

OFFICE OF THE PRINCIPAL
BAGADHAR BRAHMA KISHAN COLLEGE, JALAH
(B.B. Kishan College, Jalah)



(NAAC Accredited 'B' Grade)
P.O.-Jalahghat, Dist.- Baksa, BTAD (Assam), PIN – 781327
www.bbkishancollege.ac.in :: email – bbkc123@yahoo.co.in

Ref: BBKC/AQAR/3843/2018

DATE: 26.12.2018

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

Track ID: ASCOGN12122.....

Sub: Submission of AQAR for the session of 2017-18

Respected Sir,

I have the honour to submit herewith the AQAR for the session of 2017-18 of Bagadhar Brahma Kishan College, Jalah (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: 2017-18

(July 1, 2017 to June 30, 2018)

**BAGADHAR BRAHMA KISHAN COLLEGE,
JALAH
P.O- JALAHGHAT: DIST. BAKSA: BTAD: ASSAM-781327**

<http://bbkishancollege.ac.in>

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	BAGADHAR BRAHMA 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.	7896516168
Name of the Head of the Institution:	DR. KESHAB BASUMATARY
Tel. No. with STD Code:	--

Mobile:

7896516168

Name of the IQAC Co-ordinator:

DR. DEWAN NAZRUL QADIR

Mobile:

9435025377

IQAC e-mail address:

bbkc123@yahoo.co.in

1.3 NAAC Track ID (For ex. MHC0GN 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:

www.bbkishancollege.ac.in

Web-link of the AQAR:

www.bbkishancollege.ac.in/AQAR-2017-18

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

03.01.2002

1.8 AQAR for the year (for example 2017-18)

2017-18

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)
- ii. AQAR _____ 2013-14 _____ (23/05/2018)
- iii. AQAR _____ 2014-15 _____ (23/05/2018)
- iv. AQAR _____ 2015-16 _____ (24/05/2018)
- v. AQAR _____ 2016-17 _____ (24/05/2018)

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 type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input 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)	<input type="text" value="--"/>								

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

Gauhati University, Guwahati

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

07

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

2.10 No. of IQAC meetings held

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

The IQAC actively initiated the following Activities:

- a. Creation of Database of Students
- b. Installation of Wi-Fi in the Campus
- c. Use of ICT in the existing Smart Class Room
- d. Parents Teacher's Meet
- e. Conduction of D El Ed Classes under NIOS.
- f. Inauguration of Study Centre of Assam State Open School.
- g. Inauguration of the Separate Building of Centre for Open and Distant Learning
- h. Shifting of Principal's Office to new Administrative Building
- i. Computerisation of admission and examination branch & installation of software

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
<ul style="list-style-type: none"> a. Counselling for D El Ed Programme under NIOS. b. Getting Affiliation under Assam State Open School for encouraging the dropout students of the locality towards higher education. c. To start a 'Knitting, Cutting and Tailoring Centre' for the marginal women of the locality and to train the female students of the College during leisure time. d. To revive the Mushroom Production Centre. 	<ul style="list-style-type: none"> a. Successfully initiated and regular Counselling is being given to as many as 250 trainees who enrolled online for D. El Ed Course under NIOS. b. Affiliation of ASOS has been received and the Centre is now functioning well. c. The works of 'Knitting, Cutting and Tailoring Centre' are on process. d. Mushroom Production Centre has been started and now it is producing Mushroom regularly.

* 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

Discussed properly in the Governing Body Meeting 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	01	-	-	-
UG	02	-	-	-
PG Diploma	-	-	01	-
Advanced Diploma	-	-	-	-
Diploma(DCA, D.El.Ed)	-	-	02	-
Certificate(CCA)	-	-	01	-
HS	01	-	-	-
Total	04	-	04	-

Interdisciplinary				
Innovative				

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

(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.

- **D. EL ED STUDY CENTRE UNDER NIOS:**

Primary School teachers shoulder prime responsibilities to educate the future progeny. These teachers need much devotion and dedication to teach the small children. 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 approval of National Institute of Open Schooling (NIOS). The College received approvals from NIOS vide No. 471824003 and now the Centre is running with 205 students.

