



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		BAGADHAR BRAHMA KISHAN COLLEGE
Name of the head of the Institution		DR. KESHAB BASUMATARY
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03666289667
Mobile no.		7896516168
Registered Email		bbkc123@yahoo.co.in
Alternate Email		iqacbbkc1978@gmail.com
Address		P.O- JALAHGHAT
City/Town		BAKSA, BTR
State/UT		Assam
Pincode		781327
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. DEWAN NAZRUL QADIR
Phone no/Alternate Phone no.	03666289454
Mobile no.	9435025377
Registered Email	bbkc123@yahoo.co.in
Alternate Email	iqacbbkc1978@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://bbkishancollege.ac.in/2024/09/21/aqar-2018-2019/
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.75	2004	15-Dec-2004	14-Dec-2011

6. Date of Establishment of IQAC	03-Jan-2002
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meetings with Teaching Staff for development and application of quality benchmarks/parameters for various academic and administrative activities were conducted	01-Aug-2019 3	22

Training programme on the use of ICT and other innovative technology for quality education were organized	15-Nov-2019 1	24
As many as 4 initiations were arranged to take feedback from students, parents, alumni and other stakeholders on quality related institutional process.	25-Nov-2019 1	245
Several environmental and historical field study/tours were organized by the college as well as several departments to Shillong, Tezpur, Madhupur and Hajo.	12-Oct-2019 3	80
Centrally the IQAC and almost all the departments separately organized workshops and seminars on quality related themes in the college.	01-Dec-2019 1	92
Documentation of the various programmes/activities leading to quality improvement has been properly recorded by the Documentation Cell of the College.	30-Nov-2019 1	7
Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality	17-Jan-2020 1	20
Discussion with the Teaching Staff and other stakeholders regarding NAAC Peer Team Visit and other related matters	20-Jan-2020 1	135

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View Link
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10. Number of IQAC meetings held during the year :	6
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
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Upload the minutes of meeting and action taken report	No Files Uploaded !!!
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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Preparation and Submission of AQAR of the Pending Years

Preparation and Submission of IIQA for NAAC Assessment.

Preparation and Submission of SSR for NAAC Assessment

Manage DVV and send all its queries

Completion of procedure for 2nd Cycle Assessment of NAAC
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achievements/Outcomes
To organize meetings with the Teaching Staff for Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.	Several meetings with Teaching Staff for development and application of quality benchmarks/parameters for various academic and administrative activities were conducted.

To emphasis for creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.	Training programme on the use of ICT and other innovative technology for quality education were organized.
To arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.	As many as 4 initiations were arranged to take feedback from students, parents, alumni and other stakeholders on quality related institutional process.
To organize Environmental/Historical tours to different places.	Several environmental and historical field study/tours were organized by the college as well as several departments to Shillong, Tezpur and Hajo.
To organize of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;	Centrally the IQAC and almost all the departments separately organized workshops and seminars on quality related themes in the college
To work for documentation of the various programmes/activities leading to quality improvement.	Documentation of the various programmes/activities leading to quality improvement has been properly recorded by the Documentation Cell of the College.
To act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices	IQAC always play active role as nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices.
To work for development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality	Efforts were made for development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
To development of Quality Culture in the institution.	With the active initiations of the IQAC quality Culture are developed in the College.
To preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC	The Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC has been prepared to be submitted to NAAC.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	31-Jul-2020

15. Whether NAAC/or any other accredited

Yes

body(s) visited IQAC or interacted with it to assess the functioning ?	
Date of Visit	21-Feb-2020
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	18-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College maintain the following management Information System: i. Publication of Merit list and e counseling list of students during the admission process. ii. Data base of students based on relevant documents uploaded by them during the application process in both undergraduate and post graduate courses. iii. Accession of library books based on SOUL software iv. Salary of teaching and nonteaching staff, generation of salary slips and certificates through IFMS (Integrated Financial Management System) of the Assam Government. v. E pension of teaching staff vi. Merit cum Means Scholarship approved and received by students from the Higher Education Department. Also Scholarship data from central, state Government and other sources are maintained.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has the provision to maintain well planned curriculum delivery and documentation mechanism though the syllabus for U G and PG programs are framed by the parent university. There is however choice of pedagogy and options of selecting Skill Enhancement courses (SEC) and Discipline Specific Elective courses (DSE). The Departmental head conducts meeting among teachers to finalise the courses out of options given for the semester students. The Academic Assessment Cell along with IQAC conducts meeting at the beginning of every year to discuss the action plan for the implementation of the curriculum. Every department maintains class and semester wise departmental progress report of the syllabus and departmental discussion is held at the end of every month

