



OFFICE OF THE PRINCIPAL

B. B. KISHAN COLLEGE, JALAH

(NAAC Accredited 'B' Grade)

P.O.-Jalahghat, Dist.- Baksa, BTAD (Assam), PIN – 781327

www.bbkishancollege.in :: email – bbkc123@yahoo.co.in

Ref: BBKC/AQAR/3686/2018

DATE: 21.05.2018

To

The Hon'ble Director, NAAC
Nagarbhavi, Bangalore-560007
Karnataka, India

From:

IQAC, B.B. Kishan College, Jalah
Baksa, BTAD, Assam-781327

Track ID: ASCOGN12122

Sub: Submission of AQAR for the session- 2012-13

Respected Sir,

I have the honour to submit herewith the AQAR for the Session 2012-13 of B.B.Kishan College, Jalah, Baksa, BTAD, Assam for your kind information and needful action

With sincere regards-

Yours faithfully;

(Dr. Keshab Basumatary)
Principal
B.B. Kishan College, Jalah

Annual Quality Assurance Report

(AQAR)



SESSION: 2012-13

(July 1, 2012 to June 30, 2013)

B.B.KISHAN COLLEGE, JALAH
P.O- JALAHGHAT: DIST. BAKSA: BTAD: ASSAM-781327

<http://bbkishancollege.ac.in>

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

B. B. KISHAN COLLEGE, JALAH

1.2 Address Line 1

P.O. -JALAHGHAT

Address Line 2

City/Town

BAKSA

State

ASSAM

Pin Code

781327

Institution e-mail address

bbkc123@yahoo.co.in

Contact Nos.

03666-269007

Name of the Head of the Institution:

DR. PRATAP CH. NAG

Tel. No. with STD Code:

03666-269007

Mobile:

9435320757

Name of the IQAC Co-ordinator:

DR. KESHAB BASUMATARY

Mobile:

7896516168

IQAC e-mail address:

bbkc123@yahoo.co.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN12122

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/35/079 dated
28/02/2005

1.5 Website address:

bbkishancollege.ac.in

Web-link of the AQAR:

bbkishancollege.ac.in/AQAR-2012-13

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	73.75	2005	2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

03.02.2002

1.8 AQAR for the year (for example 2010-11)

2012-13

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

i. AQAR -----**2012-13** -----(21/05/2018)

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input checked="" type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

PG (IDOL), UG, BPP, D.EL.ED (KKHSOU), PGDCA, DCA, CCA (CCI), HS (AHSEC)

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY

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

Autonomy by State/Central Govt. / University	--		
University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other (<i>Specify</i>)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	--
2.4 No. of Management representatives	--
2.5 No. of Alumni	--
2. 6 No. of any other stakeholder and Community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	06
2.10 No. of IQAC meetings held	03

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Collected Students' Feedback and assessed them for better academic environment.
- Academic audit was conducted and follow up action was taken in December 2012.
- Discussed the matter of NAAC Preparation with different stakeholders.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To prepare class routine and its proper implementation.	Implemented successfully in consultation with the Academic Assessment Cell of the College.
To fix the dates of Unit Tests, Sessional Examinations	Fixed the dates and accordingly tests and examinations were conducted
To hold meetings with different stakeholders	Meetings held with different stakeholders and actions have been taken accordingly.
To fix the dates of students' seminar, GDs, etc	Fixed the dates and accordingly Seminars and GDs were conducted.
To encourage faculties for research works.	Encouraged the Teaching Staff for pursuing Research Studies for their career enhancement.
To prepare SSR	Efforts were taken but could not complete the process.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was thoroughly discussed and was passed with minor modifications

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	02	--	--	--
UG	02	--	--	--
PG Diploma	--	--	01	--
Advanced Diploma	--	--	--	--
Diploma	--	--	02	--
Certificate	--	--	01	--
Others	--	--	--	--
Total	04	--	04	
Interdisciplinary	--	--	--	--
Innovative	--	--	--	-

1.2 (i) Flexibility of the Curriculum: **Core and Open options**

Bachelor of Arts (B.A.)

