic responsibilities. These campaigns serve to educate students about their rights and responsibilities as citizens of India and cultivate a culture of respect and inclusivity.

The institution also commemorated Rashtriya Ekta Diwas on 31-10-2022 to recognize the endeavors of Sardar Vallabhbhai Patel to unite the country and to maintain the spirit of "Unity in Diversity" among the people.

In addition, the institution hosts NCC and NSS programs that aim to instill values such as leadership, teamwork, and ethical decision-making in students. These initiatives help students develop the skills and mindset required to become responsible and socially conscious citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bbkcollege.co.in/upload/igac_activities/1700213925.pdf
Any other relevant information	N/A

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 There is a committee to monitor adherence

A. All of the above

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 engages in the celebration and coordination of both national and international commemorative occasions and festivals year-round. Recognizing the profound impact of these events in fostering cultural diversity, social cohesion, and global awareness among its students and staff, the institution's event calendar is brimming with a diverse array of activities that mirror the composition of its student body and the broader community. These activities encompass cultural festivals, sporting tournaments, and musical performances.

Furthermore, the institution takes part in the observance of significant national and international days, including but not limited to International Women's Day, Wetland Day, World Environment Day, Teachers' Day, International Yoga Day, Rastriya Ekta Diwas, Republic Day, and Independence Day. These moments are marked by collaborative efforts from students and staff, who organize events and initiatives that underscore the importance of these days and raise awareness about pertinent issues.

The institution's commitment to orchestrating these events is laudable. It involves fostering interdisciplinary partnerships, engaging with the community, and collaborating with experts and stakeholders to ensure meticulous planning and execution of these events.

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	View File
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 of the Practice: Towards Knowledge Collaboration

Objectives of the Practice

The objective of knowledge collaboration is to create an environment where students and faculty work together to enhance the quality of education, foster innovation, and prepare students for success in a rapidly changing world.

The Context

The college tries to implement the concept of collaborative knowledge to empower both teachers and students of the institution by exposing to different activities within institution and outside the institution for creating a holistic environment for better higher education.

Best Practice-2

Title of the Practice: Cultivating Nationalism

Objectives of the Practice

This practice is initiated with the aims of cultivating unity, safeguarding cultural heritage, instilling patriotism, gaining insights into the country's progress, acknowledging the contributions of martyrs and past leaders in India's independence, and upholding democratic values within the college

community, among other objectives.

The Context

While the curriculum covers the concept of nationalism, there is a pressing need to provide the younger generation with a deeper understanding of the nation's rich cultural heritage, its illustrious history, and its standing in global development.

Link for the best practices:

<https://bbkcollege.co.in/upload/bestpractices/1700206347.pdf>

File Description	Documents
Best practices in the Institutional website	https://bbkcollege.co.in/upload/bestpractices/1700206347.pdf
Any other relevant information	<u>N/A</u>

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

Baosi Banikanta Kakati College tries to create a holistic ambiance to uplift students not only through academics but also by being involved in extra-curricular activities.

To create a competitive atmosphere, all the students are listed under four houses namely, Red, Yellow, Green, and Blue to increase participation of students, to build team spirit, and to develop leadership skills among the students. Besides, to strengthen the objective, the college has established a Self-Defence Club in the session 2022-23.

As a result of this effort, there has been a steady increase in the number of students participating in sports and other events. The competitive spirit was obvious during the College Week. In the session 2022-23, 40.6 percent of total UG students (505) participated in different events conducted under Annual College Week from 14th March to 20th March 2023.

The students of Self Defence Club have participated in different State and National Level Competitions and in the session 2022-23, the students have managed to bag 6 medals in the 35th Nalbari

District & Invitational Assam Kung-Fu-Wushu Championship; 3 medals in KWAI 19th National Kungfu Wushu Championship, 2023, Punjab and 1 student won a silver medal in 4 th Federation Cup, Tong-Il- MooDo Martial Arts Championship, 2023 held in Haryana.

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

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 college automation portal.
2. To implement NEP based curriculum.
3. To submit a proposal for infrastructure augmentation in view of the ensuing NEP-based curriculum.
4. To provide multiple entry and exit schemes based on NEP.
5. To provide more skill enhancement and vocational courses.
6. To frame a policy for the internal generation of funds.
7. To conduct more webinars/seminars/workshops for the benefit of students.
8. To undertake activities related to environmental awareness and protection.
9. To motivate students to participate in national/state-level events.
10. To conduct career-related programs on competitive examinations.
11. To conduct more extension activities through NCC and NSS.
12. To celebrate important commemorative events.
13. To augment alternate energy sources.
14. To conduct Academic and Administrative audits and Green audits.
15. Timely submission of AQAR and AISHE.
16. To submit SSR for NAAC 3rd cycle assessment.