to discuss about the progress of the implementation of the syllabus. Departmental Seminars and Sessional tests are held in regular basis to monitor the progress and implementation of the curriculum. Whenever there is a change in curriculum by the affiliating university the college is informed well in advance and the entire syllabus along with the question patterns and the text books and reference books are provided by the university. The University and the institutions conducts some seminar and workshops time to time for the teachers whenever there is a change in curriculum or course patterns. If it is conducted in a different institution, delegates from the college are sent to attend such seminars and workshops. The AAC of the College prepares class routine at the beginning of every academic session for the timely implementation of the curriculum. Departmental seminars are conducted and home assignments are received time to time If the teachers face constraints to complete the curriculum, extra classes are conducted for remedial measures. Departments conducts subject related projects, survey and workshop to impart the practical knowledge to the students. Three smart classes have been installed. Projectors along with computers are used as audiovisual aids for effective delivery of the curriculum. Departmental action plans are prepared at the beginning of every academic session.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
no	no	Nil	00	00	00

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	01/08/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	19	39

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sewing Machine Training	01/10/2019	25
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	History	22

BA	Assamese	42
BA	Education	18
BA	General	80
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback is taken by the IQAC with the help of Departmental Heads on teaching and infrastructure from the students in the month of November. . The feedback includes the information on pedagogy, discipline and teaching ethics. It also includes views on infrastructure like college canteen, laboratory facilities and sports facilities. The feedback was analysed with the help of updated software using statistical tools and graphs. The feedback reports were shared with the teachers and was also discussed in separate meetings with the IQAC and Principal. The Feedback Committee reviewed the feedback forms with the IQAC and certain modifications were suggested so that precise quantitative and qualitative feedback can be got from the students.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ASSAMESE	30	70	30
BA	BODO	30	73	30
BA	ENGLISH	30	12	11
BA	ECONOMICS	30	10	30
BA	EDUCATION	30	53	10
BA	HISTORY	30	53	30
BA	PHILOSOPHY	30	42	18
BA	POL SCIENCE	30	55	21
BA	SANSKRIT	30	41	20
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers

	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	947	0	27	0	24

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	6	8	3	2	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College keeps strict monitoring on the students through various methods like whats app groups, and mentor mentee proctoral groups. The Students' Mentoring System is a regular practice of the College which encompasses the specially of students in each department. The Mentors maintain the Students' Mentoring Diary designed by IQAC and provided to them at the beginning of each session. The diary contains spaces for entering particulars of the mentees and their performance in sessional exams, the previous end – semester examinations, their attendance in class etc. the total number of mentees with each mentor is calculated using the formula ' Total number of students having Specialty in course/ Total number of teachers in the department.' Each teacher has to monitor the performance and progress of their mentees, hold meetings with them every month and record the proceedings of each meeting in the Students' Mentoring Diary provided to each mentor. The Mentors hold maximum two meetings in each month with their mentees and offer guidance and counseling in matters wherever required. In exceptional cases, parents are also called for counseling by holding special meetings with them with the suggestion of the Head of the Department. If a student is identified as being weak in a particular subject, the mentor appraises the concerned teachers who teach the subject. The basic problem faced in implementing this system is that it is not possible to hold formal meetings with the mentees during those months which have many holidays like during the months of Bihu and Durga Puja etc. Even during these times, mentoring is done over the phone or informally which, however, is not recorded in the Students' Mentoring Diary. The benefit that can be seen after introducing the Mentoring System is that the attendance of the students in the classroom has improved.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
947	27	1 : 35

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	6	1	6	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	DR. DEWAN NAZRUL QADIR	IQAC / CIQA coordinator	Babu Jagjivan Ram National Samman

			Padak-2019 from Babu Jagjivanram Kala Sanskriti Sahitya Akademi, New Delhi
2019	DR. DEWAN NAZRUL QADIR	Associate Professor	Best Teacher's Award 2019 from Aviskar Foundation, India, Kolhapur, Maharastra.
2020	DR. DEWAN NAZRUL QADIR	Associate Professor	Manuh Huwar Gaurab (Proud to be a Man) from Samannaya Sahitya Gosthi, Barpeta
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Odd Semester	1st Sem 2019	01/07/2019	31/12/2019
BA	Odd Semester	3rd Sem 2019	01/07/2019	31/12/2019
BA	Odd Semester	5th Sem 2019	01/07/2019	31/12/2019
BA	Even Semester	2nd SEm 2020	01/01/2020	30/06/2020
BA	Even Semester	4th Sem 2020	01/01/2020	30/06/2020
BA	Even Semester	6th Sem 2020	01/01/2020	30/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Bagadhar Brahma Kishan College, as an affiliated institution, follows the norms of the affiliating university i.e. Gauhati University regarding the conduct of in semester/ sessional examination and its evaluation. At the beginning of the semester, the Academic Assessment Cell (AAC) and the faculty members inform the students about the various components in the assessment process during the semester. The chapters are properly divided unit wise to complete in due time frame. There are 20 percent marks for internal assessment and 80 percent marks for end semester examination in each course during each semester. The internal assessment of 20 percent marks comprises of four components viz. Sessional Examination I (written), Sessional Examination II (written), Seminar/ Group Discussion/ Home Assignment and Attendance each of which has been assigned 5 percent of the total marks allotted for Internal Assessment i.e 20 percent marks. Thus, the college conducts two Sessional Examinations in each semester besides conducting Group Discussions, Seminars and giving Home Assignments to the students as part of the continuous evaluation process. If a course is taught by more than one teacher, then the concerned teachers jointly conduct Internal Assessment. Besides the above mentioned mandatory continuous assessment practices adopted by the college, the departments also conduct class tests (both oral and written) and also library assignments to the students to be completed within a stipulated time during the college hours. Evaluation