With Major: Compulsory subjects: English, Modern Indian Language (Assamese)/Alternative English, Computer Skill/Communicative Skill, Multi-Disciplinary Course, Environmental Studies

Serial No	Major subject	General subjects (any one)
1.	Assamese	Bodo, Political Science, History, Mathematics, Economics, Education, Philosophy, Statistics, Environmental Studies
2.	Bodo	Bodo, Political Science, History, Mathematics, Economics, Education, Philosophy, Statistics, Sanskrit, Environmental Studies
3.	Economics	Bodo, Political Science, History, Mathematics, Education, Philosophy, Statistics, Environmental Studies
4.	Education	Bodo, Political Science, History, Mathematics, Economics, Philosophy, Statistics, Environmental Studies
5.	English	Bodo, Political Science, History, Mathematics, Economics, Education, Philosophy, Statistics, Sanskrit, Environmental Studies
6.	History	Bodo, Political Science, Mathematics, Economics, Education, Philosophy, Statistics, Sanskrit, Environmental Studies
7.	Philosophy	Bodo, Political Science, History, Mathematics, Economics, Education, Statistics, Environmental Studies
8.	Political Science	Bodo, History, Mathematics, Economics, Education, Philosophy, Statistics, Environmental Studies
9.	Sanskrit	Bodo, Political Science, History, Mathematics, Economics, Education, Philosophy, Statistics, Environmental Studies

(ii) Without Major:

Compulsory subjects: English, Modern Indian Language (Assamese)/Alternative English/Bodo, Environmental Studies

Serial No	Any two of the following General Subjects
1	Advance Assamese, Advance Bodo, Political Science, History, Mathematics, Economics, Education, Statistics,

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	--
Annual	02

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	29	09	13		07

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	18	02
Presented papers	-	11	-
Resource Persons	-	-	-

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

- Classroom teaching with audio-visual aids.
- Prepared the session plan for every subject well before the commencement of each semester.
- Teacher's study materials are shared with student
- Institution conducts remedial classes for slow learners.

2.7 Total No. of actual teaching days during this academic year

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

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

-- -- --

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					
		Distinction %	I %	II %	III %	Passed	Pass %
PG(KKHOU)	09	-	-	-	-	05	55.56%
BA(GU)	173	-	12	97	42	151	87.28%
BA(KKHOU)	48	-	-	-	-	38	79.16%
PGDCA	13	-	10	02	-	11	84.61%
DCA	12	-	7	3	-	10	83.33%
CCA	10	-	6	3	-	9	90%
BPP (KKHSOU)	18	-	-	-	-	16	88%
D.EL ED.	85	-	-	-	-	85	100%
HS	99	-	10	35	24	69	69.69%
TOTAL	467	-	45	140	66	394	84.36%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC prepares academic calendar for the year in consultation with Academic Assessment Cell (AAC) of the College.
- Departments are advised to prepare teaching plan for the course of the academic session.
- Faculties are supplied with an Academic Diary to note all the activities done in the Departments.
- The IQAC collects feedback from students as a measure of monitoring of the progress of the teaching learning process.
- Continuous monitoring by means of the analysis of performance of students in examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	01	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encourages the faculty members to initiate Research works both for M.Phil/Ph. D Degree and writing of Research Papers.
- The IQAC advises the faculties to submit proposal for research.
- The IQAC monitors the project work (course related) of Semester students of different departments
- The IQAC monitors the activities of the College internal Research Committee.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

02

-

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

--

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- Observation of Independence Day
- Observation of College Foundation Day.
- Trip to Bhutan Ghat (Gate) for Environment Studies on 24th December 2012.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities		Existing	Newly created	Source of Fund	Total
Campus area		30 bigha/ 9.1 acre	--	Govt. Allotment	9.1 Acre
Class rooms		16	--	Govt. Fund	16
Laboratories		01	--	Govt Fund	01
Seminar Halls		01	--	Govt.Fund	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Fire Equipments	--	--	-NERO-	--
	Library Shelves	23	02	NERO	25
	Almirah	15	05	NERO	20
	LCD Projector	--	--	--	--
	Bio Matric Machine	--	--	--	--
	Digital Generator	02	--	NERO	02
Value of the equipment purchased during the year (Rs. in Lakhs)		--	34,000/-	--	34,000/-
Others	Office Room	02	--	Govt.Fund	02
	Departmental Teachers' Room	10	--	Govt.Fund	10
	Girls' Hostel	01	--	Govt.Fund	01
	Boys' Hostel	01	--	Govt.Fund	01
	Hostel warden's Quarter	01	--	Govt.Fund	01
	Canteen	01	--	Govt.Fund	01
	Gymnasium	01	--	Govt.Fund	01

4.2 Computerization of administration and library:

- The computers and its accessories are regularly maintained by the college.
- The library provides open access to staff and students.
- At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- Journals and magazines are kept in open racks.
- The librarian and assistants ensure the use and security of resources in the Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6066	3,03,300/-	418	54,340/-	6484	3,57,640/-
Reference Books	7251	3,62,550/-	248	32,240/-	7499	3,94,790/-
e-Books	--	--	--	--	--	--
Journals	464	13920/-	98	2940/-	562	16,860/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	09	--	01	--	06	02	--	--
Added	--	--	--	--	--	--	--	--
Total	09	--	01	--	06	02	--	--

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

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4.6 Amount spent on maintenance in lakhs :

i) ICT	38,680/-
ii) Campus Infrastructure and facilities	1,78,500/-
iii) Equipments	68,000/-
iv) Others	1,32,000/-
Total :	4,17,180/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through Notice Board
- Through SMS services
- Through Letter correspondence
- Through circulars

5.2 Efforts made by the institution for tracking the progression

- The college keeps records of all progress of stakeholders.
- The career guidance cell counsels the students for their future prospects.
- The Grievance Redrassal Cell redresses the grievances, if arise among the students.
- The election Committee conducts the General Election of the Student Union of the College.
- The IQAC arranges meeting of different stakeholders and takes feed-back from them.

5.3 (a) Total Number of students

UNIVERSITY	UG			PG	Others						
	I	II	III		PGDCA	DCA	CCA	BPP	D EL ED	HS	
										I	II
Gauhati University	255	127	173	--	--	--	--	--	--	--	
KKHSOU	80	--	--	16	--	--	--	22	100	--	
CCI, MUMBAI	-	-	-	--	13	12	10	--	--	--	
AHSEC	--	--	--	--	--	--	--	--	--	132	99
Total	335	127	173	16	13	12	10	22	100	132	99
Grand Total									1039		

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
504	48.51

Women

No	%
535	51.49

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
GU REG	70	166	199	99	--	534	73	176	217	89	--	555
KKHSOU	10	15	49	50	--	124	15	18	99	86	--	218
CCI,	06	05	15	05	--	31	07	07	16	05	--	35
AHSEC	13	5	190	22	--	230	03	01	195	32	--	231
Total	99	191	453	176	--	919	98	202	527	212	--	1039

Demand ratio: 100:100 Dropout: 29 %

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

The College has an Extension Education Cell for monitoring the students support mechanism.

No. of students beneficiaries

09

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	11

5.6 Details of student counseling and career guidance

- Counselling of the students is made periodically by the counselling and career guidance cell of the college.
- Information regarding employment opportunities for students is provided regularly.

No. of students benefitted

10

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

--

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events:

Sports:

State/ University level National level International level

Cultural:

State/ University level National level International level

5.10 Scholarships and Financial Support

	Scheme	Number of Students	Amount
Financial support from institution	Free Admission	10	26,200/-
Financial support from government	Post Matric Scholarship	ST-160	8,57,500.00
		SC-002	10,520.00
		OBC-37	1,56,750.00
Financial support from other sources		--	--
Number of students who received International/ National recognitions	--	--	--

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ nothing significant _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission and Vision

Initially started with a single missionary zeal of providing scope for higher education to the economically weaker section of eligible youths of Jalah tribal belt and block, this College has made periodic review of the institutional goals to slowly come to terms with the global need of higher education. The missions of the College and its visions for the future are reflected in the following aims and objectives such as:

- To cater for the need of higher education to the eligible youths of this unserved region especially the economically and educationally weaker sections of SC/ST and OBC communities.
- To cater accessibility of rural women to higher education.
- To work continuously to improve upon the quality of general education of this backward region through networking and promotion of intellectual exchange.
- To bring about new concepts and experiments to make teaching-learning experience more satisfying.
- To introduce Innovative changes in the Internal Examination as well as the student monitoring mechanism.
- To reaffirm the institution's responsiveness to community needs and reattest its commitment to social accountability.
- To orient the student community to serve the society by undertaking extension and awareness programmes; and to make such extension activities part of our greater educational experience to help, serve, reflect and learn.
- To make special efforts towards student counselling by imparting training in games and sports, music and fine arts, computer and other career oriented programmes.
- To take a pro-active role in promulgating the spirit of democracy and harmony, peace and progress, mutual help and trust among-various multi-ethnic, multi-lingual communities of this region.
- To build up this institution into an advance centre for learning and research.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- The Course curriculum is developed by the University of Gauhati to which the college is affiliated.
- The College provides many opportunities for the development of innate skills of the students.

6.3.2 Teaching and Learning

- Organise the course plan for every subject well before the commencement of each semester and theses are made available to all students.
- Teacher's study materials [Soft copy-PPT slides/PDF presentation] are shared with students.

6.3.3 Examination and Evaluation

- Conducts the Annual and Final Examinations under Gauhati University.
- Conducts the Internal Evaluations of different academic programmes.
- Every teacher engages themselves in the Evaluation work of HS and BA Final and Semester Examinations.

6.3.4 Research and Development

The central library of the College is well equipped with a good number of reference books, research oriented journals etc. with modern electronic devices conducive to research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library Building has newly been constructed, reading room is being developed, Computer is installed, and Xerox Machine has been installed for the use of the students.

6.3.6 Human Resource Management

Mainly the Teachers are engaged in teaching responsibilities, but beyond this most of the teachers are engaged for co curricular or extension activities enlisting them in various Units and Cells as per their expertness.

6.3.7 Faculty and Staff recruitment

- Well qualified Faculty and staff recruited as per requirements.
- Roaster System followed during Faculty and Staff recruitment.
- All procedure and norms of Gauhati University, Govt. of Assam and UGC are followed properly.

6.3.8 Industry Interaction / Collaboration

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6.3.9 Admission of Students

- For the purpose a prospectus is prepared
- An admission committee comprising the staff of the college is formed to take care of admission of students.
- Selection is done purely on the basis of merit.
- Individual departments conduct special tests for selection of major students.
- As the college is located in a rural and backward area, poor students, women students and students belonging to SC/ST/OBC/MOBC/ Minority are given preference.

6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical Insurance as per UGC & State Govt. Norms.
Non teaching	Medical Insurance, Loan facility
Students	<ul style="list-style-type: none"> • Merit Scholarship, • Post Matric Scholarship etc • Book Bank facilities to economically disadvantaged students • Students' Aid Fund for financial assistance to economically disadvantaged students • Drinking water, Toilets, Sports facilities, Health Check-up Camps, Study tours and Excursion, NSS, Scout and Guide, Students' Union Body, etc.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	Yes	IQAC
Administrative	--	--	Yes	GB

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

The Alumni Association meets once in a year. They think for over all development of the College. They help in the new admission process in the College by making positive awareness among the people of the vicinity.

6.12 Activities and support from the Parent – Teacher Association

No parents-Teacher Association is formed in the College till now.

6.13 Development programmes for support staff:

The Teaching Staff of the College are deputed to different UGC sponsored programmes like Orientation Courses, Refresher Courses, Winter Courses, Summer Schools, various short term courses, etc. The college provides facilities for various research projects. Teachers are encouraged to organize seminars, workshops, conferences, etc. Office staffs are also deputed to different training programmes for their development in official skills.

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

- Plantation and environmental awareness programmes among students
- Tobacco Free Zone

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The innovation that is introduced in the year that created positive impact is mentioned in the Column 7.3 as Best Practice which is the establishment of Academic Audit and the initiation of Study Centre for Diploma of Elementary Education (D.El.Ed) under KKHSOU.

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

At the very beginning of the session an academic calendar is provided by the affiliated university that includes exam dates, dates of college week, freshmen social, dates of holidays, dates of admissions and forms fill up, etc. is brought to the notice of the teachers and students. The class routines are also served.

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

1. D. EL. ED STUDY CENTRE UNDER KKHSOU

**Provide the details in annexure (annexure need to be numbered as, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Environmental awareness programmes are a regular feature in the academic life of the college.
- World Environmental Day (5 June) was celebrated during the session. Lectures on environmental awareness and planting of saplings marked the occasion.
- Decision was taken to make the campus free from the use of tobacco and plastic products.
- Cleanliness drive was initiated to keep the campus spick and span.
- The wing for Social Service of the Students Union of the College conducts programmes of campus cleanliness once/twice in a year.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT ANALYSIS

Strength:

- Good congenial green environment and eco friendly campus.
- Highly Qualified faculty Members.
- Good relation between faculty and students.
- Ragging free campus.
- Well equipped library
- Uninterrupted power supply through noise free eco-friendly generator.
- Canteen facility within the college campus.

Weakness:

- Rural Background
- Deplorable road and communication
- Majority parents of the students are of less educational background.
- Poor economic condition of the students.
- Slow internet connectivity in the college campus.
- Less participation of students in corporate activities due to Poor language communication skill.
- Lack of well furnished hostel facilities.
- Less provision for improvements of skill of the students.

Opportunities:

- Better infrastructure ICT and other facilities.
- Minor and Major research project can be done to solve the problems of the locality.
- Opportunity to upgrade the UG class to PG class.

Threats:

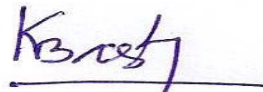
- Economic condition of some of the students is poor. Hence they have to give supplement to their family income, as a result it hold back their studies.
- Frequent local bondhs occur.
- High dropout rate in the college.

8. Plans of institution for next year:

- Construction of Indoor Stadium
- Completion of Construction of Girls' Hostel Building.
- Strengthening the Centre IDOL under Gauhati University.
- Proposal for financial assistance for construction of Administrative Building to the State Government.



