



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DR.B.K.B.COLLEGE

DR. B.K.B. COLLEGE PURANIGUDAM NAGAON

782141

www.bkbcollege.in

SSR SUBMITTED DATE: 25-07-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dr. B. K. B. College established in 1967 in a rural area is situated on the bank of the Kolong, a tributary of the Brahmaputra River, maintaining an excellent environment for teaching and learning with evergreen trees.

More than half a century experience in the field of higher education may well be considered a veritable source of social history and it has witnessed the gradual process of shifts and turns in higher education. Having struggled for several years with its limited expertise and resources, the college had qualified for grant-in-aid system in 1975 and subsequently included in the Sections 2(f) and 12(B) of UGC Act, 1956 in 1992.

The college as it stands today is characterised by expansion of courses, participation of faculties in question paper setting and evaluation process of Parent University, steady and consistent growth in enrolment and result, seminars, workshops, training programmes, awareness programmes, publication of books by the college, publication of articles/chapters in different books and UGC approved research journals, financial assistance to the needy and students, receiving grant for research project and faculty improvement programme, receiving of financial grant for infrastructure development and procurement of equipments, progression of students to higher education institutes and placement of students, participation of students in national and international events and their outstanding performances, extension and outreach programmes, installation of the life-size statue of Dr. Barua donated by the Alumni, etc. Thus, the institution's academic journey for more than half a century scripts its own history of achievement and failure as well.

Dr. B.K.B. College was first assessed and accredited by NAAC in 2004 with C++ grade followed by the 2nd cycle reaccreditation in 2011 at level C. The process of continuous assessment got delayed initially due to our preparation and year-long celebration of Golden Jubilee and then the outbreak of Covid-19 pandemic crisis.

The college is trying to fulfill most of the recommendations advocated by NAAC peer team in both the visits and it is trying to uplift itself to a new height as per the necessities of the present higher education scenario.

Vision

To impart higher education in UG level to the cross section of learners (basically belonging to the socio-economically backward communities) at an affordable cost through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative.

Mission

1. To generate knowledge and develop cognitive abilities through well planned curriculum, co-curricular and extra-curricular activities, innovations in teaching learning environment and evaluation procedure.
2. To inculcate values and preserve socio-cultural identities, ensure equal development and to foster a sense of belongingness to the Nation.
3. To create the academic environment for promotion of scholastic and non-scholastic activities.
4. To promote the values of self-sustenance and self-reliance by introducing career-oriented programmes,

vocational and cultural workshops, seminars etc. aiming at minimizing the burden of bookish knowledge.

5. To realize social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The socio-economic and cultural features of the location with which the college has been working is our strength.
2. Its demography, rural life style, biodiversity can be a dynamic space for higher education to plan and execute skills for livelihood and transformation.
3. The interface that has been created so far with general and vocational curriculum strategically integrated with extension inputs may lead us to realisation of the new expectations of higher education.
4. The college tries to make the teaching learning situation grow keeping the learners at the centre. We give space to the students in academic, co-curricular and extra-curricular activities and administrative matters.
5. There is zero tolerance in issues of sexual harassment and ragging. The students (particularly NCC, NSS Volunteers) show up standard hospitality and event management.
6. Faculties are supportive in motivating the students even with financial support to pursue higher education.
7. The college has a great pool of talents in co-curricular and extra-curricular activities among the students. The students have showcased their talents in national and international level competitions.
8. Implimentation of E-Governance in different administrative works, financial transactions, admission process, examinations, feedback collection, student satisfaction survey, book issue and return in central library reflects transparency and efficiency.
9. Use of ICT enabled tools in classroom teaching and online classes.
10. Mentor-Mentee system, in the name of BKBIAN Groups guides, supervised and monitored the students individually.

Institutional Weakness

The College has carved a niche in the arena of higher education in a rural area of Nagaon district, it has some inherent weaknesses and needs more dynamic orientation to face the challenges.

1. Impoverished demography and socio-economic features provide only relatively poor inputs. In terms of excellence and output, it causes major hindrance.
2. Insufficient capacity for resource mobilization and dependency on external funding agencies has been the institution's major weakness.
3. Smooth management of academic and administrative affairs need to be framed as one of the potential good practices.
4. The college offers only under graduate programmes to the students, it does not have any postgraduate programme.
5. The college has installed ICT facilities in few of the classrooms only.
6. Fail to sustain the Wi-Fi services at the college campus, because of scarcity of funds.

Institutional Opportunity

Previous experiences, socio-economic and cultural ambience of the local area where the college was established, changing socio, economic, cultural, ethical and academic perspective the college has to identify its opportunities for its overall development and growth.

1. The college has a great pool of talents in co-curricular and extra-curricular activities among the students. Proper training, workshops and competition along with modern infrastructure and other facilities can certainly boost their talents to grow.
2. Presence of highly qualified faculty members is a great opportunity that can be utilized by the college. The college appoints newly nine faculties against sanctioned vacant posts in the session: 2020-2021 and newly recruited faculties are the potential source for future growth. They have been trained with the changing pedagogy to deliver in better ways. Within a year this group of young dynamic minds has chalked out some concrete action plans that might have positive impacts upon the teaching learning environment of the college. Meanwhile two faculties have donated the physical requirements for an open library and used up garments for cloth banks respectively by the department of English and Education.

Institutional Challenge

1. We have to build up things where governance determines sustenance of quality and growth.
2. NEP 2020 demands concentrated approach to a regime of knowledge-skill interface for which the vocational component recently introduced needs further planning and expansion.
3. Attempts so far to introduce post-graduation courses in certain departments are yet to take a concrete shape.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College has moved forward with a relatively dynamic and need-based curricular focus in terms of expansion of course and inculcation of skills, values and employment potentialities. In addition to the seven departments with honours three more subjects were introduced viz. Performing Arts (*Sattriya* Dance), Sociology and Psychology as regular degree course with due permission from the parent university. In the session 2020-2021, it has introduced Physical Education and Information Technology under B. Voc. Programme in CBCS mode with approval from UGC and permission from the parent university. The commerce stream with honours was introduced in self-financing mode and it is expected that the stream will function in right earnest once it is brought under Govt's scheme of provincialization. Besides this initiative, the college has introduced five certificate and diploma courses on different subjects such as Cosmetology, *Sattriya* Dance, Project Report Preparation, Creative and Critical Thinking, Art of Speaking and Writing in English along with the courses on Computer Application and Yoga for Health. The academic ambience of the college is not just confined to the syllabus designed by the parent university. There has been a serious effort on our part to give it a broad based frame of curriculum-extension interface where the teaching-learning situation is carefully hoisted to a wider space to generate the core value of higher education. Besides, steps are taken to tap on the scope for experiential learning available within the courses such as field trips and field inputs in several honours and

regular subjects.

Feedbacks on syllabus and curriculum development are collected every year by IQAC from the students to strengthen the quality of teaching-learning environment of the college. Feedbacks from the parents and alumni are also collected on the facilities and services provided by the college to the students. After receiving RUSA Grant, the feedbacks are collected through online platform, i.e. through college website and recently feedbacks are also collected from the faculties of the college and employers of the alumni with a view to analyse the growth of the institution along with to scrutinize the functioning of all the organs of the college.

Teaching-learning and Evaluation

The College has a prospective mobility in terms of enrolment, recruitment of teachers, research achievement of faculties, internal and external evaluation and pass percentage during the last five years. There is no alarming gap between enrolled number and intake capacity which shows an average figure of 1108. The average pass percentage has remained at 66% including the Covid-19 pandemic period (48% in 2019-2020 Session). In the area of research by the faculties it is satisfactory compared to the figure during earlier two cycles. Altogether 16 sanctioned and permanent faculties out of 24 (67%) have done Ph.D. and many of the remaining faculties are pursuing their Ph.D. from different universities. It is mentionable that one faculty has published a book based on his thesis dealing with a comprehensive study of B.K. Barua's creative and critical works and many of these research works are cited as reference in different related research works carried out in different parts of the world, which reflects the quality of these works. The students' Satisfaction Survey was conducted in online mode by IQAC for the Sessions: 2019-2020 and 2020-2021, and the reports prepared thereof are submitted at the office of Principal and discussed the reports at the Governing Body meeting for appropriate action.

Research, Innovations and Extension

There is no substantial amount of resource mobilization for conducting any major research project so far. Only nine faculties have received UGC grant against Minor Research Projects and two FIPs in the department of Assamese and Education. Our faculty Seema Sovita Das has recently received fellowship of 3.6 lakhs for her Ph.D works sponsored jointly by Axom Sahitya Sabha (the highest Literary Organisation of the state) and University of Science and Technology, Meghalaya. During the period of last five years, the college has organized 52 numbers of seminars, workshops and lecture and training programmes, total number of articles published in UGC care listed Journals including Scopus Indexed is 49 and 116 numbers of articles in ISBN books and chapters in edited books have been published by the faculties of the college. The extension activities (total 57) conducted by NCC, NSS, IQAC, Women Forum, Students' Union have mostly dealt with issues of cleanliness (of late swascha Bharat Abhiyan), control of tobacco consumption, cancer prevention, Flood relief, plantation drive, awareness for blood and organ donation, self-employment and gender equity. Each of these programmes is attended by around 100 participants. Some of the extension programmes are conducted in collaboration with different educational institutes or organisations, like - district health department, Nehru Yuva Kendra, IIT Guwahati, neighbouring colleges and higher secondary schools, etc. and 23 numbers of programmes are organized under institutional linkage programmes, like- faculty exchange, students exchange, field trips and training. The college has signed MoUs with various neighbouring educational and other institutes and 17 MoUs are functional presently and different activities are organized under these MoUs.

Infrastructure and Learning Resources

The College has made certain noticeable progress particularly in the use of ICT tools in class room teaching after receiving grants under RUSA. There has been greater amount of improvement in the physical infrastructure in terms of new construction, renovation and augmentation, class rooms being equipped with interactive smart board, over head projectors with sound and Wi-Fi facilities. Internal and external audit has covered the entire period when the college got grants from external agencies like UGC, RUSA, State Govt. and others. The college library has been partially digitalized with installation of SOUL 2.0 and making e-resources accessible to the users through NLIST and institutional repository. Issue, return and stock verification have been digitally conducted through OPAC module. Besides the central library, each department has developed its own mechanism to serve the needs of the learners by providing books, reference, laboratory assistance, sharing of e-resources in PDF and other formats and engaging the students on virtual platform through college website. Of late the department of English has introduced an open library facilities for the students which provide open access to learning materials and the department of Education has introduced a Cloth Bank where the needy students can pick up a piece of seasonal garment at their choice.

Student Support and Progression

It associated with the basic principles of justice and equity in imparting higher education to rural learners. A huge segment of aspiring students has been benefited by various Scholarship and Freeship schemes made available to the socially-economically disadvantaged students during the assessment period. The students availing benefit of the Admission and Tuition Fee Waiver Scheme introduced recently by the State Government of Assam along with those students belonged to OBC, ST, SC and Minority Community through different Central and State Government sponsored scholarships and covering also the meritorious students under Ishan Uday Scholarship. In addition to it, the college has evolved a mechanism at its own to provide financial assistance from Corpus Fund, Women Forum, Poor Fund and Sports and Cultural Fund to address the academic matters, medical expenditure, and accidental expenditure, extra-curricular and co-curricular activities of the students. Skill generation in a course of study mostly dealing with the humanities has been a tough job in the true sense. But, they have learnt through the existing curriculum with experiential learning to manage extra-curricular or co-curricular activities such as celebration of important days, cultural events, freshmen social, annual college week, editing college magazine and wall magazines, fostering democratic spirit in contesting election and so on. Moreover, the departments have introduced some short term certificate courses with specific focus on skill generation. The college has been periodically organizing coaching classes targeting our students to crack entry examinations for various jobs like TET and other state government examinations. Activities under Yoga Cell are quite encouraging and some students have performed excellently well in national and international Yoga events. Panchee Bora is such a brilliant student, an accomplished performer who is now pursuing masters at Guwalior. Our athletes (Ahadur Hoque, Amlanjyoti G. Momin, Madhurjya Bora, Padunya Tamuli, Dipankar Barik, Diganta Phukan, Binti Bora, etc.) have represented our college in national and international mega events. Recently Binti Bora could claim the 3rd position (69 kg, Junior Category) in 47th National Powerlifting Championship, 2022. Recently introducing the programme of Physical Education under B.Voc. provides a platform to showcase their talents at different levels of competition.

Governance, Leadership and Management

Good governance in terms of justice, equity, fair management of academic and administrative affairs is instrumental to achieving the desired goal in higher education. The college has developed a mechanism and thereby has monitored and rendered the best possible efforts to maintain commitment and accountability, gears up appropriate measures to make it sustainable. Besides, inadequate fund and inability to generate additional

resources have remained the stumbling block in realizing our mission. Nevertheless there is an honest effort and sincere commitment to our set goals which will be clear in the representations in this criterion. First of all there has been a gradual process of e-governance already introduced in the areas of admission (filling up forms, submitting details and remitting the amount to be paid), applying for leave by the faculty, registering complaint and grievances by the students, online classes, issuing pass certificates, library management, etc. have so far been initiated using website and digital means.

There is a faculty and student encouragement strategy and financial assistance is provided encouraging faculties to attend seminar, workshop, etc. and also towards paying membership fee of professional bodies. Students participating in placement drives, youth festival, and outdoor events representing the college are paid for the basic expenses. The Principal takes genuine interest in connecting with the institutions and organizations and the leading citizens of the local society by providing college infrastructure and academic expertise and also signing MoU for mutual collaboration. The secular credential is strictly maintained and no communal sectarian attitude is entertained.

Institutional Values and Best Practices

Institutional values and best practices are the unique and distinctive features that offer the institution a separate identity. This is inherent in the innovative strategies, volume of works done and priorities given. While transacting academic and administrative affairs with the students in a rural set up the college has to attend upon certain norms, a code of conduct. Sensitization on gender equity is one such area where the teaching learning family made aware of through responsible rendering of duty, ensuring participation of students in scholastic and non-scholastic programmes, taking care of cleanliness, health and hygiene, equal participation in all events and programmes, ensuring justice to the students by promptly delivering service and benefits.

Institutional values need to implement measures ensuring green technology for waste management, solar source for electricity, power efficient equipments and many others. The college has introduced solar light in the campus and LED bulbs, steps for periodical cleaning drive and green coverage. Some steps have been taken to make the buildings and support centres disable friendly for hazard free movement by connecting them with ramp, parallel bars in the toilet and washrooms for support and easy movement.

Finally, the college has tried to create an environment of openness and free access giving exposure to the creative and critical minds of the state. Celebrating important days, inviting eminent persons to deliver memorial lecture, presenting Dr. B.K.B. College award to a distinguished person excelling in the field of folklore, folk culture, regional history and environment protection, introducing certificate courses for experiential learning, connecting the community with innovative programmes like GALPAKOTHA (a story telling event with relishes of classical music) and orientation programmes and recently the college introduced Vice Principal's Interactive Session with the students in a series of events to make them aware of the facilities available, to feel at home while approaching the people in administration, raise voice for justice.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR.B.K.B.COLLEGE
Address	Dr. B.K.B. College Puranigudam Nagaon
City	Nagaon
State	Assam
Pin	782141
Website	www.bkbcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Nripen Chandra Das	03672-281627	8638733591	-	bkbcollege.puranigudam@gmail.com
IQAC / CIQA coordinator	Abinash Bharali	-8638921458	8638921458	-	iqacdrbkbcollege@gmail.com

Status of the Institution	
Institution Status	Government and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	31-07-1967

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-03-1992	View Document
12B of UGC	10-03-1992	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Communication Multimedia and Infrastructure
Date of recognition	26-04-2014

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Dr. B.K.B. College Puranigudam Nagaon	Rural	2.45	3643.5

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	H.S. Passed	Assamese	105	89
UG	BA,English	36	H.S. Passed	English	62	62
UG	BA,Economics	36	H.S. Passed	English,Assamese	30	23
UG	BA,Education	36	H.S. Passed	English,Assamese	130	130
UG	BA,Geography	36	H.S. Passed	English,Assamese	60	53
UG	BA,History	36	H.S. Passed	English,Assamese	60	56
UG	BA,Political Science	36	H.S. Passed	English,Assamese	165	160
UG	BCom,Commerce	36	H.S. Passed	English,Assamese	60	37
UG	BVoc,Physical Education	36	H.S. Passed	English,Assamese	20	14
UG	BVoc,Information Technology	36	H.S. Passed	English,Assamese	30	17
UG	BA,Regular With Asm Eng Eco Edu Pol Sc Geo His Psy Sat Soc	36	H.S. Passed	English,Assamese	438	433

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				19			
Recruited	0	0	0	0	3	3	0	6	10	8	0	18
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				13			
Recruited	0	0	0	0	0	0	0	0	6	7	0	13
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	2	2	0	4
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	13	2	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	5	3	0	12
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	2	0	2	3	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	5	6	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	553	1	0	0	554
	Female	520	0	0	0	520
	Others	0	0	0	0	0
Diploma	Male	10	0	0	0	10
	Female	24	0	0	0	24
	Others	0	0	0	0	0
Certificate / Awareness	Male	104	0	0	0	104
	Female	115	0	0	0	115
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	62	67	69	64
	Female	67	69	76	72
	Others	0	0	0	0
ST	Male	49	30	38	36
	Female	37	40	38	31
	Others	0	0	0	0
OBC	Male	233	217	227	195
	Female	176	169	197	190
	Others	0	0	0	0
General	Male	268	252	243	255
	Female	255	228	272	274
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1147	1072	1160	1117

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Dr. B.K.B. College, Puranigudam, Nagaon has to set higher goals ahead to achieve success under NEP 2020. Creating a space for multidisciplinary mobility and thereby ensuring fresh entries and skilled output shall require autonomy and resources. But the existing streams of Arts, Commerce and B.Voc. (though the last two are in self financing mode) along with a couple of Diploma and Certificate courses have scope for multidisciplinary/interdisciplinary academic exercises to some extent. Several new certificate courses are announced by the departments for the session 2022-2023. Through careful selection of courses and subjects within its limited choices the learners can go through a multidisciplinary or</p>
---	---

	<p>interdisciplinary deal at present. Engagements through inter-departmental faculty exchange programmes and exposure to socio-political, cultural and environmental issues through Memorial Lecture, conferment of Dr. B.K.B College Award, reaching out to the community with NCC and NSS volunteers, additional orientation towards knowledge-skill interface through Diploma and Certificate courses constitute the core area of Knowledge sharing and the institution's holistic approach for the learners. There is some scope for experiential learning which is undertaken by the students through various activities like Field Works, Extension Works, project report and assignment preparation. Opening of the Science Stream at the UG level and incorporating some other subjects in arts stream, provincialisation of Commerce and B.Voc. are some of the priorities Dr. B.K.B. College need to work on. It will take time to realize such a holistic approach with academic flexibility and knowledge-skill interface.</p>
2. Academic bank of credits (ABC):	<p>Dr. B.K.B. College like any HEIs has been pursuing the CBCS model of education in UG level and has rather an orthodox mechanism of maintaining credit records of students. But the new concept of ABC is the latest innovative mechanism to connect several institutes and thereby to ensure flexibility through separate ID number for a learner to have access to courses of study at his/her choice. Accordingly an institute will have to reserve certain percentage of seats for lateral entries. Dr. B.K.B. College has certain range of subjects (such as Performing Art, Sociology, Psychology and subjects under B.Voc., diploma and certificate courses) that might be chosen by learners enrolled somewhere else. As we follow a blended mode of online and offline teaching-learning mechanism, accessibility to it can be managed. But Academic Bank of Credit through a portal is yet to be introduced. As the college website has been of a dynamic nature these issues will not be difficult to address. The institution is already in a position to advocate access, openness, fluidity and flexibility in the education system after several years of engagement with the Semester and CBCS systems. Students too have been adapted to a system of e-governance. All examination related activities, lodging a complaint or grievance, uploading assignment through college website, payment of fees,</p>

	<p>attending online classes, applying for provisional certificates through college website online, submission of Feedback, submission of Student Satisfaction Survey (SSS), etc. are performed through online modules. Thus the student can avail a smooth Academic Bank of Credit process on the courses offered in the college with the implementation of New Education Policy 2020.</p>
3. Skill development:	<p>There is little scope in humanities to show how certain values learnt and experiences gathered enable the learners to face the real life situations. Internalization of values of integration, gender equity, tolerance and knowledge of indigenous ecology, culture, society, economy, geography, history, etc. prepare a learner to deliver in the right earnest. Even in the existing courses there is scope for harnessing skills beyond pedagogical overload. Questions of employability in present situation predicate the inculcation of ready-to-use soft skills which, however, is not noticeable in the purview of humanities. Instead, the skill generated here is situational, critical and creative. But keeping in view the emerging scenario of unemployment our college has introduced B.Voc. Degree and Diploma courses for skill-enhancement and employability to create self-employed young citizens. Meanwhile, students pursuing Diploma courses in cosmetology, performing art and computer application have got interest in choosing a career. The certificate courses including those to be introduced from the next session are expected to bridge the gap till a well-coordinated vocational course is designed under NEP 2020. Most of our students belonging to rural ethos has been naturally adapted to and tuned with weaving and culinary skills, indigenous art and craft. There is immense scope for orienting our students in diverse field like Cutting, Knitting and Tailoring, Food Processing and Food Preservation, Beauty Therapy and Hair Cutting, Poultry Management and Entrepreneurship Development. New Education Policy speaks about reorienting the learners with learning by doing and also instilling passion for creative imagination and critical thinking in a way that the endeavor doesn't end up with pedagogical abstraction. We introduced a course three years back on creative and critical thinking deliberating on inculcation of sense and skills to appreciate arts and</p>

	craft, classical music and paintings, etc. As a part of soft skill enhancement we have courses like data analysis and project report preparation, Art of speaking and writing in English, Certificate Course on Computer Application, etc.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The existing CBCS syllabi in humanities have incorporated issues and concerns that connect ancient Indian aesthetics, literature, socio-political thought, education system and value system. Under CBCS for example, the learners pursuing English honours find two papers, one on western aesthetics and literature and the other on Indian aesthetics, drama and epic narratives. Thus the components of Indian knowledge system incorporated in the curricula instill a sense of rootedness and pride among the students regarding rich traditions of Indian knowledge system. Yoga for health is a course which has been designed in tune with present needs and spectacular achievements through Yoga in the past.
5. Focus on Outcome based education (OBE):	The changing socio-economic conditions have put additional responsibility to cope up with specific outcome based education. Skill components in existing CBCS course of studies will be identified and faculties need to be oriented towards realizing it with more focus on FDP. The institution has to plan and design new courses and redesigns the ongoing courses to produce targeted skill-based outcome. This is at our own strength with limited resources. The parent university is expected to provide new course of studies based on the policy formulations in NEP 2020 and the institution will have its own choice depending upon the local potentials and scope.
6. Distance education/online education:	The college has been conducting two centers for distance education- Krishna Kanta Handique State Open University (KKHSOU), which operates the undergraduate course and IDOL under Gauhati University for post graduate courses. The college will develop digital Self-Learning Materials (SLMs) to facilitate online learning. Development of digital library with learning materials in audio-visual forms by the faculty members has been our top priority. The certificate courses introduced by the college are conducted switching on to online mode.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
450	406	406	406	366
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	09	09	09	08

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1147	1072	1160	1117	1046
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
483	462	462	462	462

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
199	124	198	201	211
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
40	40	42	39	35
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
25	25	25	25	25
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
16.59	92.52	97.59	162.27	46.99

4.3

Number of Computers

Response: 72

4.4

Total number of computers in the campus for academic purpose

Response: 67

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Dr. B.K.B. College, a rural institution, has been imparting higher education in UG level to the cross section of learners through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative. It aims at developing their cognitive abilities, affective attributives and psycho-motor domain and inculcating in them human values, preserving socio-cultural identities, ensuring equal development and fostering a sense of belongingness to the Nation. The College has been accelerating its activities in the post-accreditation period through expansion of course, infrastructural augmentation, digital facility and support services, opening of three new departments, Commerce stream and B.Voc in IT and Physical Education and a few skill based certificate courses. The college has successfully implemented CBCS in all UG programmes as per regulations of Parent University. Dr. B.K.B College ensures effective curriculum delivery through a well chalked out mechanism that includes the following:

- The **Academic Committee** prepares Academic calendar, the daily class routine, ensures optimum use of classroom and other physical facilities, commencement and maintenance of class, completion of syllabus, necessity of extra and remedial class, field trips and excursion, sessional and resessional examinations, final examination, result etc. The committee takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the convener of the committee and monitor of the classes held.
- **Academic Calendar** reflecting the academic strategies of the institution for the session.
- Maintenance of **Academic Diary** by every department.
- **Allotment of Assignments** to each faculty.
- **Teaching Plan** by each faculty.
- **Daily class routine** is made available through notice-boards, departmental notice boards and departmental whatsapp groups.
- Dissemination of TLM and information through **Department Whatsapp group and college website**.
- As far as **methods and methodologies** are concerned stress has always been on use of **ICT**, PPTs, blended and flipped class, audio-visual aids, e-resources, lecture method, group discussion, assignment, demonstration and laboratory practical, seminar and presentation, field trip and excursion, and project etc.
- **On line Education through College Website**, platform provided by **ICT Academy** and online platforms like Zoom, Goggle Meet and Webex.
- **Central library** with Digital Repository, NLIST, e-resources, Book Bank.
- **Departmental library**, Reference Section, Open Library (recent inclusion).
- **TLMs** are provided through Whatsapp Groups, College Website, Google classroom.
- **Synopses of selected lectures** are provided in printed form.
- **Audios/Videos of selected lectures** are also provided.
- **Educational tour/field trip**

- **Assignments, Projects**
- **Extension activities** within college campus and outreach programmes.
- Academic activities under **Functional MoUs**.
- **Feedbacks** of the students, parents and alumni.
- **BKBIAN Groups /Mentor-Mentee Meets** for Counseling on academic and related matters.
- **Parents Teachers Meets**.
- **Transparent internal assessment system**
- **Remedial classes for slow learners and Extra classes for advanced learners** are departmentally arranged.
- **Prospectus, Academic Calendar Khobornama, Notice boards, Whatsapp groups, College website, Code of Conduct** etc. connecting all concerned into one platform for effective delivery of curriculum.
- Institutional, Departmental and Faculty's **You Tube Channel** (recent inclusion)

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Dr. B.K.B. College follows the syllabi and academic calendar designed by the parent university and aims at achieving its goals designing a curriculum-extension interface at its own initiative.

- The **Academic Calendar** reflects the academic strategies of the institution for the session concerned and the institution tries its best to conduct the scholastic and non-scholastic activities as scheduled in the Academic calendar.
- The **academic calendar** is circulated in printed form as a part of the college prospectus so that it can be accessible to each student admitted and is also made available in the College Website.
- Before commencement of the Odd Semesters every year the **Academic Calendar** prescribed by the Parent University is **modified** by Academic Committee with the help of IQAC and HoDs providing information to the scholastic and non-scholastic activities planned with a view to achieving the desired goals of the institution and outcome of the courses offered.
- **Tentative dates** regarding students' orientation programme, Honour's test, Field trips, Project, Sessional Examination, Semester End Examination, schedule of co-curricular and extracurricular activities, celebration of commemorative days, extension activities are **communicated to students through Academic calendar**.
- The activities announced in the academic calendar but somehow cancelled or the activities not announced but subsequently planned are communicated to students through whatsapp groups, notice boards, mentor-mentee meets.
- **CIE** in terms of Honours Entrance Test, occasional class test, group discussion, seminar and presentation, submission of Assignments, Projects, Field Study, Sessional examination, Resessional examination, End Semester Examination, Practical and viva are conducted adhering to the tentative

dates as referred to in the Academic Calendar as far as possible. However, the dates finally fixed for any programme are communicated to students capitalizing the means available.

- The Sessional Examination Committee conducts the sessional examination as scheduled by the Academic Committee. The Departments set the question papers, evaluate and scrutinize the answer scripts and declare the results within a week. Re-sessional for the absentees and also for those who want to go for betterment is also arranged and conducted by the departments concerned.
- The students are made aware of the result of the Sessional Examination through the Departmental Notice board, Whastapp Group within a week and through the college website.
- The HoDs and office staff submits the result of the Sessional Examination to GU in prescribed format.
- A full-fledged Examination Committee is constituted to conduct the Semester End Examination.
- Based on their performance in the internal assessment and classroom experiences, **remedial classes for slow learners and tutorial classes for advanced learners** are departmentally arranged.
- Evaluated answer scripts are shown to the students so that they get to know the mistakes committed and the ways of rectifying those mistakes.
- Every Meet of the Governing Body, Academic Committee, IQAC and Mentor-Mentee keep '**Discussion on Academic Matters**' in its agenda.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.****Response:** 11

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 18**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
07	05	02	02	02

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 11.24**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
201	189	55	100	77

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Dr. B.K.B. College, a rural institution, has been imparting higher education in UG level to the cross section of learners through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative developing their cognitive abilities, affective attributives and psycho-motor domain and inculcating in them human values, professional ethics and preserving socio-cultural identities, ensuring equal development and fostering a sense of belongingness to the Nation.

Professional Ethics:

- The Handbook on **Code of Conduct** of Dr. B.K.B. College is meant to develop professional ethics in all stakeholders.
- **Expansion of Course of Study:** Introduction of Sattriya Dance as a subject, Skill based vocational courses under B.Voc, Opening of Commerce Stream.
- **Certificate Courses:** 'Basic Computer', 'The Art of Speaking and Writing in English', 'Creative and Critical Thinking', 'Project Report Preparation and Statistical Data Analysis'.
- **Diploma** in Computer Application, in 'Sattriya Dance as a Performing Art-form', in Cosmetology.
- **Life Skill programme** 'Yoga for Health'
- **SEC papers and AECC papers under CBCS** such as English Communication, Creative Writing, Translation: Principles and Practice, Technical Writing and Business Communication under Skill Enhancement Course are meant to develop professional ethics.
- Exposure to **GIS Laboratory and Computer lab.**
- **Students' participation** in fresher's Social, Annual Sports, intra and inter departmental activities, inter-college, Youth Festival, state/National/International level literary, cultural, and sports competitions.
- **Incorporating Extension activities** related to professional ethics.

Gender:

- The paper **Women's Writing** of BA in English deals with gender issues.
- **A few papers** of BA in History, Education, Assamese and Sociology deal with gender issues.
- **Incorporating Extension activities** dealing with Women's Day and gender issues.
- **Institutional Initiatives:** Anti-ragging and Sexual Harassment Committee, Women Forum and

Women's Aid **addressing gender equality and equity.**

Human Values:

- **The syllabi of all papers** in all departments (Honours and Regular) contain issues related to Human values. Hence, human values are inculcated in students as **by-product of teaching learning interaction.**
- **A few papers of BA in Political Science and Sociology** have topics on Human Rights and Values.
- To ensure **synchronization of theory and practice**, the college has various cells and forum that reinstate the values taught in class through hands on experience.
- **Incorporating Extension Activities** with a view to inculcating in them human values and a sense of solidarity for others.
- **Institutional Initiatives: Poor Fund, Corpus Fund, Women's Aid, Cloth bank** for the needy (recent inclusion).

Environment and Sustainability:

- The compulsory paper '**Environmental Studies**' deals with the issues pertaining to environment and sustainability.
- The Paper '**Environmental Economics**' of BA in Economics addresses economic implications of environmental policy as well as valuation of environmental quality, quantification of environmental damages.
- **A few papers of BA in Geography, Education and Political Science** deal with environment and sustainability.
- **Institutional Initiatives** such as Green Audit, Energy Audit, Certificate on Tobacco Free Campus, Certificate on Green and Clean Campus, Plastic Free Zone
- **Incorporating Extension Activities** conducted on Environment Day and related issues.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.56

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	04	06	06	06

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 14.3

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 164

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 99.86

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1147	1072	1160	1117	1046

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1150	1100	1100	1100	1100

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 129.09

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
624	592	645	588	560

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

In order to provide outcome-based learning, the institution measures the learning levels of the students by adopting the following mechanism:

- Major Test
- Class Test
- Classroom Interaction
- Home Assignment
- Sessional examination
- Post Lesson Reviews

After assessing the learning levels of the students and identifying the slow and advanced learners the following strategies are adopted.

Strategies for slow learners

- Resessional Examination
- Remedial classes
- Moral boosting
- Providing Simplified reading materials
- Teaching in bilingual language, explaining in local language
- Departmental library
- Mentor-Mentee meets
- The mentor makes extra effort to understand the socio-economic backgrounds of the slow learners, reasons of slow learning responsible for poor performance. Necessary emotional and professional counseling is provided whenever required.
- Parents of students are informed in case of poor academic performance during the parent teacher meet.
- Encouraging them to participate in various activities to develop social skills
- Use of PPTs, Audio/Video Classes

Strategies for advanced learners

- Extra Classes
- Advanced TLM
- Exposure to NLIST
- Link to Journals
- Reference Section in Central and Departmental Library
- Encouraged to use various E-resources
- Organization of seminar, webinar or workshops with eminent scholars
- Engagement in social activities

- Career counseling session
- Best Library user award
- Participation in Inter college/State/National/International competition.
- Use of PPTs, Audio/Video Classes
- Training on Competitive examination

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 29:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Dr. B.K.B. College applies a teaching methodology that emphasizes the transmission and acquisition of knowledge, development of affective and psychomotor domain through a student centered approach. This methodology makes it possible to convert students from being relegated to the role of passive participants to active participants, apart from strengthening their confidence and fostering analytical and creative faculty. The faculties make learning easier by allowing every student to understand at their own level by getting them involved in class activities so that they can assimilate and capture information at their own speed. The faculty members of the institute make learning as interactive and experiential as possible and promote innovative thinking and interpretation. Different methods undertaken by the Departments and its faculty members to provide experiential, interactive and participative learning are

- Use of ICT Tools
- Use of PPTs, Audio and Video Classes
- Students' participation and presentation in Departmental Seminar
- Group Discussion
- Field-trips
- Project Reports
- Assignments
- Practical learning in Laboratory: GIS, Sattriya, Education, Computer, Psychology
- Active participation in Extension Activities

- Certificate Courses on Critical and Creative Thinking
- Certificate Course and Diploma on Computer Application
- B.Voc in IT
- B.Voc in Physical Education
- Diploma in Sattriya
- Diploma in Cosmetology
- Life skill Programme on 'Yoga for Health'.
- Students' Annual College Magazine, Wall Magazine, Hand Written Magazine, Poetry Recitation, Article Writings, Literary competitions etc.
- Participation in Group Discussion, Role Play, Subject Quiz, Discussion and Questions Answers on current affairs and Debate.
- Lecture session by eminent experts/Webinar/Talk
- Faculty Exchange Programmes.
- Preparation of teaching plan and Practice teaching by students as per course requirements
- Literary Events in Annual College Week
- Inter-College/State Level/National/International Level competition.
- Events like Republic Day, Independence Day, Teachers' Day, Constitution Day, World Environment Day, NSS Day, NCC Day etc. are organized every year. Again the camps and activities of NCC and NSS, Swatchh Bharat, Village Adoption, Health awareness camp and Tree plantation are conducted regularly to help the students to learn the art of living in a team for Social and communal well-being.
- Student representatives are involved as members in various committees like Code of Conduct Monitoring Committee, Sexual Harassment Cell, Internal Quality Assurance Cell, Career Counseling and Placement Cell, Grievance Redressal Cell etc.
- Students' presentation through PPTs and Video demonstration
- Institutional, Departmental and Faculty's You tube channel

Problem Solving Methodologies:

- 1.Students' participation in different committees
- 2.Students' participation in community oriented extension activities
- 3.Certificate Courses on Project Report Preparation and Statistical Data Analysis.
- 4.Certificate Courses on Art of Speaking and Writing in English
- 5.Training/Orientation on Open Book and Online examination conducted by IQAC and Departments
- 6.BKBIAN Groups/Mentor-Mentee Meets
- 7.Help desk for online exam

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Stress has been on the use of ICT tools in the classroom since the Academic year 2018-19 at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered. ICT is merely a tool, and the teacher with all his/her pedagogical knowledge and experiences and control over the use of technology is the key to impart higher education through ICT tools in an interesting way to the target group and to make the students learn, find, explore, analyse, exchange and present information responsibly and creatively.

- **ICT Facilities:** Nine (9) classrooms equipped with Smart board with Projector, CPU, scanner and Mini Sound Modifier, two extra projector and four digital podiums with speaker, laptop in every department, internet facility, Video Conferencing Set, Digital Repository, subscription to NLIST, up-to-date GIS laboratory and a Computer Lab are in service.
- **MoU with ICT Academy**
- **FDP organised on the Use of ICT in November, 2018.**
- **Faculties attending FDP and Training on use of ICT.**
- **Orientation Programme conducted for Online Examination** on 30th and 31st May, 2021.
- **Online Classes are conducted** during Lockdown and also in the post lockdown period.
- **Use of E-Resources:** Almost all the faculties have the subscriptions of NLIST and most of the students have registered themselves under the National Digital Library of India. Teachers and students use the web based public Catalogue which include virtual library and e-resources like e-books, e-journals and e-databases.
- **Use of PPT and Video Classes:** Almost all the faculties give power-point presentations in their classes using smart board. The faculties have been using the Audio clipping, Video class, Blended and Flipped classroom providing opportunities to the students to gain advanced knowledge and practical learning.
- **Use of Social Media:** Every department has WhatsApp group for the students of every semester and provide them TLM and necessary instruction through the said groups. Further College You Tube Channel, Departmental and personal you tube channels are also used.
- **Use of College Website:** The faculties using the college website take online classes, provide TLM and give Assignments, while the students receive TLM, submit Assignments and get information regarding admission, examination etc. through college website.
- **SSS and Feedbacks:** SSS and Feedbacks are received through college portal and analyzed by using different software like Excel and SPSS.
- **Webinar/Talk/Lecture Session** are organised during lockdown and post lockdown period with satisfactory participation of students.
- **PTM, Mentor-Mentee Meet, Alumni Meet** are also conducted online with good response.

Dr. B.K.B. College never claims any excellence in the use of ICT tools in the classrooms but decides to sustain it as one of its best practices on the ground that the tools increase students' motivation, connect them to reliable information sources and create active in-class and out-class learning environment. The college administration needs to motivate the teachers, sustain their training, incorporate ICT into curriculum and make it a culture of the institution.

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

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 46:1

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 156.8

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 26.46

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	10	10	08

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 8.53

2.4.3.1 Total experience of full-time teachers

Response: 341

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Dr. B.K.B. College follows an **Internal Assessment Policy** that makes its internal assessment system transparent and robust in terms of nature, frequency and mode. The internal assessment system of the college is three dimensional comprising of Assignment and others, Attendance and Sessional Examination following the **Evaluation Policy prescribed by the parent university**.

1. Assignment and others: The HoDs of the departments prescribes assignments/Projects/Seminar presentation with the marks kept for the same to the students of the departments concerned and makes them aware of the same through classroom interaction, notice board and whatsapp groups. The students are awarded 30% of the marks allotted for Internal Assessment on the basis of their performance on Home Assignment/ Seminar/Group Discussion/ Field Work/Performance in Co-curricular or Extra-Curricular activities.

2. Attendance: The HoDs also make the students aware of the marks kept for attendance in the classroom interaction and calculate the same at the end of the semester. 20% of the marks allotted for Internal Assessment is to be kept for Attendance.

3. Sessional Examination: The Academic Committee of the college announces the dates for the sessional examination adhering to the tentative dates announced in the Academic calendar and makes the students aware of the same through Notice Boards and other available means. Remaining 50% of the marks allotted for Internal Assessment of a paper is kept for Sessional Examination.

- The principal constitutes internal examination committee for the session and appoints AOCs for the same.
- The internal examination committee prepares the schedules for sessional examination and makes the students aware of the same through notice boards and departmental WhatsApp groups..
- The HODs are instructed to set question papers for the courses concern and submit the same to the AOCs. And the AOCs print the number of question papers as required according to the report of students' strength submitted by the HODs.
- The AOCs prepare the list of invigilation duty strictly maintaining inter-departmental invigilation policy.
- The AOCs with the help of office staff arrange answer scripts, prepare the seat plans and get ready the rooms for conducting sessional examination.
- The invigilators keep the records of attendance of students appearing in the sessional examination in the attendance register of the department concerned provided by the HODs.
- The concerned faculties of the departments receive and examine the answer scripts and the HODs scrutinize the same and declare the result within a week.
- The students are also made aware of the result through the departmental notice board, WhatsApp Group and college website.
- The absentees, unsuccessful ones and those looking for betterment on genuine ground apply for re-sessional examination and the HODs conduct the same and declare the result as early as possible.
- Evaluated answer scripts are shown to the students so that they get to know the mistakes committed and the ways of rectifying those mistakes.
- The HoDs and office staff submits the result of the Sessional Examination to GU in prescribed format.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The internal assessment system of Dr. B.K.B. College is three dimensional comprising of Assignment and others, Attendance and Sessional Examination following the **Evaluation Policy prescribed by the parent university**. The college authority follows a transparent time effective and efficient mechanism to deal with Internal Assessment with certain flexible procedure to address the genuine grievances of the students. Grievances related to Internal Assessment are addressed as follows:

- The students are also made aware of all **Information regarding Internal Assessment related to Assignment and others, Attendance and Sessional Examination** through classroom interactions, notice boards, WhatsApp Group and college website.
- The **grievances associated with Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities** are addressed by the HoDs in consultation with the faculty members of the department concerned within a week. If the students are found not satisfied with the marks awarded for the same they are advised to submit the same in a better way and marks are awarded accordingly.
- **The grievances associated with Attendance** and marks awarded to the students for the same are also addressed by the HoDs in consultation with the faculty members of the department concerned keeping in view the genuine grounds of poor attendance of the complainants. In such cases the matter is sent to the authority for approval.
- **The Sessional Examination Committee** conducts the Sessional Examination as scheduled by the Academic Committee. As instructed by the said committee the Departments set the question papers, evaluate and scrutinize the answer scripts and **declare the result within a week from the last date of examination**. The students are also made aware of the result through the departmental notice board, WhatsApp Group and college website.
- The students are generally encouraged to **check their answer scripts** of sessional examination, the marks awarded for Assignments and attendance. **Any discrepancy noticed** is immediately addressed by the department concerned.
- The absentees and the students who either fail to secure pass marks or look for betterment on genuine ground apply for **Resessional Examination** and the HODs conduct the same and declare the result as early as possible.
- Any grievance received related to internal assessment is always read from students' point of view and is addressed **immediately and sympathetically, transparently and efficiently**.
- The HoDs and office staff submit the result of the Sessional Examination to GU in prescribed format.
- **The grievance regarding wrong entry of the marks of Internal Assessment in the Final Marksheet** awarded by Parent University is communicated to the Parent University with a forwarding from the college authority.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Program Outcomes (POs) are general statements describing the professional achievements targeted by the programme, and the students are expected to achieve the programme outcomes on the completion of

the programme. POs basically represent the knowledge, skills and personality traits and the attitudes what the students are expected to acquire during their graduation.

Program specific outcomes (PSOs) are the specific skills and competency to be met by the students of the Programme at micro level by the end of the curriculum. The HoDs of the departments and the coordinators of the self financing courses highlight the PSOs while preparing the POs in consultation with the faculty members and finally communicate the PSOs to the students concerned and orient them towards achieving the same.

Course outcomes (COs) are straightforward statements that outline the core knowledge, capabilities and skills that the students are expected to possess while going through a particular paper/course of a particular programme. The COs for a few courses/papers of the programmes offered are prepared and prescribed with the syllabus by the parent university and for the remaining courses/papers of all programmes COs are prepared by the HoDs in consultation with faculty members and communicated the same to the students concerned. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all the programmes offered by the institution are communicated to teachers and students as follows -

- Before commencement of each semester the Academic Committee comprising of Principal, Vice Principal, HoDs, IQAC Coordinator and Students' Representative have discussion on POs, PSOs and COs and finalise the same.
- In the beginning of each semester the HoDs have discussion with faculty members on POs, PSOs and COs and prepare the measures for attaining the same on the part of the students.
- In the beginning of each semester the Vice Principal and IQAC Coordinator take part in Orientation Programme with students and make them aware of POs, PSOs and COs and motivate them to attain the same.
- In the beginning of each semester the HoDs and faculty members make the students aware of POs and PSOs in the departmental orientation programme with students.
- The faculty members make the students aware of COs in the classrooms while dealing with the papers assigned and review the same after completion of the syllabus of the paper concerned.
- The POs, PSOs and COs are disseminated through college website, departmental notice boards and whatsapp groups
- POs and PSOs are also kept in noticeable locations of the departments concerned.
- The POs, PSOs and COs are also the subjects of discussion in the Parent Teacher Meets, Mentor-Mentee Meets.

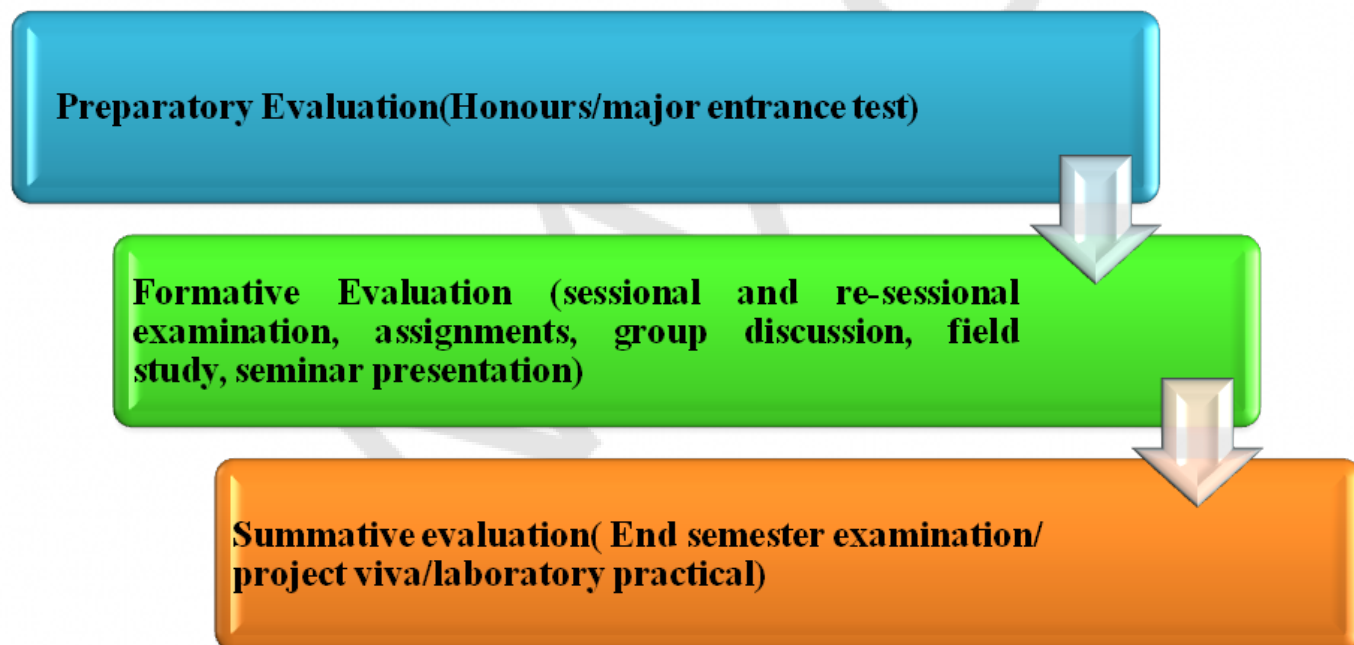
File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

Dr. B.K.B College adopted the CBCS curriculum as approved by parent University which is based on Learning Outcome-based Curriculum Framework (LOCF). The methods/strategies of measuring of attainment of POs, PSOs and COs followed by Dr. B.K.B. College are Blooms Taxonomy, Direct and Indirect Assessment Methods, Preparatory, Formative and Summative methods etc.

- The institution has a clearly defined mechanism for measuring attainment of POs, PSOs, and COs at the end of every course and programme offered by the institution as per affiliating university.
- The mechanism prepared by the parent university includes both internal and end-semester evaluation and the institution adopt it for measuring the attainment of the Programme and course outcome.
- While measuring the attainment the institution streamlines the evaluation mechanism in three tier- Preparatory Evaluation, Formative Evaluation and Summative Evaluation. The three tier mechanism is schematically shown below:



- The whole attainment process includes direct as well as indirect assessment methods and technique. The direct assessment includes honours/major entrance test, sessional examination, and re-session examination, assignments, group discussion, field study, and seminar presentation. **End semester examination/ project viva/laboratory practical** conducted by the affiliating university also comes under the umbrella of direct assessment tools.
- The indirect assessment tools include feedback from the students and alumni, Students Satisfactory Survey report (SSS), students progress to higher education and students employability
- The institution while setting question paper is based on cognitive domain of Bloom's Taxonomy for internal evaluation.
- Apart from the following cognitive domain of Bloom's Taxonomy in setting sessional question papers, the institution follows the taxonomy in developing and evaluating HOTS (Higher Order Thinking Skills) through assignment, group discussion, seminar presentation.
- The affective domain of Bloom's taxonomy well reflected through UG programme in Assamese, English, Sattriya as a Performing Arts and certificate courses in Critical thinking, Diploma in Sattriya dance etc. - this aspect is evaluated through curricular and extension activities

- Sattriya as performing art, B.Voc in IT and Physical Education are taught and evaluated based on psycho-motor domain of Bloom's Taxonomy. Further Certificate Courses in Art of speaking and writing in English and diploma in Sattriya dance are assessed on this aspect.
- Academic and administrative Audit is done every academic session.
- Analysis of institutional result is done and every department analyses the result and methods and strategies of measuring POs, PSOs, COs.

Analysis of the institutional result:

Session	Honours Appeared	Passed	Pass %	Above 6 CGPA	Above 7 CGPA	Above 8 CGPA	Admitted HE
2016-17	121	111	91.73%	34	16	03	05
2017-18	133	117	87.96%	26	15	05	19
2018-19	132	97	73.48%	46	20	02	23
2019-20	133	83	62.40%	31	34	03	25
2020-21	132	107	81.06%	55	03	06	26

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 65.9

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
199	124	198	201	211

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
281	261	279	305	284

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 4.63

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.6	0	0	1.025	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 16.07

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	0	0	02	06

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
13	11	11	11	10

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 56

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	17	09	04	07

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.25

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
12	24	7	6	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.96

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	09	23	47	16

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

As a part of Curriculum-Extension Interface, Dr. B.K.B. College organizes a good number of extension activities in the neighbourhood community with a view to sensitizing students to social issues, developing their human values and a sense of belongingness with others.

(A) HELPING HANDS:

- 1.Flood relief in 2017.
- 2.Distribution of food at Blind School in 2019
- 3.Flood relief in 2019.
- 4.Relief at Parkup Pahar in 2020.
- 5.Flood relief in 2020.

(B) COVID -19 AWARENESS:

- 1.Programme at Puranigudam on 18th and 19th March, 2020.

(C) AWARENESS ON HEALTH ISSUES:

1. Medical camp at Salonah on 29th June 2018.
2. Organ donation at Chapanalla on 27th November 2018.
3. Tobacco Control and Cancer Prevention at RKB H.S. School on 25th June 2019.
4. Tobacco Control and Cancer Prevention at Borchungjar in 2019.
5. Street Play on drug abuse at R.K.B. H S School on 12th April 2021.

(D) GENDER EQUITY:

1. Help to girl students at Muktab Primary School on 14th November, 2016.
2. Programme on women's land rights, maternal health, and newborn care at Borchungjar village on 8th march, 2017.
3. 'Gender Equity-Challenges for a Marginalized Society' at Parkup Pahar High School on 14th November, 2019.

(E) ENVIRONMENT:

1. Tree Plantation at Borchungjar village on 27th June, 2019.
2. 'Preservation of Forest and Wild Animal' at Parkup Pahar on 14th November, 2019.

(F) SWACCHA BHARAT ABHIYAN:

1. Swachh hi-Seva-2018 in 2018 at Borchungjar L.P. and M.E. School.
2. "Plogging Run" at nearby villages of the College on 2nd October, 2019.

(G) ACADEMIC AND EXTRA-CURRICULAR ACTIVITY:

1. Distribution of Books and Sports materials at Hatigaon Primary School on 14th November, 2017, at Pahukata Panigaon Primary School on 14th November, 2018.
2. Workshop on Modern Assamese Songs at Navaroop Jatiya Vidyapith from 5th to 8th March, 2021.

Impact:

1. Participation in extension activities develops in our students a sense of belongingness with the suffering or needy people, flood or covid affected people, inculcates in them human values, and strengthens their relationship with community.
2. Makes the students aware of disastrous consequences of drug abuse, consumption of tobacco and also reorients them for better health and motivates them for organ donation.
3. The programmes on gender equity make the girl students and women aware of land rights, maternal health and newborn care and also the ways how to make progress equally with others in a marginalized society.
4. If the environment related programmes make the target groups aware of the necessity of tree plantation and preservation of wild animals the drives on cleanliness make the community aware of the importance of cleanliness and waste management.
5. Academic programmes undertaken extend the service of teaching fraternity of Dr. B.K.B. College to the students of neighbouring schools and make their relation with feeding centres strong and healthy.

6.Above all, the outreach programmes make the students to think for others and develop in them leadership quality, organizing capacity and construct their identity as BKBIAN.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 56

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	14	17	07	06

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response:** 81.76**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
736	1237	1317	874	392

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response:** 29**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	06	02	03	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the last five years

Response: 18

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
06	04	05	02	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Dr. B.K.B College,Puranigudam has constantly endeavored to provide quality education to the students with the limited infrastructure and physical facilities available and always puts stress on the optimal use of the same for teaching learning purposes and curriculum extension interface. The college campus is set on 2.45 acres divided into 2 campus and a new site on the opposite of college.

Infrastructural facilities for Academic Activities:

- There are 22 nos of classrooms.
- 09 nos of classrooms equipped with Smart Board with Projector, CPU, Scanner and Mini sound Modifier.
- 02 nos of projector equipped classrooms.
- The college has 1 seminar cum conference room.
- There are 4 laboratories: GIS laboratory, Computer laboratory, Instrumentation laboratory of Education & Psychology department and Practical Lab of Performing Art department.
- The college campus is partially Wi-Fi enabled. There are 72 computers for administrative and academic purposes.
- The college has a common staff room with LCD installed for meeting and discussion.
- Besides these, each department has its own room provided with a Laptop and a departmental library.
- The college has one auditorium with a seating capacity of 200.
- 01 generator installed within the campus.
- Central library partially automated and is also equipped with digital repository.
- At present,the college library has 17,256 books and 08 journals, 10 magazines and 15 newspapers are subscribed.
- The library is well equipped with 02 server, 04 computer clients, 01 D-Space software and 02 Barcode reader.
- E-resources under N-list – E-Shodhsindhu, E-Books and E-journals are subscribed.
- Digital podium : 04
- Wooden Lecture Stand : 02

Other Facilities:

- Women Hostel constructed at Campus No.02 with 6 rooms, Kitchen, Dining room and Bathroom attached.
- College Canteen
- Central Museum
- Dr. B.K.Barua Study Centre
- Girls and Boys common room for students
- Clean Drinking water facility-07 nos of drinking water purifier available within the campus.

- Ramp and railing facility
- Gymnasium
- Sports Facilities: Basketball court, Badminton, Cricket, Volleyball, football, Athletics etc.
- Yoga center
- Cycle stand
- Open Library (Recently added)
- Cloth bank (Recently added)
- 10 nos of Solar light installed within the campus
- Vending and Incinerator Machine.
- Biometric machine to access attendance.
- Bapuji Playground located half a kilometer away from College campus.
- CCTV.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Dr. B.K.B. College, Puranigudam has limited outdoor and indoor facilities for sports and cultural activities. The college conducts outdoor games at Bapuji Library playground, located nearby the college. Most of the indoor games and cultural activities are organized within the college Campus.

Facilities available for Sports (outdoor and indoor):

1. **Outdoor Games:** Outdoor activities such as football, volley ball, Cricket, athletics etc. are played at the playground of Bapuji Hall and Library with which the college has an MoU. The college has Basketball court available at campus 2 where Badminton, Volleyball and Kabbadi are also played. The college has a good number of sports equipments necessary for such outdoor games.
2. **Indoor Games:** Indoor activities are carried out within the college campus. College has sports materials necessary for playing indoor games like Carrom, Chess, Table tennis, Arm Wrestling, Yoga practicing facility etc.
3. **Equipments for sports:** Sports equipments, generally kept in a store room, are made available to the students throughout the session. A few of the tools, materials, apparels used for sports are as follows:
 - Balls for playing football, volleyball, basketball, cricket ball and tennis ball.
 - Goal posts for football.
 - Nets available for tennis, volleyball, football, basketball, badminton.
 - Racquets used for tennis and badminton.
 - Bats used for cricket.

- Jersey/Track suits available for both boys and girls playing sport events like football, cricket and volleyball.
- High-jump cross bars stand.
- Carrom board, Table tennis equipments.
- Badminton Indoor shoes for both boys and girls.
- Javelin/Discuss/Shot-put Equipments for both boys and girls.
- Dumbbells/weightlifting set/Measuring tape and gloves

Gymnasium

- The college has a well-furnished gym and makes it accessible to Students, staffs and youths of neighbouring community at affordable fees.
- The gymnasium has a good stock of equipments maintained and run under the supervision of Gym instructor and Teacher-in-charge along with the Gymnasium Secretary of Students' Union.

Yoga Centre

- The Yoga and Meditation Centre is located at the utility block of campus 2.
- The Yoga cell has been running certificate course on Yoga for Health in association with department of English.
- The Yoga cell organized seminar, interactive session on mental well-being from time to time.

Cultural Activities:

- The college has a spacious and well equipped auditorium with 200 seating capacity. The cultural functions are held at auditorium, sometimes making good use of open areas of the campus.
- The students participate in wide range of activities like cultural rally , Folk songs and dance competition, Ethnic food competition, Mehendi competition etc. organised at college level and inter-college as well hosted by different colleges within Assam.
- The department of Performing Arts has introduced Diploma in Sattriya dance as Art form to promote classical dance that narrates mythical and religious stories.
- In addition, the Students Union assisted by various committees actively participates and organizes events to showcase their talents which promotes mental well-being and improves overall personality of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 50**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 11

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response: 34.63****4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.81	33.45	51.8	117.2	3.2

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Central Library was established along with the establishment of the college in 1967. The library has a collection of Books (Text & Reference) and subscription of Journals, Magazines, and Newspapers (Daily/Weekly). The Library with its open access system provides different services like Circulation Service, Reprographic Service, Online Public Access Catalogue (OPAC), Reference Service, and Book Bank Facilities for poor students. Every year Library Orientation program has been organized for newly admitted students. CCTV is installed for surveillance. Barcode facility is available in books and

circulation. The library has also developed its institutional repository with open source software 'DSpace'. From 2011, the library has the access facility of e-journal and e-books under NLIST. In 2019, most of the central library users have registered in NDLI project and in 2021 college has registered in NDLI Club. Now the bonafide users can access and use the e-resources from NLIST and NDLI.

Name of the ILMS Software:

- In the year 2010, automation process was started with SOUL 1.0 software.
- In the year 2012, ILMS Software upgraded to SOUL 2.0.
- Recently, ILMS software upgraded to SOUL 3.0

Nature of Automation: Partially automated. The nature of automation regarding the modules Circulation, Cataloguing, OPAC and Administration are fully automated. The modules Acquisition and Serial control is under process.

Version: At present SOUL 3.0.

Year of Automation: 2010

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

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.28

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.6319	1.2746	0.502	7.68	1.2998

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 1.35**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 16

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Dr. B.K.B. College has upgraded its IT facilities frequently as per the needs and requirements during the last five years to achieve excellence in terms of computers purchased, internet connectivity, new institutional portal, portal updating, setting up of smart classrooms, ICT enabled classes, conference hall, online admission, library digitalization etc.

- Under the initiative of IQAC, an official institutional portal has been re-designed, Up-gradation and maintenance to meet the rising demands in the educational and administrative domains under RUSA grant from 2019.
- Online admission portal was initiated from 2019 and online renewal admission was introduced in all programs of study through a separate web portal.

- At present, S.S Technologies, a service provider has been assigned the duty to up-grade software, whereby large database needs to be stored and displayed in the website.
- Up gradation of college Website: On Line Education and GRC module are introduced with the following facilities
 - a. Live Discussion/On Line Classes
 - b. Class-notes, TLM
 - c. Mentor-Mentee Meets
 - d. Parent Teacher Meets
 - e. Grievances Redressal
 - f. Complaints/Suggestions
 - g. Online Leave
- Library Software: Soul 2.0 has been in service in the last five years and SOUL 3.0 is installed recently.
- Automation: Central Library is partially automated
- Digital Repository: Thesis paper, College magazine, Question papers, college publications etc are made available.
- NLIST: E-Books and E-journals are subscribed.
- Internet Connectivity: Under RUSA 1.0 infrastructural grant BSNL I.L.L (Internet Leased Line) services (2019) is installed with Bandwidth 4 Mbps for Wi-Fi Enabled campus as per recommendation of RUSA Project Monitoring Unit (PMU).
- Partial LAN arrangement
- MoU with ICT Academy: Use of Platform.
- Use of Zoom, Google Meet, WebEx, Google Classroom
- Purchase of Computer
- Installation of Smart Classrooms equipped with
 - a. Smart board
 - b. Mini sound modifier
 - c. CPU
 - d. Scanner
- Whatsapp Groups: There are 11 departments available and every department has Whatsapp group for the students of every semester and provide them TLM and necessary instruction through the said groups.
- FDP on ICT organized on 'Use of ICT Tools for Classroom Teaching' in collaboration with Electronics and ICT Academy, IIT, Guwahati from 12th November to 18th November, 2018 to make aware of various tools that a teacher can use in a Classroom teaching for effective and

interesting learning.

- Biometric Attendance system available to monitor the attendance of staff.
- Virtual Seminar/Talk/Webinar organized at regular basis.
- Virtual Parent-Teacher Meet organized by every department.
- Virtual Mentor – Mentee meet held on online platform/offline as well to counsel the students on academic issues.
- Institutional, Departmental and Personal You Tube Channel.
- PPTs and Video classes used by the faculties to provide opportunities to the students to gain advanced knowledge and practical learning.
- Workshop on ICT attended by Faculty to upgrade themselves on use of ICT tools and management of online classes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 17:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 5 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 56.24

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic

support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
11.79	52.31	44.18	39.58	39.44

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as Laboratory, Library, Sports complex, computers, Classroom etc. in the institute. The Principal of the college in consultation with Governing Body constitutes different committees to chalk out policy and plan for utilization and maintenance of grants keeping in mind greater interest of the students:

- **Academic Committee** plans Academic Perspective plan for each session reflected in the Academic Calendar and ensures smooth functioning of the same.
- **Construction Committee** ensures construction and renovation of infrastructure following established norms and regulations.
- **Purchase committee** ensures purchase of materials for the institution following norms and procedure made for the same.
- **Assets Maintenance Committee** ensures optimal utilization and maintenance of physical facilities available within the campus, expected behavior and responsibility of all the employees and students as laid down in the Asset Maintenance Policy.
- **Code of Conduct Monitoring Cell** monitors honesty, integrity, ethical and law abiding behavior expected from all employees, ensuring healthy academic environment and responsible behaviour.
- **RUSA Monitoring Cell** is responsible for monitoring of all the projects in the institution following the terms and conditions laid down by RUSA.

Utilisation of Infrastructural Facilities: Stress on optimal use of infrastructure available

- Optimal Use of Classrooms:

a. For teaching –learning purpose

b. Examination Purpose

c. Competitive Examinations

d. Meeting

- Separate Departments
- Use of Computer lab as classroom and meeting/seminar room.
- Same infrastructure used as Laboratory for the Departments of Education and Psychology.
- Seminar cum Conference Room for organising institute level meetings.
- Use of College Auditorium:

a. Meeting

b. Seminar

c. Cultural activities

d. Admission

e. Freshers' Social

f. Meetings or events by local cultural organisations.

- College Gymnasium is also used by the local youths apart for college stakeholders.
- College Canteen is also used for selling stationary good besides providing quality foods.
- The college provides clean drinking water facilities by installing 07 nos of water purifiers in different locations.
- There are 10 nos of solar lights installed within the campus
- The college has ramp and rails within the campus and provided wheelchair facility to meet the needs of physically challenged students.

Maintenance of Physical Facilities:**Laboratory:**

- The Department of Geography under the supervision of HoD, Faculty and bearer maintains the GIS lab.
- The Computer lab consisting of 31 nos of computers with Smart board, Projector, Podium, Scanner, Video Conferencing set is maintained by the faculties of Computer Centre and B.Voc IT. Wellbeing of the computers is checked internally and external help of upgradation of the same is given to third party.
- The college has Education and Psychology lab with psychometric tools, maintained by departmental HoDs, Faculty and bearers of the Departments of Education and Psychology. The Lab instruments are frequently checked and external help is taken whenever found necessary.
- The practical Lab of Sattriya department is maintained by the department concerned.
- There is systematic procedures for procurement of lab equipments by Purchase committee in consultation with concerned departments.

Library:

- The central library of the college is maintained by the librarian assisted by her staffs.
- A library Committee consisting of Principal, Librarian and teaching faculty discusses on the improvement /update of facilities provided by the library.
- The responsibility of listing out books (text books, references etc) is taken in consultation with different departments keeping in mind student's demand.
- The Library committee looks after activities like book purchase, budget allocation and maintenance of infrastructure and physical facilities of the library.
- For proper maintenance and security, CCTV has been installed to monitor the movement of those who visits the library.
- Every year in the beginning of session students are oriented towards the use of library, rules and regulations.
- To ensure return of books "No Dues Form" from library is mandatory in absence of which students are not provided final graduation certificate.
- A visitor register is maintained to keep the record of library visitors both students and teachers.

Sports:

- A sports committee comprising of 2 faculties and games secretary of student union body holds meetings and monitor sports infrastructure.
- The Gymkhana is maintained properly by a Gymnasium Committee with an instructor and helper. The gymnasium Committee with Faculty-in-Charge, professional trainer, gym secretary of student union body ensures that the equipments are in perfect working condition.
- The college has a sports store room with sports equipment for different sports.
- The college has signed MoU with Bapuji library committee for utilisation of playground and the field is maintained by Bapuji library committee members and college authority.

Classrooms:

- The college has 22 nos of well-functioning and maintained classrooms for teaching learning purpose.
- The classrooms are optimally utilised for teaching, holding examinations, group discussion, seminar, Class meetings etc.
- The purchasing committee purchases and looks after the maintenance and utilization of physical tools inside the classroom.
- The maintenance and cleaning of the classrooms are done by the supporting staff.
- The entire campus is cleaned regularly by sweeper and maintained hygiene.
- The Heads of the departments report to the administration periodically for all the maintenance works.

Computer:

- The college has 72 nos of computers/laptops at present.
- The existing computers of the college have been procured by the Purchase committee and under RUSA grant based on requirement from time to time.
- The college has collaborated with S.S Technology, Guwahati and ICT Academy, Guwahati to provide regular technical support service relating to computer software and hardware.

Additional Support facilities are:

- Canteen and cafeteria committee maintains and monitors the works of the canteen. The food is prepared and served hygienically by the canteen staffs.
- The Hostel Committee looks after requirement of Women's Hostel.
- Institute has employed electrical technicians for maintaining electrical facilities.
- Grade IV staff are to maintain the campus garden and environment.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 66.29

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1045	625	926	642	468

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.4

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
31	20	22	5	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1.Soft skills
- 2.Language and communication skills
- 3.Life skills (Yoga, physical fitness, health and hygiene)
- 4.ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 36.27

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1257	307	285	14	181

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
31	10	17	07	09

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 49.25

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 98

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
11	0	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 50

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
10	13	12	13	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

Dr. B.K.B. College facilitates students' representation and engagement in administrative, co-curricular, and extra-curricular activities of the institution.

THE STUDENTS' UNION: The College has a Students' Union democratically elected to represent the student fraternity of the institution. The portfolios of the Students' Union are as follows:

- a. Vice-President**
- b. General Secretary**
- c. Assistant General Secretary**
- d. Cultural Secretary**
- e. Assistant Cultural Secretary**
- f. Sports Secretary**
- g. Assistant Sports Secretary**
- h. Social Service Secretary**
- i. Magazine Secretary**
- j. Debating Secretary**
- k. Girls' Common Room Secretary and**
- l. Boys' Common Room Secretary**

STUDENTS IN VARIOUS COMMITTEES:

- **Code of Conduct Monitoring Committee**
- **Academic Committee**
- **Internal Quality Assurance Cell**
- **Anti Sexual Harassment Committee**
- **Anti-Ragging Committee**
- **Grievance Redressal Cell**
- **Yoga Cell**
- **Eco Club**
- **Career Guidance and Placement Cell**
- **Dr. B.K.B. Study Centre**
- **Hostel Committee**
- **Canteen and Cafeteria Cell etc.**

ACTIVITIES OF STUDENTS' UNION: The Students' Union represents and addresses students' views and grievances, take appropriate measures addressing various issues of the students keeping in touch with the authority under supervision of teachers' in-charge. The Union Body is a part of all scholastic and non-scholastic activities organised within and outside the college campus. The union basically organizes the following events:

- **College Freshers' Social**
- **Annual College Week**
- **Publication of College Magazine and Wall Magazines**

PARTICIPATION IN COMPETITIONS:

- **Participation in intra-college competitions**
- **Participation in inter-college Competitions**
- **Participation in Local/National/International Competition**

INVOLVEMENT IN EXTENSION ACTIVITIES

- **Extension Activities within the College Campus**
- **Extension Activities outside the College Campus or Outreach Programmes**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	19	18	16	06

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

Dr. B.K.B. College has a registered Alumni Association which was formed for the first time on the 14th of December, 2003. The Alumni association was formed with the objectives of strengthening and building relationships with alumni, improving involvement of stakeholders and serving as a conduit between alumni and their Alma Mater and to assist the Alma in achieving academic excellence by providing various forms of support, such as equipment, infrastructure, and other resources as needed, for the institute's upliftment. The Alumni Association of Dr.B.K.B. College has also been registered under the "Societies Registration Act, XXI of 1860" on the 7th of December 2010. Since its inception, the Alumni Association has been working for the upliftment of the college by offering financial and other support services to the institution.

1. **Gardening and Maintenance of Garden:** In the year 2016-17, a garden in the college campus was built by the Alumni Association supporting the cause of "Green Initiative" of the college. This was followed by maintenance programme for the garden in the year 2017-18.

2. **Financial Contribution:** The Alumni Association contributed a sum of Rs. 2,30,900 (Rupees Two Lacs Ninety Thousand Thirty) in the year 2017 on the occasion of Golden Jubilee of Dr.B.K.B.College.

3. **Installation of the Statue of Dr. Birinchi Kumar Barua:** The Alumni Association constructed and installed the statue of Dr. Birinchi Kumar Barua in the college campus in the year 2017.

4. **Alumni Meets centrally organized:** Organized two Alumni Meets on 25th June, 2017 and 8th September, 2019 to gear up the spirit and participation of the alumnae in matters related to overall growth of the college.

5. **Departmental Alumni Meets:** Each department of the college also has their own alumni associations and have been conducting Alumni meets from time to time.

6. Organization of Scholastic/Non-scholastic Events:

A lecture programme on “Youth, Mindset and Role of the Students in Society” in association with IQAC, Dr. B.K.B. College was organized by the Alumni Association on the 29th of October, 2019. Mr. Mileswar Pator, Renowned Writer of Assam and Dr. Tridip Kumar Goswami, well-known Academician of Nagaon District attended the said Lecture Programme as resource persons.

Though the Alumni Association has been contributing in terms of cash as well as in kind to the college for its upliftment, the level of contribution is not up to the mark because most of the Alumnai of the college comes from economically marginalized sections of the society. Yet the alumni association of Dr. B.K.B. College is proud to have among them an MLA, many social workers, public servants, entrepreneurs, literary persons, media workers as its member. With all its strengths and limitations the Alumni Association of Dr. B.K.B. College is committed to work for the holistic growth of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: C. 3 Lakhs - 4 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision of Dr. B.K.B. College:

To impart higher education in UG level to the cross section of learners (basically belonging to the socio-economically backward communities) at an affordable cost through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative.

Mission of Dr. B.K.B. College:

- To generate knowledge and develop cognitive abilities through well planned curriculum, co-curricular and extra-curricular activities, innovations in teaching learning environment and evaluation procedure.
- To inculcate values and preserve socio-cultural identities, ensure equal development and to foster a sense of belongingness to the Nation.
- To create the academic environment for promotion of scholastic and non-scholastic activities.
- To promote the values of self-sustenance and self-reliance by introducing career-oriented programmes, vocational and cultural workshops, seminars etc. aiming at minimizing the burden of bookish knowledge.
- To realise social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges

Nature of Governance: Governance of Dr. B.K.B. College is a transparent, decentralized, participative and student-centric one. It refers to *the framework by which the organs of the institution is controlled, developed and sustained in such a way that its stakeholders come forward out of pleasure to contribute collectively or individually for the holistic growth of the institution keeping in mind Vision and Mission of the institution.*

Perspective Plan: Dr. B.K.B. College has been accelerating its activities in the post-accreditation period through a Perspective Plan covering infrastructural growth, expansion of course of study, digital facility and support services and curriculum-extension interface highlighting the following criteria:

1. Mobilisation of Fund and optimal utilization of Resources:
2. Infrastructural Growth:
3. Expansion of Departments and Course of Study:
4. E-Governance:
5. Research Activity:

6. Modification of Central Library:

7. Extension Activities and Celebration of Commemorative Days dealing with cross-cutting issues:

8. Extra Curricular and Co-curricular activities

9. Organisation of FDP/Lectures/Talk/Seminars/Webinars

10. Celebration of Golden Jubilee:

11. Use of ICT and On-Line Education

12. Institutional Initiatives: NSS, NCC, Book Bank, Corpus Fund, Poor Fund, Women's Aid, Scholarship and Financial Assistance, Cloth bank, Open Library

13. Best Practices to be sustained:

- B.K.B. Memorial lecture
- B.K.B. College Award
- News Letter Khabarnama
- SSS and Online Feedback
- Publication
- Orientation Programme for Students by Vice-Principal, Librarian and by IQAC on Online Exam.

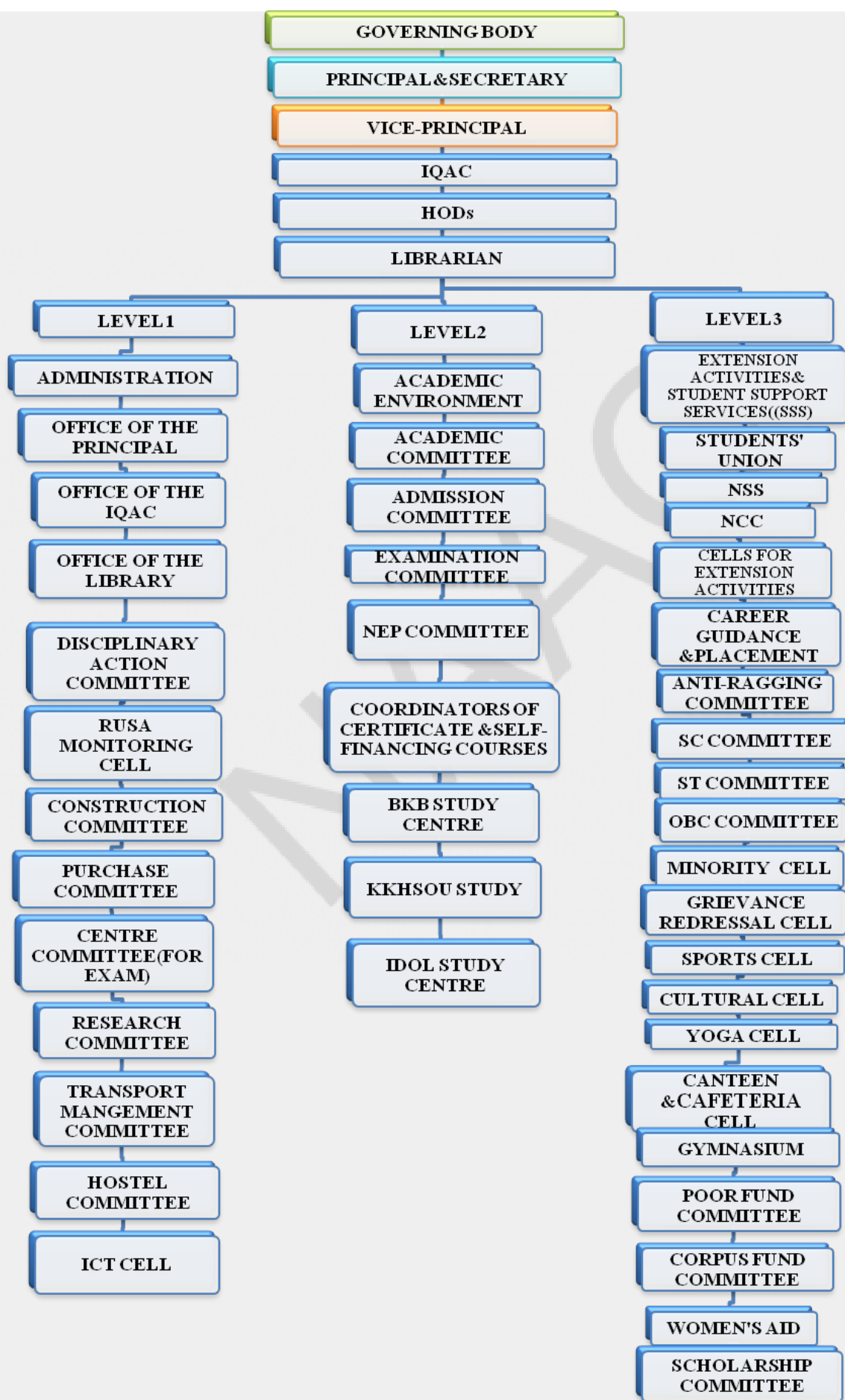
14. Appointment against vacant posts

Teachers' Representation in Decision making bodies: Teachers' representation in decision making bodies such as Governing Body, Disciplinary Action Committee, Academic Committee, Admission Committee, Examination Committee, Research Committee, Construction Committee, Purchase Committee, RUSA Monitoring Cell, Code of Conduct Monitoring Cell, Ant-Ragging, Anti-Sexual Harassment, Committees for SC/ST/OBC/Minority etc. makes the Governance of the institution decentralized and participative.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:



Dr. B.K.B. College follows a policy of decentralization and participative management as shown in the above diagrammatic presentation incorporating different stakeholders at different levels of management and administration. The Governing Body, the apex policy making body and the Principal cum Secretary lead from the front keeping adequate space for all other stakeholders to work on the activities assigned.

Admission: A Case Study showing decentralization and participative management:

Admission or enrollment of students to a new session in various programmes is one of the prime practice or activity of higher educational institution that makes it run. Dr. B.K.B. College follows specific admission. As a part of the Admission process the Academic Committee with the help of IQAC and HoDs prepares the Prospectus and Academic Calendar for the session concerned. Further the IQAC prepares the new letter 'Khobornama' to be distributed to the students admitted on the day of admission. An Admission Committee is constituted for the purpose reflecting the tradition of decentralization and ensuring participation of all –

- 1.Principal as the President,
2. Vice-Principal being the convener,
- 3.IQAC Coordinator/representative as Coordinator,
- 4.Representatives from teaching staff as member
- 5.Representatives from non-teaching staff as member,
- 6.Representatives from SC / ST / OBC / Minority communities
- 7.Representatives from NCC and NSS as member,
8. Vice President and General Secretary of Students' Union as member.
- 9.Involvement of all members of teaching and non-teaching staff on the days of Admission.
- 10.Involvement of IQAC in preparing 'Khobornama'
- 11.Involvement of Academic Committee in preparing Prospectus and Academic calendar

The Admission Committee declares the schedule of admission and assigns duty to all concerned defining works to be done at different level. If the Convener convenes the meetings of admission and leads the process from the front keeping in touch with the authority, the coordinator/member of IQAC working as the Coordinator of Admission committee leads the technicalities associated with right preparation, submission and verification of online forms being assisted by other members appointed for. With the help of the members from ST/SC/OBC/Minority cells appointed as members of the Admission committee the Convener and the Coordinator prepare the List of Selected Students following the norms of reservation. On the dates of Admission fixed by the Admission Committee the authority appoints all faculties and members of non-teaching staff for counseling for offering Honour and Certificate Courses, verification of original certificates and mark sheets, caste certificates, income certificates and payment procedure. All these personnel participate in a pleasurable way with a view to getting the inputs admitted to different programmes offered and thus making the entire process fruitful.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Dr. B.K.B. College has been accelerating its activities in the post-accreditation period through a well chalked out Strategic/Perspective plan covering its long term plan of expansion of Departments and course of study, mobilization of Fund, infrastructural augmentation, digital facility and support services, upgradation of library, extension activities etc. The college also follows a Perspective Plan (Finance) made for every year which is basically a budget for the year concerned showing sources of earning and probable fields of expenditure. Another Perspective Plan is the Academic Calendar itself reflecting academic plan of the year concerned which is strictly followed by the institution.

Strategic / Perspective plan for the Post-Accreditation period and its effective deployment:

- 1.Expansion of Departments and Course of Study:
- 2.Mobilization of Fund and Utilization of Resources
- 3.Infrastructural Growth:
- 4.Upgradation of Central Library
- 5.E-governance
- 6.Use of ICT and Online Education:
- 7.Extension Activities, Co-curricular and Extra-Curricular Activities:
- 8.Organisation of Seminar/Talk/Webinar/FDP
- 9.Policy and Audit
- 10.Research Activity:
- 11.Celebration of Golden Jubilee.
- 12.Publication of Books and Research Journal
- 13.Best Practices Sustained
- 14.Corporus Fund
- 15.Open Library and Cloth Bank

One Activity successfully implemented: One activity 'Computer for Computer Rooms' under RUSA Infrastructure Grant is utilized following norms and rules laid down by RUSA and successfully implemented in the Computer lab meant for Certificate Course and Diploma in Computer application, B.Voc in IT and for other scholastic purposes. The steps of implementing the said project are as follows:

- 1.Perspective Plan
- 2.Advertise in newspaper
- 3.Technical Bid: Comparative Statement
- 4.Financial Bid: Comparative Statement
- 5.Work order

6. List of Items supplied
7. Order for PFMS for release of First installment
8. Tax invoice with GST
9. Supply of remaining materials
10. Inspection of items supplied as per work order
11. Order for PFMS for release of Final installment
12. Tax invoice with GST
13. Return of EMD after the stipulated time
14. Completion certificate
15. Utilization certificate submitted to RUSA

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

As reflected in the Organogram, Dr. B.K.B. College has primarily two-tier system of governance. One is administrative and the other is academic. At the administrative level, the Governing Body operates as the apex body. At the academic level, the Principal is the ultimate authority who is also the Secretary of Governing Body. The Principal is assisted in all administrative and academic matters by the Vice Principal, HoDs, IQAC and other in-house bodies.

Governing Body:

- Governing Body is the apex policy making body headed by a President
- Principal is the Secretary of the GB
- The Vice Principal is the ex officio member of the GB
- Two university representatives are parts of it
- Both male and female guardian members are involved in this Body
- Librarian and a member from non-teaching staff are too involved in the GB
- Two teacher representatives are members in the GB

Administrative Setup:

- Administrative infrastructure is headed by the Principal, followed by the Vice Principal and HoDs of various departments
- Departmental setup is headed by the HoD, followed by Associate Professors and Assistant Professors

- The senior-most faculty is normally appointed as HoD of a department on rotation basis
- The formal organizational structure of the library staff consists of the librarian, library assistant and the library bearers

College In-house bodies:

- Different in-house bodies play an active and vital role in owning of different responsibilities and execution of assigned activities inside the college campus.
- Every in-house body is headed by a Convener / Coordinator, preferably a senior teacher, assisted by other members, including students to some extent
- Principal is the Chairperson of some of these bodies

Service Rules:

- The service rules laid down by the competent authority (UGC, DHE Assam) for the permanent teachers are strictly followed in appointment, promotion and granting leaves etc. The service rules of the contractual staff are framed and governed by the college authority in tune with standard practices and notifications.

Procedure for Recruitment:

◦ Permanent Posts:

All fresh recruitments are made in a transparent manner following latest guidelines as framed by UGC and Assam Govt. Advertisement seeking application from competent candidates is published at least in two leading newspapers. In some cases, advertisement is also circulated through college website. In case of non-teaching staff, appointment is done as per State Govt. guidelines. Approved procedure is followed in Promotion of teaching and non-teaching staff. In both cases, the college authority after due screening recommends promotion of a concerned employee to the Govt. for necessary approval through DHE, Assam.

◦ Temporary and Full-time contractual teachers:

Appointments to various self-financing departments and programmes are made by the college authority through proper interview and required procedure

Procedure for Promotion:

- Promotions are made according to UGC rules/ Government of Assam, through Departmental Promotion Committees (DPC), held as and when such necessity arises
- API scores of concerned teachers are verified through IQAC before holding of the DPCs.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Administration
- 2.Finance and Accounts
- 3.Student Admission and Support
- 4.Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The administration of Dr. B.K.B. College is committed to undertake a number of welfare measures for the teaching as well as non-teaching staff. The facilities, provided to all members of the college fraternity, indicate good governance from the part of the administration whereby active participation of all members in a feel free congenial atmosphere is ensured and preparedness with adequate engagements is encouraged. Following are some of the welfare provisions that are currently in practice and these are reviewed periodically and enforced from time to time as per necessity or requirement.

1. Various types of leaves for employees are provided as per guidelines of higher authority which cover –

- Study Leave (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers)
- Maternity Leave (for the lady staff)
- Child Care Leave (for ladies only)
- Earned Leave as per Govt norms is given to the permanent faculties on Medical and other emergencies
- Duty leaves (for participation in academic courses/ examination works/ govt. matters).

- Special leave to employees on some serious tragic incidents like unfortunate demise of parents

2. Emergency first aid facility is provided to all members of the college fraternity (both teaching and non-teaching)

3. Corpus Fundis fully functioning at college whereby non-sanctioned teachers and fourth grade employees are financially assisted whenever demands rise

4. Group insurance system is provided to all permanent faculties under govt. guidelines and schemes

5. Group salary link insurance system is also provided to all permanent faculties

6. Online leave facility is a recent addition whereby all employees of the college can access the online college portal to apply for leave

7. Special leave facility is provided to the employees on the grounds of demise of parents

8. Financial Assistance to Non-Sanctioned Teachers for attending FDP, Workshop, Seminar etc.

9. Financial Assistance to Sanctioned Teachers for attending FDP, Workshop, Seminar etc.

10. Women's Aid is operative at college to address issues and aspects concerned with lady staff

11. Gymnasium facility is offered to all members of the college at subsidised rates.

Other Facilities to teaching and non-teaching staff:

- **Separate cabin** is available as seating arrangement for teachers at college canteen
- Provision of **staff common room** in a central location is provided to all members belonging to all academic departments
- Provision of **safe drinking water** facility is accessible at few locations like the college canteen, nearby some departments, at students' common rooms etc.
- Adequate **parking space** is available for all employees within college **campus 2** for parking their vehicles
- **Central library** facility is accessible for all members of the college for borrowing books and reading journals, magazines, newspapers etc.
- **Farewell parties** are organised for the teaching and non-teaching staff on the day of retirement in recognition of their service.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences /

workshops and towards membership fee of professional bodies during the last five years.

Response: 21.36

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
05	03	18	06	10

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	04	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 26.95

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	07	21	07	05

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Dr. B.K.B. College maintains a dynamic performance appraisal system for the teaching and non-teaching staff separately. In order to keep good record of performance, a few procedures and systems are followed by the college authority.

To appraise the performance of the **teaching staff**, the college formulates the following practices:–

- **Academic Diary:** In every department, the concerned HoDs keep records of daily academic and non-academic activities of all faculties in an Academic Diary. The faculties of all departments maintain their daily activities (attending classes, organizing seminars, participating activities outside the institution, conducting examinations, co-curricular activities, departmental programmes etc.) in the departmental Academic Diary and the HoDs of the concerned departments, after verifying the activities of the faculties, finalize the diaries on daily basis. This practice of keeping records through Academic Diaries is appraised by the authority / IQAC in a periodic mode.
- **Activity Record Register:** All departments, committees and cells of the college are provided with an Activity Record Register where account of various activities / events is recorded on a regular basis and periodically the authority appraises them in consultation with IQAC and to some extent the Governing Body of the institution.
- **Feedback System:** The Feedback System of the college provides a clear picture about the performance of all faculties in various activities, especially activities related to teaching-learning processes. This mode of assessment through collecting feedbacks from the students results in proper handling of drawbacks coming under scholastic areas like attendance of faculties in the class, quality of teaching, maintenance of punctuality, management of classrooms with learner-centered approach, use of teaching learning materials by faculties etc. Practically the feedbacks are collected from students on annual basis and they are confidentially communicated to the teachers through the concerned HoDs for taking remedial measures in order to enhance their skills.
- **Appraisal Formats:** For promotional matters of the faculties, the office of the college uses proper Performance Appraisal Formats as prescribed by Directorate of Higher Education, Assam. The

Principal of the college certifies the promotional matters through appropriate screening of the faculties following appropriate procedure and the matters are forwarded to DHE for further grants of promotions of the faculties concerned.

To appraise the performance of the **non-teaching staff**, the college formulates the following practices:–

- **Feedback System:** The college has a process of collecting feedbacks from students as well as from faculties on office management. These feedbacks are collected annually on the grounds of performance of the office staff in matters like conduct of examinations, supporting students' requirements, solving students' academic matters etc. The feedbacks are analysed timely by the authority in consultation with IQAC. Concerning serious matters, the Governing Body of the college is also approached for adequate justification of the matters and thereby appropriate measures are taken immediately.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Dr. B.K.B. College conducts internal and external financial audits in a regular basis. Internal Auditor under the direction of Governing Body of the institution and External Auditor under the direction of the Director of Audit, Assam Government audit the entire financial transaction of the financial year(s) assigned and the reports received thereof are submitted to the Governing Body for necessary suggestions with a view to meeting the objections and for necessary approval as the situation demands.

Internal Audit: The Governing body accords approval to initiate the process of annual Internal Financial Audit at the end of the financial year when the proposal for the same is placed before GB by the secretary and GB appoints an experienced person for the purpose. The Accountant of the Office of the Principal responsible for maintaining accounts provides essential documents such as cashbook, receipt and expenditure with bank details to the person appointed for conducting Internal Audit. Dr. B.K.B. College conducts the Internal Audit for the financial years 2018-19, 2019-20 and 2020-21 through K. Khetan & Associates, Chartered Accountants appointed for the same and the said Audit reports are uploaded in the college website.

External audit: External audit is conducted by the person appointed by the Director of the Audit cell, Assam Government performed with the support of the accounts officials of the college along with the Principal. The accounts of Dr. B.K.B. College for the period from 01/04/2015 to 31/03/2018 were audited by Sri D. J. Pegu, Audit officer, under the direction of the Director of Audit (Local Fund), Assam. The audit was commenced on 16/11/2018 and completed on 30/01/2019. The Audit report of the accounts for

the said period is uploaded in the college website.

Mechanism of settling Audit objections:

- During the process of External Audit to meet certain objections the Auditor serve original POS in form-C to the accounting authority of the institution and the accounting authority needs to return the same to the Auditor in course of audit.
- The Audit reports, Internal or External, are placed before Governing Body by the Secretary of the institution.
- After through discussion on the Audit reports placed GB makes necessary arrangement for meeting the objections.
- After addressing the objections the institution needs to submit before the Audit cell, Assam Government the Audit Satisfactory Replies or Report.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 6.86

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.15	0	0.76425	5.95	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Dr. B.K.B College, following a Resource Mobilisation Policy, has been addressing the emerging challenges and priorities of higher education involving modernization of infrastructure and incorporation of latest educational technologies. Eventually, the old infrastructural setup with traditional teaching aids such as black boards, maps and charts etc has been gradually replaced with ICT assisted classrooms, library automation, E-resources, blended mode of online and offline education etc almost in all colleges. Despite many constrains of a rural college with economically disadvantaged communities, Dr. B. K. B. College has been reorienting itself to cope with the new compulsions. Thus, more resources and greater alertness for management, transparency and utilization of the same determine greater amount of optimal use and overall growth of the institution.

Mobilization of Funds: The Principal sources of financial resources in the last five years for the institution are as follows:

1. Admission Fees
2. UGC grants for Infrastructure, MRP, FDP, FIP etc.
3. Funds allocated by State Govt
4. RUSA
5. Revenue collected from Canteen, Gymkhana, Self financing courses, sale proceeds.
6. Revenue earned from KKHSOU, IDOL
7. Donation from Alumni, Stakeholders etc.

Optimal Utilisation of Resources: Utmost care has always been taken for utilization of the whole amount meant for the project sanctioned. Considering the limitations of sources for fund mobilization resources are utilized keeping in mind greater interest of the students and of the college as a whole. The prime areas where the resources are utilized are as follows:

1. For salary of non-sanctioned teaching and non-teaching staffs.
2. Infrastructural Augmentation
3. Maintenance of Academic facilities
4. Maintenance of Physical Facilities
5. Miscellaneous/Others

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC, established in the year 2003, has been a part of all major decisions taken and has been rendering its

services towards development and sustenance of quality in academic and administrative activities of the institution. Among the initiatives undertaken by IQAC that have been institutionalized, the following two practices are mention-worthy.

1. Title of the Practice: Publication of 'Khabarnama'-the Annual newsletter of Dr.B.K.B. College.

Objective: Since its publication in 2006, this has been an honest effort meant to project the institution through its activities and progress, inputs and outputs, research and extension works done.

Context: The rationale behind publishing the annual newsletter of the college entitled **Khabarnama** is to keep records of activities and achievements of the institution, to make the stake holders of the institution aware of the same and to motivate the new students to act and achieve in the same way.

Practice: Khabarnama is an annual newsletter published by IQAC and edited by the in-charge assigned by the authority on behalf of IQAC. All the activities organized, conducted and achievements of the students and faculties are collected through HOD, Coordinator of concerned cell, Student Union In-charge.

Evidence of success: Sixteen issues have been published till date.

Problems encountered and resources required: The institution is pleased to publish the newsletter every year and no noticeable problem is so far faced. Approximately an amount of rupees 30000/- is required for publication of Khabarnama in a session.

2. Title of the Practice: Student Satisfaction Survey (SSS):

Objective: One of the mandatory standards established by NAAC to gauge how satisfied students are with educational facilities is the SSS. The main focus of the SSS is teaching learning evaluation.

Context: With the aid of a carefully constructed questionnaire, SSS gathers comprehensive data about a student's satisfaction with the teaching and learning environment of the college. The replies provided by the students are gathered, processed, and evaluated to gain a clear understanding of their level of satisfaction, which aids in simplifying the services provided to them.

Practice: The IQAC conducts the SSS and creates the reports. With the aid of a student WhatsApp group and the college website, a well-structured questionnaire created in Google Form is distributed randomly among the students. The institution's authority receives the evaluation and the report based on the responses is finally presented to the Governing Body and various cells regarding the complaints of the students. After consultation with relevant committees, steps are taken to address the complaint.

Evidence of success: New infrastructural amenities including incineration machines, vending machines, disabled-friendly restrooms and ramps, skill-based courses, certificate courses, digital classrooms, etc. are added. Use of ICT tools in the classroom, online TET coaching classes were held based on the suggestions given by students.

Problems encountered and resources required: The pupils are not financially stable to procure stable internet services required for completion of online SSS. Insufficient support services regulating transportation, smart phones, and internet access.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Dr. B.K.B. College, a rural institution, has been imparting higher education in UG level to the cross section of learners at an affordable cost through a syllabus designed by the parent university and a curriculum-extension interface at its own initiative. The College has been accelerating its activities in the post-accreditation period through a well planned curriculum-extension interface, infrastructural augmentation, digital facility and support services, opening of three new departments, introduction of Commerce stream, opening of B.Voc. in IT and Physical Education and opening of a few skill based certificate courses. The college has successfully implemented CBCS in all UG programmes as per regulations of GU. The College makes an endeavour for the optimum benefits of the students through a well chalked out mechanism that includes academic calendar, class routine, departmental initiatives, and availability of teaching learning facilities, periodic assessment and review.

A few examples of Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC in the post accreditation period are discussed below:

1. Stress has been on the use of **ICT tools** in the classroom in the post accreditation period at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered. ICT is merely a tool, and the teacher with all his/her pedagogical knowledge and experiences and control over the use of technology is the key to impart higher education through ICT tools in an interesting way to the target group and to make the students learn, find, explore, analyse, exchange and present information responsibly and creatively. The incremental improvements in various activities are as follows:

- Online Classes
- Online TLM
- Online Assessment
- Online Student Satisfaction Survey
- Online Collection of feedbacks from different stakeholders
- Online organization of Parent Teacher Meet, Alumni Meet
- Online organization of Mentor Mentee Meet
- Organization of online lecture sessions, Webinar, Talks etc.
- Online orientation programmes
- Use of PPT, audio and videos classes
- Use of social media like WhatsApp groups and Google classroom for teaching-learning

- Provision and use of E-Resources by the students and faculties

2. The Institution has also several collaborations / linkages for **Faculty exchange, Student exchange**, Field trip, job training, research, etc. in the recent time. The incremental improvements facilitated by the IQAC of the college in this category are -

- Organization of Faculty Exchange and Student Exchange Programmes by different departments of the college.
- Organization of field trips and field work for the students.
- Involvement of students in social science research activities through different project work.
- Organization of various career counseling sessions and participation of students in campus recruitment drive.
- Introduction of various certificate courses targeting inculcation of creative and critical thinking, data analysis and art of speaking and writing in English.
- Signing of MoUs with various prestigious institutions for different collaborative work.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender equity recognizes the individual needs of each gender and addresses those in an intersectional manner that can redress the gross imbalances seen between the male female binary. The following measures have been taken by the institution for the promotion of gender equity.

1. Curricular Aspect: Courses dealing with gender issues or empowering women are:

- Paper on Women's Writing
- Women related Project/Field work
- Diploma in Cosmetology, Sattriya as a Dance Form
- Certificate courses on Computer Application, Creative and Critical Thinking, Art of Speaking and Writing

2. Representation of Women Faculty and Girl students in Committees:

- Women faculty in Governing Body
- Women faculty in IQAC
- Women faculty in Academic Committee
- Women faculty and Girl students in Anti-Sexual Harassment Committee, Anti-Ragging Committee and Grievance Redressal Cell
- Girl students and faculty in Cultural Committee
- Women faculty in RUSA Monitoring Committee
- Girl students in Students' Union
- Women Faculty in Disciplinary Action Committee

3. Infrastructural Facility: The college always makes an effort to provide adequate infrastructural facilities on campus like

- Separate Common Rooms for Boys and Girls
- Girls' Hostel
- Vending Machine
- Incinerator machine
- CCTV Camera
- Gymkhana
- Separate Washroom/toilet for Boys and Girls
- Training on Self Defense for Girls (recently organized)

4. Committee/Cell for promotion of gender equity: Various committees/cells are formed to organize talks, seminars, counseling regarding gender sensitivity and provide help to resolve grievances associated with gender issues.

- Women Cell & Women's Aid
- Corpus Fund
- Poor Fund
- Grievance Redressal Cell
- Anti-Ragging Cell
- Anti-Sexual Harassment Cell
- Mentor-Mentee Groups
- Career Guidance Cell

5. Extension Activities (within campus) for promotion of gender equity

- Awareness programme on women's health was organized on 8th March, 2018.
- Awareness programme on legal rights of women was organized on 8th March, 2019.
- Awareness Programme on *Beti Bachao, Beti Padhao* was organized on 25th August, 2019.
- Women centric streets play by the students of Dr. B.K.B. College, Puranigudam on 14th March, 2020.
- Lecture programme on the theme "Choose to Challenge" was organized on 8th March, 2021.

6. Extension activities (Outreach) for promotion of gender equity

- Distribution of Books and Sports materials to the students with special focus on the girl students of different neighbouring schools on the occasion of celebration of Children's Day every year.
- Awareness programme on women's land rights, maternal health, and new born care at Borchungjar village, Chapanalla, Nagaon on 8th march, 2017.
- Programme on 'Gender Equity-Challenges for a Marginalized Society' at Parkup Pahar High School on 14th November, 2019.

7. Scholarship and Financial Assistance:

More than four thousand students have got financial assistance in the last five years under Freeship/scholarship schemes of State/Central Govt. and from the institution itself under the heads of Poor Fund, Women's Aid, Corpus Fund, and Scholarship for Excellence in Co-Curricular and Extra-Curricular Activities.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Dr. B.K.B. College is very much concerned with the environment and its sustainability and takes utmost care in the management of wastes generated within the campus. Basically, there are three types of man-made wastes (Solid, Liquid and E-wastes) along with wastes generated naturally at the institution. The college has a scientific waste management mechanism for proper disposal of different kinds of wastes within and outside the campus. The details of the waste management of the college are given below:

Solid Waste Management:

The solid wastes (degradable and non-degradable) are segregated at source itself and for this purpose a set of two separate dustbins (around 20 big dustbins) are placed at every nook and corner of both Campus-1 and Campus-2 of the institution. The degradable and non-degradable wastes are then collected separately by the sweeper and cleaner daily. The degradable wastes are kept in the vermi-composer built inside the college campus regularly. The wet decomposed matter is used as manure for the trees and plants in the garden situated in the college campus. However, the non-degradable wastes are disposed by burning in the burning pit inside the college campus. Apart from the sweeper and the cleaner, the NCC and NSS cadets of the college are also involved in ensuring proper collection and disposal of the wastes as part of Swacha Bharat Abhiyan. Moreover, the entire college campus has been declared a plastic free zone. Big-sign boards are displayed both in the front gate and rear gate in order to discourage the use of prohibited plastic items by all concerned. Besides, notices and play cards related to the prohibition of all kind of plastics are displayed all around the college campus.

Liquid Waste Management:

The liquid wastes are generated from the canteen, hostel, the lavatories etc. A drainage system is made available in the institution for the liquid wastes connecting the sources generating liquid wastes and it is drained out into soak-pit.

The waste water discharged from the water purifiers installed at different places is collected in big containers and the same is used for watering the gardens and trees, cleaning of utensils at the canteen, etc.

E-Waste Management:

The E-wastes like non-working electronic devices like computer parts, printers, psychological and geographical practical devices etc. are stored in a store room. The other electric devices like fans, lights, water pumps, unused aqua-guards etc. of the college are stored in a separate store room. The reusable e-wastes are repaired regularly and reused at times and the damaged and non-functioning e-wastes are later auctioned maintaining due procedure.

The institution is very much concerned with the health and hygiene issues of the students as well as of the employees. Therefore, the bio-medical wastes like sanitary pads, bandage etc., are disposed scientifically by vending machine and incinerators both in the Girls' common room and the Girls' hostel.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1.Rain water harvesting**
- 2.Borewell /Open well recharge**
- 3.Construction of tanks and bunds**
- 4.Waste water recycling**
- 5.Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**

5.landscaping with trees and plants**Response:** A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The institution situated in a multi-ethnic domain and established with the unwavering endeavor of the public of greater Puranigudam has been shouldering the responsibility of imparting values of tolerance and harmony and inclusiveness to its student. The richness of Dr. B.K.B. College lies in the diversity of its students in terms of caste, religion, culture and linguistic varieties. The efforts or initiatives undertaken by the institution providing an inclusive environment to the students inculcating among them a sense of mutual understanding and respect, tolerance and harmony are as follows:

1. Through Curriculum: Through curriculum it provides scope to students for acquiring knowledge of harmony and tolerance.

2. College Uniform: College uniform is supposed to promote unity, uniformity, and equality in a college. Dr. B.K.B. College strictly follows dress code and uniformity in the uniform fixed for the students.

3. College Song: Dr. B.K.B. college song reflects the tolerance and harmony towards cultural, regional and linguistic diversities among students.

4. Identity as BKBIAN through BKBIAN Groups/Mentor-Mentee Groups: The BKBIAN groups or Mentor-Mentee groups are meant to make the students feel proud as BKBIAN irrespective of caste, creed, religion and cultural diversities.

5. Code of Conduct: The college handbook on code of conduct is meant to maintain peace and harmony, mutual respect and understanding among all stakeholders of the institution.

6. Fresher's Social: Dr. B.K.B. College in association with Students' Union welcome every new batch of students by hosting Freshers' Social.

7. College Annual Week: Annual College week is organized every year with the initiatives of College Students' