Ref: BBKC/AQAR/3689/2018   DATE: 24.05.2018

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

Track ID: …… ASCOGN12122 ………

Sub: Submission of AQAR for the session -2015-16

Respected Sir,

I have the honour to submit herewith the AQAR for the Session 2015-16 of B.B.Kishan College, Jalah, P.O- Jalahghat, Dist. Baksa, BTAD, Assam, Pin-781327 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: 2015 -16

(July 1, 2015 to June 30, 2016)

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

web: www.bbkishancollege.ac.in

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. 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.

> 9401259567

Name of the Head of the Institution:

> SRI CHAKRADHAR DEKA

Tel. No. with STD Code:

> --

Mobile:

> 9401259567

Name of the IQAC Co-ordinator:

> MR. SURESH KALITA

Mobile:

8724974720

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:

http://bbkishancollege.ac.in

Web-link of the AQAR:

http://bbkishancollege.ac.in/AQAR-2015-16

1.6 Accreditation Details

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

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

03.02.2002

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

2015-16

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

    i. AQAR_____ 2012-13_____(21/05/2018)
   ii. AQAR_____ 2013-14_____ (23/05/2018)
  iii. AQAR_____ 2014-15_____ (23/05/2018)
  iv. AQAR_____ 2015-16_____ (24/05/2018)

1.10 Institutional Status

University   State [---] Central [-] Deemed [-] Private [-]

Affiliated College   Yes [✓] No [-]

Constituent College   Yes [-] No [-]

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

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

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

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

                  Urban [-]   Rural [✓] Tribal [✓]

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

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

1.11 Type of Faculty/Programme

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

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

    Others (Specify)   [--]

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 (*Specify*)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
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	09
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 01 |

Non-Teaching Staff Students | 01 | Alumni | 01 | 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

- Prepares the AQAR of the College.
- Prepares the Academic Calendar of the College.
- Organises meetings with different stakeholders.
- Organises Remedial Programmes for the Students.
- Organises the celebration of Independence Day and Foundation Day on 15th and 16th August 2016.

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
1. To start a Separate Construction of RCC Building for Administrative purpose with the State Govt. Financial Assistance. 2. To construct a separate Building for the Study Centres of Open and Distant Learning. 3. To apply for the Centre of Assam State Open School.	1. Construction work of the said building has been initiated. 2. Panning has been done to initiate the Construction from internal sources of the Centres. 3. Application has been submitted to the concerned authority of ASOS.

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body?   Yes [✓] No [-]

Management [✓]   Syndicate [-]   Any other body [-]

Provide the details of the action taken

> The AQAR was placed before the Governing Body of the College for necessary action. The G.B. suggested measures to improve upon the academic quality of teaching –learning processes.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / 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	2
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.

--

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

--

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	11	14	--	04

2.2 No. of permanent faculty with Ph.D.

09

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	--	03	02
Presented papers	02	02	--
Resource Persons	--	--	--

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

- Supply of Academic Diary to note all the activities done by the faculties including teaching, seminar participation, extension activities etc.
- Teaching plans submitted by the faculties are analysed and suggested necessary modifications if any at the beginning of the session.
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process.
- Institution conducts remedial classes for poor students.
- All the Departments publish their Departmental Annual Magazine to promote the writing skill of the students.
- Every Department publish Wall magazines once/twice in a year.

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

180

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

76 %

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(IDOL,GU)	48	--	--	--	--	22	45.89%
PG(KKHOU)	09	--	--	08	--	08	88.89%
BA(GU)	286	--	16	32	112	160	55.95%
BA(KKHOU)	58	--		14	22	36	62%
PGDCA	16	--	08	05	01	14	87.5%
DCA	08	--	04	02	01	07	87.5%
CCA	08	--	03	02	01	06	75%
BPP (KKHOU)	18	--	--	--	--	11	61.11%
D. EL ED	188	--				168	89.36%
HS	35	--	--	09	21	30	85.71%
TOTAL	**705**	**--**	**31**	**72**	**158**	**462**	**65.53%**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
- IQAC prepare academic calendar for the year.
- Departments are advised to prepare teaching plan for the course of the academic session.
- Faculties are supplied with a Teacher's Diary to note all the activities done in the college and verified by the concerned HODs in daily basis and by Principal in monthly basis.
- The IQAC invite feedback from students as a measure of monitoring of the progress of the teaching learning process.
- Monitor by means of the analysis of performance of students in examinations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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.	--
Others	--

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 with the support of Management encourages teachers to take initiative in research activities with minimum funding from the institution.
- The IQAC advices the faculties to submit proposal for research.
- The IQAC monitors the project work (course related) of Semester students of different departments

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	01	--	--
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 *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. | 02 | Chapters in Edited Books | 01 |

ii) Without ISBN No. | 02 |

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	--	--	--	--	--

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

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

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

3.15 Total budget for research for current year in lakhs:

From funding agency [--]   From Management of University/College [--]

Total [--]

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
      who are Ph. D. Guides   [02]
      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	01		
NCC	--	NSS	01	Any other	01

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

- ELECTION DUTY OF BODOLAND TERRITORIAL COUNCIL: The whole Teaching Staff of the College were engaged by the Election Commission for the said Election in the Month of May 2015.

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 Acare
Class rooms		18	--		18
Laboratories		01	--		01
Seminar Halls		02	--		02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Fire Equipments	10	--		10
	Library Shelves	27	--		17
	Almirah	25	--		25
	LCD Projector	01	--		01
	Bio Matric Machine	01	--		01
	Digital Generator	02	--	NERO	02
Value of the equipment purchased during the year (Rs. in Lakhs)		--	--		
Others	Office Room	02	--		02
	Departmental Teachers' Room	10	--		10
	Girls'Hostel	01	--		01
	Boys' Hostel	01	--		01
	Hostel warden's Quarter	01	--		01
	Canteen	01	--		01
	Gymnasium	01	--		01

4.2 Computerization of administration and library

- Computerization of Library has been installed with the Library Package Soul 2.0 with effect from 26.12.2015.
- 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.
- Xerox Machine has been provided for easy access of the students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8116	6,47,090/-	520	1,04,000/-	8636	7,51,090/-
Reference Books	8517	5,66,840/-	604	1,20,800/-	9121	6,87,540/-
e-Books	--	--	--	--	--	--
Journals	614	18,420/-	10	300/-	624	18,720/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	09	--	01	--	06	03	--	--
Added	02	--	01	--	--	01	--	--
Total	11	--	02	--	06	04	--	--

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

--

4.6 Amount spent on maintenance in lakhs :

    i) ICT   42,000/-

    ii) Campus Infrastructure and facilities   1,38,000/-

    iii) Equipments   1,24,900/-

    iv) Others   1,38,000/-

                  Total :   4,42,900/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Admission Circulation
- Preparation of Prospectus
- Awareness Programme for popularizing the UG Course Syllabus.
- Awareness and assistance for scholarship of different agencies.

5.2 Efforts made by the institution for tracking the progression

5.3 | 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 college authority arranges meeting of different stakeholders and takes feed-back from them.

UNIVERSITY	UG			PG	Others					HS	
	I	II	III		PGDCA	DCA	CCA	BPP	D EL ED	I	II
Gauhati University	448	198	102	--	--	--	--	--	--	--	--
DU (IDOL)					--	--	--			--	
KKHSOU			115	17				41	189	--	
CCI, MUMBAI	--	--	--	--	13	12	10			---	
AHSEC	--	--	--	--	--	--	--			47	35
Total	448	198	217	17	13	12	10	41	189	47	35
Grand Total								1227			

(b) No. of students outside the state | -- |

(c) No. of international students | -- |

	No	%
Men	579	47.19

	No	%
Women	648	52.81

	Last Year(2014-15)						This Year(2015-16)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
GU REG	32	08	475	258	--	773	45	12	554	291	--	902
GU IDOL	11	06	41	25	--	83	27	25	31	12	--	95
KKHSOU	61	35	137	117	--	350	48	23	152	82		305
CCI	07	07	12	19		45	08	02	18	21	--	49
AHSEC	03	01	205	38	--	247	02	01	70	09	--	82
Total	**134**	**107**	**705**	**457**	**--**	**1403**	**130**	**63**	**825**	**415**		**1433**

Demand ratio   100:100   Dropout 25 %

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

- 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 beneficiaries   12

5.5 No. of students qualified in these examinations

NET   --   SET/SLET --   GATE --   CAT --

IAS/IPS etc --   State PSC --   UPSC --   Others --

5.6 Details of student counselling and career guidance

- The College has a separate Cell for carrying out Careen Counselling throughout the year.

No. of students benefitted   25

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

--

5.9 Students Activities

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

State/ University level [--]   National level [--]   International level [--]

No. of students participated in cultural events

State/ University level [--]   National level [--]   International level [--]

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

Sports: State/ University level [--]   National level [--]   International level [--]

Cultural: State/ University level [--]   National level [--]   International level [--]

5.10 Scholarships and Financial Support

		Number of students	Amount
Financial support from institution		10	33,600.00
Financial support from government	POST MATRIC SCHOLARSHIP	ST-272	16,80,330/-
		OBC-79	4,06,420/-
		SC-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: _____NIL_____

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

There is limited scope of curriculum development and modification for an affiliated college, which is under the jurisdiction of the affiliating university. The college takes feedback regularly from students and IQAC analyse their assessment to make necessary suggestions to convey to the affiliating University.

6.3.2 Teaching and Learning

> The following activities help in the teaching learning process in the College: Use of multimedia in class rooms Group discussions, seminars, lecture sessions, workshops and debates Special classes for slow learners Vocational Training through Functional English.

6.3.3 Examination and Evaluation

> - Mid-term examination is conducted by the college as per University instruction and term End Examinations are conducted by Gauhati University after every Semester.
> - There is an academic committee to monitor the academic progress of the students.
> - Teachers take active part in examination and evaluation work functioning as examiners, scrutinizers, head examiners and supervisor of examinations conducted by the AHSEC and Gauhati University

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. However, digitalization of the library is under process.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> In the Library, the system is partially computerized.

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

> Faculty and staff recruitment are carried out in line with the rules and regulations of the University of Gauhati as well as with the statutory orders of the Government of Assam in addition to the guidelines of the University Grants Commission.

6.3.8 Industry Interaction / Collaboration

--

6.3.9 Admission of Students

- 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 to 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 students are given preference.
- Also free admission to poor students of the section below poverty line (BPL) has been given as per the state government policy.

6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical Insurance as per UGC &State Govt. Norms.
Non teaching	Medical Insurance, Loan facility
Students	- Students' Welfare Fund, - Merit Scholarship, - Post Matric Scholarship etc, - Book Bank facilities to economically disadvantaged students managed by the concerned Departments. - Students' Aid Fund for financial assistance to economically disadvantaged students - Drinking Water - Students Union Body - Educational Tours.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes ✓   No --

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	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 holds different meetings and suggests the college authority for the infrastructure and academic development. The association also provides financial aids to construct temporary toilets during time of examination.

6.12 Activities and support from the Parent – Teacher Association

| -- |

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

- Environmental Awareness Programme was held to make the campus eco friendly.
- Cleanliness Drive was organised by the Students' Union of the college.
- Environmental awareness progress is a regular feature in the academic activities of the college.
- Our college is situated in a pollution-free area with greenery.
- Garbage is dumped in dustbins in the campus.
- The approach roads are full of trees and shrubs on either side.
- 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 IQAC conducts academic Audit to assess the teaching learning progress of the College.
- Efforts are being made by the Department of History to popularise History among the students. As a result of which good number of students have opted for History as Major subject.

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 prepared by the college authority that includes exam dates, date of college week, freshmen social, and various co-curricular and extension programmes.

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

- Popularization of History as Major Subject
- Academic Audit

Provide the details in annexure (annexure need to be numbered as i, 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.

7.5 Whether environmental audit was conducted?   Yes | ✓ | No | -- |

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

<div style="border:1px solid black; padding:10px;">

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.
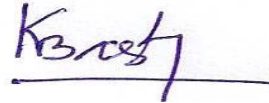- Opportunity to upgrade the UG class to PG class.

Threats:

- Poor economic condition of the student's families.
- Communication hazards and deplorable road conditions.
- High dropout rate and early marriage of the girl students.

</div>

8. **Plans of institution for next year:**

- To conduct Internal Annual Administrative and Academic Audit.
- To organize programmes on personality Development of non-teaching staff and students.
- To start a Fashion Design Training Centre.
- Adoption of villages as per the directives of Government of Assam.
- Complete the computerization of administrative and examination branch.
- Formation of Academic Monitoring Cell for upgrading the Teaching-Learning and Evaluation
- To form Parents Teacher Association.
- To start Vocational Training Centre.
- To initiate Study Centre of Assam State Open School.

(Dr Dewan Nazrul Qadir)
Coordinator, IQAC
B. B. Kishan College, Jalah

(Dr. Keshab Basumatary)
Chairperson, IQAC
B. B. Kishan College, Jalah

ANNEXURE-1

ACADEMIC CALENDAR: 2015-16

Sl. No	Dates	Events& Activities
1.	01 August,2015	Commencement of H.S and B.A Odd Semester Classes
2.	15 August,2015	Celebration of Independence Day
3.	16 August,2015	College Foundation Day Celebration
4.	22 August, 2015	Freshmen Social
5.	08 -11 September, 2015	First Sessional Examinations of Odd Semester
6.	19 September, 2015	Election of College Students Union
7.	02, October, 2015	Celebration of Gandhi Jayanti
8.	06 October, 2015	Students Counselling and mid Semester feedback assignments
9.	03 November, 2015	Debate Competition conducted by Extension Education Cell
10.	05 November, 2015	Educational Excursion to Hajo Powa Mecca and Haigrib Mandir.
11.	01-31 December 2015	End Semester Examination of B.A 3rd & 5th Sem
12.	1-16 January, 2016	Winter Vacation
13.	18 January, 2016	Commencement of Even Semester Classes
14.	27-30 January, 2016	College Week and Cultural Fest
15.	13 February, 2016	Celebration of Saraswati Puja
16.	21 March, 2016	Cleanliness Awareness Programme by IQAC
17.	20-23 April, 2016	First Sessional Examinations of Even Semester
18.	27 April, 2016	Students Counselling and mid Semester feedback assignments
19.	05 May June'16	Completion of Even Semester Classes
20.	12 May to 17 June 2016	End Semester Examinations of 2nd, 4th & 6th Semesters
21.	01-31 July, 2016	Summer vacation

Best Practice 1

1. Title of the Practice

POPULARISATION OF HISTORY AS MAJOR SUBJECT

2. Goal

This practice aims at increasing the enrolment of students in the UG Major Classes.

3. The Context

The enrollment in the department of History became almost nil during the last few years. Somehow, the department was surviving with very small number of students. There were certain factors behind the same. As the subject is not taught in the curriculum of Secondary School, nominal number of student study History in 10+2 level, but opting for the subject in 10+2 level was thought necessary to study in under graduate level, hence the History Department did not receive good number of students.

4. Practice

This year, Department of History of the College, gives provision students to opt for History as Major subject in B.A Class, even if History Subject is not studied by students in 10+2 level. As a result, as many as 20 students enrolled in the department of History and have done well in the Semester examinations.

5. Evidence of Success

The success rate of the practice is very encouraging. A total number of 20 students appeared First and Second Semester examinations and out of them 18 students have successfully passed the examination.

6. **Problems Encountered and Resources:**

This practice is quite successful. However, there are issues that are to be immediately addressed. There are only two faculties the Department and not sufficient enough to take all the routine classes.

Best Practice- 2

1. Title of the Practice

ACADEMIC AUDIT OF THE COLLEGE

2. Goal

This practice aims at to bring a change in the academic performances of the students by making a deep academic audit in the teaching learning evaluation process undertaken during the previous years.

3. The Context

The prime focus of the College is to facilitate congenial academic atmosphere for catering higher education even from rural backward area. The college has been contributing in this field since inception and providing quality education at graduation level. The result of the College is average though the overall pass percentage is satisfactory. The practice of academic audit has been undertaken to bring a qualitative change in the result of College in future.

4. Practice

The College, beyond Graduation Course, started several other courses like Post Graduation, PGDCA, BCA, CCA and D.El ED under KKHSOU to provide more opportunities to the students of this area. In all these courses academic audit was felt necessary and ultimately it was conducted by IQAC of the College.

5. Evidence of Success

The Practice proved successful as the whole evaluation process of all the related courses has minutely been discussed. Short falls were found out and measures have been taken for future positive change in the academic atmosphere of the College.

6. **Problems Encountered and Resources:**

This practice is quite successful. However, there are issues that are to be immediately addressed. The major cause for poor qualitative result is that most of the marginal students who have somehow pass the HSLC and HS examinations come to this college. The good students usually go to the colleges in urban area. Financially sound parents also send their children to the Urban Colleges, only the poor family background, female students come to this College.