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ANNEXURE-1

ACADEMIC CALENDAR-2012-13

Sl. No	Dates	Events& Activities
1.	01.08.2012	Commencement of H.S and B.A Odd Semester Classes
2.	11.08.2012	Freshmen Social
3.	15.08.2012	Celebration of Independence Day
4.	16.08.2012	College Foundation Day Celebration
5.	3.9.12 to 7.9.2012	First Sessional Examinations of Odd Semester
6.	15.09.2012	Election of College Students Union
7.	02.10.2012	Celebration of Gandhi Jayanti
8.	06.10.2012	Students Counseling and mid Semester feedback assignments
9.	12.10.2012	Quiz Competition conducted by Extension Education Cell
10.	08-17.10.2012	Educational Excursion to Jaipur, Agra and Delhi.
11.	18-20. 10.2012	Second Sessional Examinations of Odd Semester
12.	19.11.12 to 01.12.2012	End Semester Examination of B.A 3 rd & 5 th Sem
13.	4.12.12 to 15.12.12	End Semester of B.A 1 st Semester
14.	16.12.2012	IQAC Meeting for Academic Audit
15.	17.12.2012 to 31.12.2012	Winter Vacation
16.	02.01.2013	Commencement of Even Semester Classes
17.	28-31.01.2013	College Week and Cultural Fest
18.	15.02.2013	Celebration of Saraswati Puja
19.	28.02.12 to 18.03.2013	BA Part II (Old Course) Final Examination
20.	22-15.04.2013	First Sessional Examinations of Even Semester
21.	27.04.2013	Students Counselling and mid Semester feedback assignments
22.	04.05.2013	Completion of Even Semester Classes
23.	20.05.13 to 3.6.13	End Semester Examinations of 4 th & 6 th Semesters
24.	4-14.06.2013	End Semester Examination of 2 nd Semester.
25.	1.7.2013 to 31.7.13	Summer vacation

ANNEXURE -II

REPORT ON STUDENT FEEDBACK

The Internal Quality Assurance Cell (IQAC) assisted by the academic Assessment Cell of the college obtained feedback from students on various aspects of the academic life of the students. The feedback has been properly analyzed and corrective measures were taken according to the findings.

To the query how far the course of study was relevant to their day to day needs, 75% of the students found it positive. 15% of the students found their course of study good and the rest found it manageable. Regarding the availability of texts and reference books prescribed, 70% of the students found it adequate where as the rest found it inadequate. While rating the facilities like computer and internet in the college, 60% of the students found it good and 30% of them found it average.

Regarding sports facilities in the college, 50% found it very good and the rest found it good. The students found the following subjects their favorite ones in the order it is written – Assamese, Bodo, Education, Philosophy, Economics, English, Political Science, Sanskrit and History.

Student Feedback was also obtained from the students randomly on individual teachers of all departments regarding regularity of the teacher, their mode of presentation, their ability to explain, scope in the class for interaction, teacher's motivational approach, interaction after class hours, encouragement for co curricular activities and personality of the teacher. The IQAC of the college analyzed the feedback in consultation with the Principal and corrective measures were taken.

Best Practice- 1

1. Title of the Practice

D. EL. ED STUDY CENTRE UNDER KKHSOU

2. Goal

This practice aims at providing Diploma in Elementary Education to in service untrained teachers of the district.

3. The Context

Primary School teachers shoulder prime responsibilities to educate the future generation of the nation. These teachers need much devotion and dedication to teach the small children of the society. The College teachers get various opportunities to update their skill and training through Refreshers/Orientation programme, M.Phil/Ph.D Etc, the high/Higher secondary school teachers have also the provision of B.Ed and other training facilities, but these elementary school teachers had very limited scope to train themselves in this field. Especially, in the Baksa district this scope was beyond imagination for these tertiary level teachers. Realizing the need of such training Centre, the College decided to open a Study Centre for Diploma In Elementary Education (D.El.Ed) under the formal permission of **Krishna Kanta Handique State Open University, Guwahati**.

4. Practice

The D.El Ed Study Centre is open to all. But mainly the TET (Teachers Eligibility Test) Qualified newly appointed School Teachers got admission and successfully completed their diploma from this centre. The Course is of two years. Classes were regularly conducted on every Sunday as per the regulations of the University.

5. Evidence of Success

The Centre received huge support from the Primary School teachers of the district and completed their Diploma in time and could save their service, as the Govt. made it mandatory.

6. Problems Encountered and Resources:

This practice is quite successful. However, there are some issues that are to be immediately addressed. Though there was scarcity in the course of Resource Persons, our qualified staff of the College smoothly managed all necessary requirements.