system is transparent. The answer scripts are normally evaluated within ten days of the completion of the paper after which the students are encouraged to go through their evaluated scripts in the presence of the teacher concerned where their mistakes are pointed out and their complaints, if any, are addressed. The scripts of internal/sessional examinations are evaluated within the College and the Semester examinations are sent to the Zonal Centers fixed by the University.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Bagadhar Brahma Kishan College is affiliated to Gauhati University and as such it follows the Academic calendar prepared by the affiliating university and also takes into consideration holidays and semester breaks as laid down in the academic calendar. The academic calendar mentions a stipulated time range for the conduct of various activities like holding sessional as well as semester examinations, organizing college week, holding Students' Union Election and so on and the time frame provided is strictly adhered to by the college. The college selects a suitable date / dates from the time range provided for the conduct of various activities. Each department has a built - in mechanism to ensure that the syllabi are completed and sessional exams are conducted within the specific time frame mentioned in the Academic Calendar. The Academic Calendar is communicated to the students by displaying it in the departmental Notice board, uploaded in the College website and published in the College Prospectus. If the university changes its schedule or postpones its examination, the college makes the changes accordingly. In this way the college is maintaining the procedures of Admission, Examinations and other related matters.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[nil](#)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BA	Nil	207	169	81.64

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.bbkishancollege.ac.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	00	00	0	0

Minor Projects	00	00	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
no	no	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
no	no	no	Nill	Nill
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
no	no	no	no	no	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
no	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Assamese	3	Nill
National	Economics	2	Nill
National	Bodo	1	Nill
National	Philosophy	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	3
Bodo	1
Economics	2
Philosophy	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
no	no	no	Null	0	no	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
no	no	no	Null	0	0	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	5	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swatch Bharat Abhijan	NSS	11	65
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
no	no	no	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat,	NSS	Cleanliness Drive of College Campus	10	50
Aids Awareness	Health Department	Aids Awareness	15	152

Gender Issue	Women Cell	Awareness on Gender Equality	5	198
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	00	Null	Null	00
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
North Kamrup College, Baghmara	01/08/2019	Mutual Exchange of Faculty/Students	45
Kaveri Self Help Group	11/09/2019	Entrepreneurship encouragement and social responsibility.	72
ASRLM	18/12/2019	Livelihood Generation Awareness	69
ITI, Howly	28/12/2019	Promotion of Skill Education	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	32.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0.0.12	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	10726	1253582	1051	315300	11777
Reference Books	10413	1824740	975	536250	11388	2360990
Journals	683	21420	106	15900	789	37320
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	no	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	0	1	1	6	10	0	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	0	1	1	6	10	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
50	15	35	32.5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are well laid down norms for maintaining and utilising physical, academic and support facilities. ? Office staffs are engaged in monitoring the physical facilities like classrooms, auditorium, conference rooms, canteen, toilets, drinking water, etc. and reporting it to the principal. The teachers are also given a free hand to suggest and report about infrastructure facilities, specifically with respect to the concerned departments and laboratories. ? The hostel superintendent entrusts hostel wards/staff for monitoring and maintenance of physical facilities of the hostel. ? The librarian seeks recommendation from departments before purchasing books. In case of general books, the library committee decides. The library committee also decides on the infrastructural facilities. ? Computers purchased must be branded and a committee recommends it. ? Constructions are carried out through construction committee/APWD. ? Maintenance of Computers and the sophisticated instruments are carried out through AMC . ? Maintenance of the canteen is carried out through Canteen committee. ? For regular maintenance the college engages a contractor, an electrical firm and a plumber. 11. Students views on facilities are taken into account.

[Nil](#)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Poor Aid Fund	11	55000
Financial Support from Other Sources			
a) National	Post Matric Scholarship	584	Nil
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	02/10/2019	40	Department of English
Practice of Yoga and Meditation	21/06/2020	60	Extension Education Cell

Personal Counseling and Monitoring	Nil	151	Extension Education Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	00	0	0	0	0
2020	00	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	18	BA	Assamese	GU	MA
2019	16	BA	BODO	BU	MA
2019	11	BA	EDUCATION	GU	MA
2019	2	BA	ECONOMICS	GAUHATI UNIVERSITY	MA
2019	10	BA	PHILOSOPHY	GAUHATI UNIVERSITY	MA
2019	2	BA	HISTORY	GAUHATI UNIVERSITY	MA
2019	3	BA	POL SCIENCE	GAUHATI UNIVERSITY	MA
2019	2	BA	SANSKRIT	GU	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Week/ Cultural Activities	College Level	125
College Week/ Games and Sports	College Level	200
College Week/ Cultural Rally	College Level	150
Freshmen Social/ Cultural Programme	College Level	60
Rasmella/ Cultural Rally	Public Programme	300
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Bagadhar Brahma Kishan College Students Union (BBKCSU) is an elected body of student and its primary responsibility is to protect and promote the interests of the student community in the college campus. The members of the BBKCSU are elected by students through secret ballot, following the parliamentary form of elections. Activities Each office bearers of BBKCSU have an assigned responsibility and all of them adhere to it. The major activities of BBKCSU are: • To organize functions like General Fresher's Social • To organise Annual College Week, which consists of large number of sporting and cultural activities • To bring out and publish the college magazine • To organise Saraswati Puja • To organise Debating Competition and Quiz Competition . To bring to the notice of the Principal the grievances of the students • To act as a link between the administration and the students. Apart from these, the office bearer of BBKCSU has specific functions assigned to her/his portfolio. The various academic and administrative bodies and their activities which have student representation in them are as follows: Academic Bodies Administrative Bodies College Magazine. The Editor and other members who edit the college magazine are students. The faculty members merely act as advisers Student Union. The student union is key to the maintenance of harmony, cleanliness and discipline in the college. It helps the college authorities in the smooth

functioning of the college. As each student member has a teacher in charge, the problems of the students are brought to the notice of the authority either by the students or the teacher-in-charge. Hostel Committee The college hostel is run by the Superintendent with the active cooperation and help of the boarders. The boarders serve as monitors, mess managers, auditors, etc. for the smooth running of the hostel. Anti-Ragging Committee (Ragging Helpline). The Vice President and General Secretary of BCSU are active members of the Antiragging Committee. IQAC One student representative invited to IQAC meeting ICC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

324

5.4.3 – Alumni contribution during the year (in Rupees) :

210350

5.4.4 – Meetings/activities organized by Alumni Association :

The college has an Active Alumni Association and a very rich alumni. It has been providing enormous support. Whenever their help is sought they have been very helpful. Moreover, every department also has an alumni get together wherein they discuss and work for the benefit of the college. Some major contributions of the alumni over the years are: • College Gate has been built and donated by the alumni association. • A car parking shade has been constructed by the alumni. • The alumni donated the Approach Road from old building to the new building. • In many departments alumni have been contributing cash as well as books, instruments, etc. • The alumni have carried out a herculean task of renovating the entire toilets of the college hostel. • The alumni carried out plantation programme and made its bamboo fencing for protection. • Every department ropes in alumni of repute to interact with the present students. This indicates a strong bonding between the alumni and the college. Alumni are the backbone of the college, they always help in admission process. Helps to maintain an atmosphere of peace and harmony towards the college out side the college campus. . They attend the freshers social, college week , saraswati puja, etc In the event of demise of any faculty or non teaching staff, alumni rushes to the college. They even participate and fill up the Alumni Feedback mechanism of the College.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College believes in team spirit for the smooth conduct of all activities, hence it follows a policy of decentralization and participative management by incorporating different stakeholders at different levels of administration. There are several committees and cells working under the guidance of the Principal of the college, Teacher's Unit, Academic Assessment Cell (AAC) and IQAC, which works for the implementation of various disciplinary systems in the college, looks after the smooth conduct of examinations, admission process of the students, election of the students union body, new construction activities, important institutional functions etc. The Governing Body of the college is the apex body and is well represented at all levels from the teaching community,

non-teaching staff, guardian members, and nominees from the affiliating University. As there are no Vice Principal to supervise different academic activities, all the Head of the Departments are made responsible to look after the day-to-day academic matters of their respective departments. HODs along with faculty are given freedom to take decisions for the constructive growth of the Department. HODs are also responsible for coordinating all departmental academic programs of the college. The college promotes also participative management by forming different committees involving students. The University examination conducted by the College, a committee is formed yearly by the Principal for smooth conduct of the examination. The Committee comprises of the Principal (Officer-in-charge), faculty members, and non-teaching staffs of the college. The AOCs prepare all the examination related works. The non-teaching members of the examination committee help in the entire logistics of the examination procedure. The entire documents related to the examination, which are prepared by the AOCs, are regularly checked and signed by the officer-in-charge of the examination committee. The fund needed for the smooth conduct of the examinations is released by the Principal and is handed over to the AOCs. The AOCs prepare the expenditure statement regularly and submit to the Principal at the end of the examination. The entire procedure related to the examination is completed by the examination committee. Internal examination including the Sessional examination of the General course are conducted by the examination committee. The effective practice of decentralization and participative management is clearly reflected in the process of holding the internal examination of the college. The dates of examinations are decided at a meeting of the HODs with the college authority comprising Principal and IQAC Coordinator. The AAC Convenor is given the overall charge to prepare all the examination related works. The sessional examination of the Major/Core Course and practical examinations are conducted by the respective departments.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • The College follows the Curriculum of Gauhati University, the syllabus of which is framed by the Academic Council of the University. The members of the Academic Council are nominated from the affiliated colleges. Thus faculty members get opportunity to participate in the curriculum making process of the University and can insert their innovative ideas in a very democratic way. They communicate with the university and provide different suggestions regarding the curriculum and other matters related to student's communities. • Academic Assessment Cell of the College pay vital role in proper implementation of the syllabus and curriculum. Work load distribution as per specialization of faculty members. • Different examination committees ensure smooth conduct of examination. • Several faculty members of this college

	are active members of university appointed examination committee to frame question papers and evaluate answers scripts.
Teaching and Learning	<ul style="list-style-type: none"> • Highly qualified and dedicated faculty members. • Intra departmental meeting for making teaching plan and course planning. • Interaction between students and faculty which goes beyond the classroom. • Well equipped library for both students and faculty. • Principal and Academic Assessment Cell (AAC) Coordinator regularly looks after the overall academic affairs of the college.
Examination and Evaluation	<ul style="list-style-type: none"> • Continuous evaluation through sessional test, home assignments, presentations, projects, etc. • Proper transparency is maintained in evaluation process. • Final examinations of each semester are held as per the Gauhati University schedule. • The practical examinations are conducted with internal and external examiners appointed by the examination committees.
Research and Development	<ul style="list-style-type: none"> • The college encourages M. Phil and Ph.D. work of the teachers. • Many minor and major research projects have been completed and many are ongoing. • Further college provides all supports for research and development like sanctioning duty leave, etc. The College has a Research Cell to publish Research articles in ISSN Journal .
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Total area of the library (in sq. miter.) - 333.80 • Total seating capacity 90 for students and 20 for faculty members • Layout of the library Open access, Circulation section, book bank facility, reference section, journal section, newspaper clipping, reading room facility, IT zone for accessing e resources. • Relax reading room for faculty and guest.
Human Resource Management	<ul style="list-style-type: none"> • Faculty and staffs are encouraged to participate in self development programmes. • Administrative office offers 24x7 support for infrastructural requirements especially electricity, water supply, car parking and routine maintenance
Industry Interaction / Collaboration	Collaboration is done with nearby colleges like North Kamrup College, Baghmara and ITI, Howly for exchange of Teachers, Inter College Competitions

	and Skill training of the students. Moreover Mous are signed with ASRLM and SHGs for entrepreneurship training and so on.
Admission of Students	Admission of students is done as per the Government of Assam guidelines. Before the start of every session, the Principal constitutes Admission Committees for each for Higher Secondary and Under Graduate students from the members of the teaching staff of the college and supervises the whole process for the smooth conduct of the whole system. From the session 2018-19, fully online system of providing admission has been introduced by the institution.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	.? Admission and result related activities are done online. ? Pay packet generation, arrear claim, salary disbursement, e pension of teaching and non-teaching staff are submitted online with teachers as nodal officers and due assistance from non-teaching staff. ? All payments above rupees ten thousand are made either through cheque or neft mode. ? Refund of fees for students who have cancelled admissions within due time are also made through neft mode by Direct Transfer Benefit method. ? student fee collection is also through online mode for all semesters and any fee transfer to the parent university is via sbi collect portal. ? Library has been automated and students can browse accession numbers online through their mobile devices also. ? Applications for various Scholarships are done through concerned web portal and students also receive scholarship amount through online transfer directly from the agencies to their individual bank accounts. ? Free wi fi within the campus for all and high speed internet connectivity facilitates online teaching learning process from the institute itself. ? Regarding appointment of contractual teachers and non teaching staff on substantive basis, advertisement on leading newspapers is given with notification to employment exchange authorities.
Finance and Accounts	? Cash entry on daily basis, verification and reconciliation of bank

statements, generation of scholarship details, verification of students application for scholarship are all done through online mode. All undergraduate and post graduate accounts related work has been computerized and back up created in external memory disks. All Payment to staff is made through bank accounts or by DBT mode. ? All construction/renovation related work above rupees five lakhs are done through e-tendering portal of state government. ? Purchase of computer accessories, books, furnitures above rupees one lakh are made following state rules and quotation related notices displayed on college portal and college notice boards.

Student Admission and Support

UG and PG student admission is done via online mode only. Merit list is published after the application period as per university guideline and admission takes place through several rounds of e-counseling. Al payments are made through payment gateway and collection summary can be generated through vendor site. Vendor Infonetics has been entrusted the job to manage the online admission software and creation of student data. The student data, with corrections if required after the physical verification process, is then uploaded on the student registration portal as per format provided b the parent university. Verification of forms, collection of fees and approval is done from the college end via the link provided by the college as well as the University. College has a functional web site where all documents are hosted periodically and all important notices are digitally displayed with minimum paper wastage. Special attention is given so that students can upload the scholarship forms in time and the same gets credited in their accounts by DBT mode. Student aid in the form of partial or full waiver of institutional fees, donation to pursue higher studies after graduation and counseling by teachers/counselors is done as support to facilitate the teaching learning process and reduce drop out rates.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	no	no	no	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on ITC USE	Nil	26/08/2019	26/08/2019	20	Nil
2020	Nil	Seminar on E Governance	06/01/2020	06/01/2020	6	9
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refreshers Course	1	08/03/2018	28/03/2018	21
Orientation Course	1	29/11/2019	26/12/2019	28
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	00	Scholarships

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution has in place provision for both internal and external audit. Local audit of College fund is done by the State Government in keeping with the provisions laid down by the Office of the Directorate of Higher Education. The

State govt sends auditors to the college for auditing. The college conducts on its own audit for each financial year by a Chartered Accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
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6.4.3 – Total corpus fund generated

235000.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	Academic Assessment Cell
Administrative	Yes	NAAC	No	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College do not have Parent Teacher Association.

6.5.3 – Development programmes for support staff (at least three)

Program on E-learning for non-teaching staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Students Feedback system has strengthen. 2) Online admission system has strengthen. 3) Use of ITC initiated.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Yes
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on Use of Digital Classroom	17/09/2019	18/09/2019	18/09/2019	35
2020	Quarantine Center	30/05/2020	01/06/2020	30/06/2020	451

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day Celebration	08/03/2020	08/03/2020	150	86

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No efforts are made in this field

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	INTRODUCTION Bagadhar Brahma Kishan College is one of the premier colleges of Assam, established in the year 1978.This college has

taken a pioneering role in shaping and promoting higher education at the footprint of Himalaya on the Indo Bhutan Border of Assam . The College draws strength and inspiration of the relentless and untiring efforts of a band of social workers to push forward the intellectual energy of the people of greater Jalah area towards a prospective blueprint for the future. Beginning with very minimum students, today it has a sizable strength of about 1500 students (including Higher Secondary programme and other add on programme) with a single Arts Stream. Presently, the college has been offering 11 UG, 9 PG (IDOL) and few Diploma and Certificate programmes. Spreading over 9.1 acres of land, the college has a built up area of approximately 3 acres. Initially started with the financial and physical support of the people of the region, the co-educational college of higher education was subsequently taken over by the Govt. of Assam under deficit-grant-in-aid system in 1986. It has also been accorded permanent affiliation by Gauhati University and recognised by UGC under 2(f) section 12(B) of UGC Act in 1990. The academic excellency and efforts of the college have already been assessed by the NAAC and is accredited Grade B in 2005. VISION
STATEMENT: BAGADHAR
BRAHMA KISHAN COLLEGE,
JALAH stand firm to reach
the top among the best

institutions of the country by generating fruitful social, economic, cultural and human resources through promotion of quality education and thus to mould the society cope with changing need of time. As the college is approaching 44 years of its glorious existence, Bagadhar Brahma Kishan College is guided by the motto of making the College a unique institution of Higher Education and to establish the Institution a Plethora of quality educational experience

MISSION STATEMENT:

Initially started with a single missionary zeal of providing scope for higher education to the economically weaker section of eligible youths of greater Jalah area, 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 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 institutions responsiveness to community needs of 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.

CORE VALUES ? Transform lives and to serve the society by creating Jewels among men. ? To strive for excellence in all spheres of human endeavour. ? To create a student centered environment for holistic development. ? To promote quality education with value addition and skill development. ? To inculcate and nurture the

mindset of adopting self employment and Entrepreneurship. UNIFORM RULES: College Uniform: College Uniform is compulsory. Students not in proper uniform are not allowed entry into the college. For Boys: Black pants (Formal only), light green shirt. For Girls: Either Light Green Salwar, Black Kameez (Kneelength) and Black Dupatta Or Light Green DOKHONA, Black Blouse and light yellow Dupatta. IDENTITY CARD: Every bonafide student will be issued College identity card at the time of admission and it is compulsory to carry it always. In case of lost, a second copy may be collected by the student by paying Rs.200/- only. RESERVATION: The College follows the Government Reservation rules. CANCELLATION OF SEATS: Students found absent for a period of 15 days at a stretch after admission without intimation to the authority will forfeit their seats. Besides, a student may have to lose His /her seat in the manner mentioned in "General Rules" stated below: GENERAL RULES: Students admitted to this college must abide by all rules and regulations of the college. Violation of the rules, irregular attendance, misconduct in any form, adopting unfair means at the examinations and the likes will be treated as serious offences leading to suspension or even expulsion from the college. No students are allowed to take-up any other full time course or

hold a service during his stay in the college. Organizations, societies etc. of the students of B.B.Kishan College, will function only under the guidance of the college authority. Only the organizations /societies recognized by the college authority will be permitted to use the facilities of the College premises. All the notices desired to be pasted or circulated must be countersigned by the Principal. EXAMINATION RULES: All examination of the College will be conducted by the College Examination Committee. Due weightage will be given to the prevailing conventions of the college in the conduct of examinations. The student must appear in all the examinations conducted by the college during an academic session, otherwise they will not be allowed to sit in final examination. The examination schedule is embodied in the Academic Calendar of the college. A student expelled from any of the examinations of the Council or the University will be expelled from the college also. TDC 1st / 2nd Semester students are to take admission in the next promotional classes after appearing in their respective final examinations. A Candidate will get 3 chances in each Part of TDC but in all Parts will get 5 years only. (Ref.: Regulation: 12, Gauhati University) The examination schedule is embodied in the Academic Calendar of the college.

ATTENDANCE RULE: H.S. 1st and 2nd year : Students who do not attend at least 75 of the classes held will not be allowed to appear in 1st year and final year examinations held by AHSEC. TDC (1st / 2nd / 3rd / 4th / 5th / 6th semesters) : A student shall not be eligible to sit for the end semester examination as a regular candidate if he / she does not attend a minimum of 75 lectures delivered in each subject separately or 6 credit per week per paper (GU regulation).

LEAVE RULES: Leave applications are to be submitted to the Principal's Office and only duly permitted and granted leaves are eligible for relaxation in attendance. Students who failed to attend their classes for a certain period at a stretch on genuine and acceptable grounds such as serious diseases or accidents and related treatment involving the students themselves and the members of the family, death of near and their ones, academic / sports / cultural activities approved by the college must apply to the Principal within 24 hours in person or by messenger for consideration of leave of absence for the concerned period. Applications must be supported with testimonials / documents whichever is necessary. Even for such cases the actual attendance must not fall short of 50.

RULES FOR PARTICIPATION IN BBKCSU ELECTION: 1. The BBKCSU Election will strictly be conducted on

the basis of Lyngdu
Committee Report. 2. Only
the regular bonafide
students having 75
attendance in class can
forward their
candidature. 3. Non
Criminal Certificate from
concern Authority must be
produced with nomination
paper. 4. All Contesting
candidates will jointly
provide their efforts to
maintain peace and
harmony during election.

5. All the contesting
candidates jointly will
have to the cost of any
damage/loss caused to the
College, if happens
during election period.

ELIGIBILITY FOR ADMISSION
INTO THE HOSTEL:- •

Admission to the Hostel
is granted only after the
College Admission is
finalized. • No. of
Hostel seats are limited
and admission is made
strictly on the basis of
merit. • Only outstation
students are eligible for
admission. • Admission
process will follow Govt.
Reservation Rules. •
Admission is finalized
after a personal
interview with the
candidate, parents and
local guardian. LIBRARY

RULES: • Library cards
are not transferable. •
Books are issued to
students for a period of
fifteen (15) days. • An
overdue charge of Rs.5/-
only per day is levied if
a book is kept beyond the
due date. • Books on loan
with members can be
recalled at any time
without assigning any
reason thereof. •

Borrowers must check the
physical condition of the
book before getting them
issued. Otherwise they
will be held responsible

for any damage or mutation notice at the time of return. • Reference books marked restricted and bound volumes of periodicals and question papers are not issued. • A fine of Rs. 50/- will be charged for reissue of a library card. RULES FOR FACULTY MEMBERS: Attendance must be through Biometric Machine. Leave Rules must be followed as per Government/UGC Rules. Staying at the College Campus must be as per UGC Rule. For Faculty Development Programme teachers will get all possible help and assistance. For Going outside of the Country teacher must avail prior permission from Government. General code of conduct of civil society must be followed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives are taken to create common benchmark of ecofriendly campus by encouraging greenary in the campus with mass plantation, by making plastic free zone, by harvesting rain water, by avoiding chemical manures, by using organic manures, by clearing the drains for excess water outlet and so on.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 1. Title of the Practice 2nd Cycle of Assessment and Accreditation by NAAC 2. Goal The goal for the 2nd Cycle of Assessment and Accreditation become inevitable for the college as the 1st cycle assessment was carried out in 2004. In general the college had to undergo for the 2nd cycle in 2011 followed by the third one in 2016 and so on. But due to certain problems the college could not invite NAAC PEER Team to assess the College. But ultimately in the current academic year the college could invite NAAC for achieving its goal. 3. The Context AS the Government of India has entrusted the responsibility upon NAAC to assess and accredit all higher educational institutions of the Country. Under this compulsion all educational institutions are inviting and assessing their positions. 4. Practice The IQAC in particular and all the stakeholders of the college took fruitful efforts to prepare AQAR, IIQA, SSR and meet all the queries and other formalities of NAAC during the

year and finally NAAC Peer team visited the College on 14th and 15th February 2020 and assessed the College. 5. Evidence of Success The Assessment was very fruitful and the College could receive accreditation with Grade 'C' which is satisfactory an evidence of success for a rural college of single stream. 6.

Problems encountered Resources The whole process of preparation for the assessment through online mode was really a daring adventure as we had to proceed with very limited resources. Shortage of manpower, paucity of resources, rural hardles, lack of network etc. colud not stop our efforts and ultimately, evidence of success came to the College. Best Practice-2 1. Title of the Practice Conduction of Quarantine Center 2. Goal The Center aims to provide necessary shelter, food, Covid-19 Test, Medical facilities etc to the people who were coming back to Assam as well as College surrounding area from different parts of India during the lockdown period of devastated pandemic Covid-19. 3. The Context Worldwide Covid-19 Pandemic created much havoc everywhere in the Globe. Alike other countries, lockdown was introduced in India due to which people had to suffer a lot. People who were living in distant places from home were coming back, but the government mandatorily sent them to the Quarantine Centers for their safety as well as the safety of their family members. During such crucial moment of the Country, B.B.Kishan College family took daring initiative to run a Quarantine Center at the College campus for such home coming people with strict vigilance of the district administration. The Center continued for more than one month where around 450 inmates, both male and female hailed from other parts of India were kept for 7/10/15 days, food, shelter and other necessary things were provided, covid-19 test were done and after receipt of the negative reports, inmates were allowed to go to their respective home. 4. Practice The Quarantine Center was open for each people who were coming back from other states during lockdown period of Covid-19 Pandemic. The inmates both male and female were kept in the center for 7/10/15 days, provided with all fundamental requirements, Covid Test were done and once their negative Test Report were found, were allowed to go to their respective home. 5. Evidence of Success The Center was a need based successful initiation of the College, run with proper guidelines of the district administration and medical department. As many as 450 inmates both male and female hailed from north and south Indian states traveled by air or train were temporarily sheltered at the Center. They were allowed to go home only after receiving Covid-19 Negative Certificates were received. 6. Problems encountered Resources Though there were lots of problems of manpower and money power, we could easily overcome all problems and could make the practice quite successful. The problems were immediately addressed though it was complete lockdown period. The problems of manpower could be solved with the spontaneous participation of the college faculty members, food and refreshments were supplied by the district administration and Covid-19 Test and medicines were supplied by the medical department of the Government.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness Bagadhar Brahma Kishan college, Jalah is playing a pivotal role in providing the under privileged tribal people belonging to Bodo, Muslim and Santhal communities. The college is providing equal educational opportunities to the girls students of this locality. As such the enrollment of the girl student is almost equal to that of boys students. To promote women education the institution provides girls hostel facilities with

an intact capacity of 30 female students and 01 women cell is constituted all the matters specially related to the female students. Moreover the college is offering higher education specially to the students of average and below average category who are generally deprived of by the other higher institution. This can be treated as the distinctive practices being performed by the institution.

Provide the weblink of the institution

[nil](#)

8.Future Plans of Actions for Next Academic Year

The following is the plan of action for the next academic session: • To open Science Stream in the College, • To strengthen Skill Education Center • To take steps to increase the infrastructure with respect to creating more classrooms and procuring more sophisticated instruments • • To conduct Green audit and other audits • To hold faculty development programmes for quality enhancement • To take adequate steps to start computer courses • To form Parents Teacher Association• To initiate steps to collect feedback from all stakeholders • To facilitate the holding of seminars and workshops by different departments • To collaborate with organisations for holding training programs for teachers of schools • To carry out more extension activities • To keep on upgrading the website • To give focused emphasis on ICT.