- **ASSAM STATE OPEN SCHOOL :**

The College has started a Study Centre under Assam State Open School to provide higher education to the drop out students of the locality. In the centre all drop out students in 10+2 level may take admission and get higher education. Moreover, there is a special provision in some specific subjects for enhancement of marks in 10+2 examination. The Centre Approval Code is-230 and the Centre is running well.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	11	10	--	06

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
	02	05	--	--	--	--	--	--	02	05

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	04	05
Presented papers	02	04	03
Resource Persons	--	--	--

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

- Use of ICT in teaching learning process.
- Carrying out the session plan for every subject well before the commencement of each semester along with the course hand outs which are made available to all students on the start of the academic year.
- Teacher's study materials [soft copy-power point/PDF presentation] are shared with students.
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process.
- Institution conducts remedial classes and adopts teaching strategies to improve the level of learning.
- For advance learners, the institution encourages them to take part in research projects and presentation of papers at various levels.

2.7 Total No. of actual teaching days

during this academic year

180 days

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

75%

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)	36		12	08	10	30	83.33%
BA(GU)	155	--	19	78	32	129	83.22%
BA (KKHOU)	28		12	11	03	26	92.85%
PGDCA	16	--	07	08	--	15	93.75%
DCA	17	--	12	05	--	17	100%
CCA	03		03	--	--	03	100%
D.EL ED (KKHOU)	138	--	--	--	--	135	97.8%
HS	41		09	11	12	32	78%

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

- Through continuous class room interactions
- Through students feedback
- Through mid semester examination

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.	--
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	02
Technical Staff	01	-	-	01

Criterion – IIIA

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.
- The IQAC advises the faculties to submit proposal for research.
- The IQAC monitors the project work (course related) of Semester students of different departments
- In the College, there is a Research Committee and the IQAC always monitors the works of the 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 organizations:

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	-	-	-	-	01
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	-
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

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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="02"/>

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

- **PARTICIPATION IN NRC DUTY:** The Government of Assam initiated NRC Registration and Verification Programme throughout the year under the strict guideline of the Supreme Court of India. Some teachers from the college are deputed by the NRC Department for the smooth functioning of the work which is in progress.
- **PARTICIPATION IN GUNATSAV DUTY:** The Government of Assam initiated a programme for Assessment and Accreditation of Primary and Secondary Schools of the state under the strict guideline of the Education Directorate in the name of Gunatsav. The Assessment was conducted during the month of November and December 2017.as many as 08 (eight) teachers from the college are deputed by the Education Department for the smooth functioning of the Assessment and accreditation.

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	-	-	30 bigha/ 9.1 acre
Class rooms		18	-	-	18
Administrative Building		01	-	-	01
Laboratories		01	-	-	01
Seminar Halls		02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Fire Equipments	12	-	-	12
	Library Shelves	27	-	-	27
	Almirah	27	-	-	27
	LCD Projector	03	-	-	03
	Bio Matric Machine	01	-	-	01
	Digital Generator	02	-	-	02
Value of the equipment purchased during the year (Rs. in Lakhs)		-	-	-	-
Others	Office Room	03	-	-	03
	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

- 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 one library assistant ensure the use and security of resources in the Library.
- CC TV has been established in the library for security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9471	9,43,140/-	818	2,01,142/-	10289	1144282/-
Reference Books	9336	7,86,540/-	636	1, 33,560/-	9972	1736540/-
e-Books	--	--	--	--	--	--
Journals	628	18,920/-	--	--	--	--
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	12	--	02	--	01	01	--	--
Added	01	--	--	--	--	--	--	--
Total	13	--	02	--	01	01	--	--

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

--

4.6 Amount spent on maintenance in lakhs:

i) ICT	37, 100/-
ii) Campus Infrastructure and facilities	1, 60, 200/-
iii) Equipments	73, 100/-
iv) Others	39, 700/-
Total:	3, 10, 100/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Services for making awareness to students are made through Notice Board, SMS services, Letter correspondence, circulars.

5.2 Efforts made by the institution for tracking the progression

The college keeps records of all progress of students. 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.

5.3 (a) Total Number of students

UNIVERSITY	UG			PG		Others						
	I	III	V	I	II	PGDCA	DCA	CCA	BPP	D EL ED	HS	
											I	II
Gauhati University	488	319	258	--	--	--	--	--	--	--	--	--
GU (IDOL)	--	--	--	84	82	--	--	--	--	--	--	--
KKHSOU	155	46	28	--	--	--	--	--	--	138	--	--
IYDES (Computer)	--	--	--	--	--	19	14	18	--	--	---	--
AHSEC	--	--	--	--	--	--	--	--	--	--	52	41
Total	643	365	286	84	82	19	14	18	--	138	52	41
Grand Total										1742		

(b) No. of students outside the state

--

(c) No. of international students

--

Men	No	%

Women

No	%

	Last Year(2016-17)						This Year(2017-18)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
GU REG_{UG}	70	16	456	424	--	966	84	18	521	441	01	1065
GU IDOL	25	30	56	07	--	118	22	19	87	38	--	166
KKHSOU	58	26	126	59	--	269	40	11	149	167	--	367
CCI	09	07	16	10	--	42	09	12	14	16	--	51
AHSEC	03	04	63	19	--	89	18	13	39	23	--	93
Total	165	83	717	519	--	1484	173	73	810	685	01	1742

Demand ratio 100:100

Dropout -12.5

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

Regular Counseling is provided through the Extension Education Cell of the College for appearing Competitive examinations

No. of students beneficiaries

13

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 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.
- Career Guidance Cell occasionally conducts programme.
- Counselling sessions with students for selection of subjects are conducted.

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

The Women Cell of the college regularly monitors the gender related issues to provide congenial and safe academic and normal atmosphere to the female students. More over the Women Cell regularly encourages the girls' students for proper education, self-employment and women empowerment.

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	Free Admission	--	--
Financial support from government	POST MATRIC SCHOLARS HIP	ST-622	35,39,860/-/-
		OBC-145	421970/-
		SC-05	21640/-
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

Swacch Bharat Abhiyan was carried out by the students within the College campus & neighboring areas.

5.13 Major grievances of students (if any) redressed: _____ NO _____

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

The administrative section is automated with College Administration Software which maintains all information on students' admission, fees payment, etc.

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. Since inception the College has been following the Curriculum designed and prescribed by the Gauhati University. However, in the academic year 2017-18, the College decided to switch over to Bodoland University, Kokrajhar which has introduced the CBCS Curriculum. All formalities were fulfilled. Students were admitted to the B.A First Semester and classes also started. But unfortunately, due to some technical problems, for not having UGC 12 B status of the said Bodoland University, the College was compelled to go back to the Gauhati University.

6.3.2 Teaching and Learning

Use of multimedia in class rooms, group discussions, seminars, lecture sessions, workshops and debates, remedial classes etc

6.3.3 Examination and Evaluation

- Both midterm & term end examination are in practice. There is an academic committee headed by senior professors of the college to monitor the academic progress of the students.
- Teachers take active part in examination and evaluation works as examiners, scrutinizers, head examiners and supervisors of examinations conducted by the SEBA, AHSEC and Gauhati University

6.3.4 Research and Development

Research and research related activities figure prominently in the academic life of the college. 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

Library:

Library Advisory Committee, Text Books, Reference books, journals, news papers, magazines, collection of QPs,

ICT:

Biometric attendance system, LCD projector, Computer Centre, WI-Fi facility, College Website, Xerox Machine, CC Camera surveillance.

Physical Infrastructure:

Hostel (boys and girls), Digital Class Room, Conference Hall, LCD projector, Class room with SMART board, Canteen, Students' common room (Boys' and Girls'), Playground, Central Library with browsing centre, Computer Centre, Office of Students' Union.

Separate departmental compartments with departmental libraries, parking zone with sheds, Vermicompost unit, Medicinal Plantation.

Instrumentation:

Biometric attendance system, Non-polluting Digital Generator system

6.3.6 Human Resource Management

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

The internal Cells & Committees are as follows:

- Internal Quality Assurance Cell
- Academic and Assessment Cell
- Planning and Development Committee
- Students' Welfare Cell
- Grievances Redrassal Cell
- Women cell
- Extension Education Cell.
- Library Advisory Committee
- Alumni Association
- Research Committee
- Editorial Board for Annual Magazine.
- Documentation Cell

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

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6.3.9 Admission of Students

- A Prospectus is prepared for detailed information.
- 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 students are given preference.
- Provide free admission to poor students as per the state government policy.

6.4 Welfare schemes for

Teaching	GPF, Gratuity, Medical Insurance as per UGC & State Govt. Norms.
Non teaching	GPF, Gratuity, Medical Insurance, Loan facility
Students	Students' Welfare Fund, Merit Scholarship, 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

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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?

NOT APPLICABLE

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

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

- Every year college organizes Alumni meet for UG & PG students.
- Alumni keep regular contacts with college authority.
- Alumni organises different programmes with college students.
- Provide financial supports in raising funds.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

--

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

- Organised Cleanliness Drive by the Students regularly.
- Environmental awareness is a regular feature in the academic activities of the college.
- Our college is situated in a pollution-free area with greenery.
- Fishing and farming are added activities that make the campus eco-friendly.
- Garbage is dumped in dustbins in the campus.
- The approach roads are full of trees and shrubs on either sides.
- A park like garden in front of the administrative block is an additional attraction.
- 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.

Appointment of Permanent Principal: The College was running for a long period of 27 years without having a permanent principal. After much appeal to the authority, a permanent Principal was appointed on 01.03.2017.

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

- A prospectus is prepared.
- Academic calendar is prepared.
- Credit based teaching plan is provided to all semester students.

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

- D.EL. ED study centre under NIOS
- Study centre of Assam state Open School

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

7.4 Contribution to environmental awareness / protection

- Plantation,
- Clean Campus drive,
- Water saving awareness
- Avoidance of plastic goods

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.
- ✚ Fewer provisions 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:

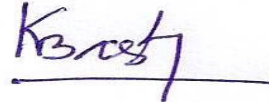
- ✚ Economic condition of some of the students is poor. Hence they have to give supplement to their family income; as a result it holds back their studies.
- ✚ Due to ethnic problems numbers of local bondhs occur.
- ✚ To introduce job oriented self financing courses.
- ✚ High dropout rate in the college.

8. Plans of institution for next year

- To Complete the NAAC assessment within 2018-19 Session.
- To start Science Stream in the College.
- To apply for Study Centre of Distance and Open Learning under Jamia Millia Islamia, New Delhi.
- To complete the construction of Indoor Stadium.
- To Construct Principal's Quarter.
- To make some International MOU with Bhutan for admission of Foreign Students.
- To make some MOU with different agencies/Companies for better training of the College students in different fields of education and Industry.



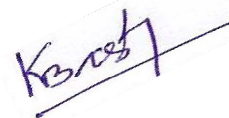
(Dr Dewan Nazrul Qadir)
Coordinator, IQAC
Bagadhar Braham Kishan College, Jalah



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

ACADEMIC CALANDER: 2017-18

Sl. No	Dates	Events& Activities
1.	01 August 2017	Commencement of H.S and B.A Odd Semester Classes
2.	15 August 2017	Celebration of Independence Day
3.	16 August 2017	College Foundation Day Celebration
4.	22 August 2017	Freshmen Social
5.	2 September 2017	Placement Councelling
6.	18-21 September 2017	Sessional Examinations of Odd Semester
7.	22 September 2017	Election of College Students Union
8.	23 September 2017	Awareness programme on Skill Development and Entrepreneurship
9.	02 October 2017	Celebration of Gandhi Jayanti
10.	06 October 2017	Students Counselling and mid Semester feedback assignments
11.	15 October 2017	Quiz Competition conducted by Extension Education Cell
12.	21 Nov to 15Dec/17	End Semester Examination of B.A 3 rd & 5 th Sem
13.	23 December 2017	IQAC Meeting for Academic Audit
14.	26 Dec'17 to 16 Jan'18	Winter Vacation
15.	17 January 2018	Commencement of Even Semester Classes
16.	22 January 2018	Celebration of Saraswati Puja
17.	26 January 2018	Celebration of Republic Day
18.	27-31 January 2018	College Week and Cultural Fest
19.	23 February to 16 th march 18	End Semester Examination of B.A 1st Sem
20.	4-8 April 2018	First Sessional Examinations of Even Semester
21.	30 April 2018	Students Counseling and mid Semester feedback assignments
22.	31 April 2018	Completion of Even Semester Classes
23.	5-18 May 2018	End Semester Examinations of 4 th & 6 th Semesters
24.	01-15 June2018	End Semester Examination of 2 nd Semester.
25.	05 June 2018	Government project Awareness Programme
26.	29 June 2018	Educational Tour to Tezpur
27.	1-31 July 2018	Summer vacation



Principal

Best Practice 1

1. Title of the Practice

D. EL. ED STUDY CENTRE UNDER NIOS

2. Goal

This practice aims at to provide 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 our country. These teachers need much devotion and dedication to teach the small children of our Country. 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 the provision of B.Ed and other training facilities, but these elementary school teachers had very limited scope to train them 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 approval of National Institute of Open Schooling (NIOS).

4. Practice

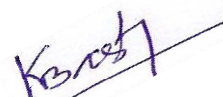
The D.El Ed Study Centre is open to all. But mainly the TET Qualified newly appointed School Teachers got admission and successfully completed their diploma from this centre. The Course is of two years. Classes were regularly conducted on every Sunday as per the regulations of NIOS.

5. Evidence of Success

In the Study Centre as many as 200 Un Trained Teacher Trainee are allotted by NIOS and their Personal Contact Programme (PCP), School bases Activities (SBT), Workshop Based Activities(WBT), regular classes and Counselling are properly been conducted with full satisfaction of the students.

6. Problems Encountered and Resources:

This practice is quite successful. However, there are 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.


Principal

Best Practice-2

1. Title of the Practice

STUDY CENTRE OF ASSAM STATE OPEN SCHOOL

2. Goal

The Study Centre has been established with an aim at to provide education to the drop out students and less mark securer students of the locality through open schooling.

3. The Context

As because the College is situated in a backward Indo- Bhutan border area, most of the female students drop out in the 10+2 Level of education due to several causes. Moreover, most of the meritorious students go to urban college for higher studies, only the marginal students take admission in 10+2 level in the College, who cannot secure good marks in the regular examinations. On the other hand the Government has stipulated the norms of 50% Marks in 10+2 level of examination to become a teacher in Lower and Upper Primary Elementary School. Under such circumstances, it has become a mandatory, for all those less mark securer to enhance their 10+2 exam marks by re appearing in certain subjects.

4. Practice

In the changing trends of Education system of the Country, options have been made by Assam State Open School, that the Drop out students can re appear in their pass out subjects to increase the percentage of their marks and the Drop Out students can pass 10+2 Examination by appearing single Examination.

With an aim to provide such opportunities to the students, specially the teachers of the locality as well as the house wives, the College has started a Study Centre of Assam State Open School and started its academic year from 2017-18 Academic Session

5. Evidence of Success

In the first batch as many as 27 students took admission and studying their studies to increase the marks in the previous examinations.

6. Problems Encountered and Resources:

This practice is quite successful. However, there are issues that are to be immediately addressed.

Contact Details:

Name of the Principal: Dr. Keshab Basumatary

Name of the Coordinator: Dr. Dewan Nazrul Qadir

Name of the Institution: Bagadhar Brahma Kishan College, Jalah

P.O: Jalahghat, Dist. Baksa, Assam Pin Code: 781327

Accredited Status: 'B'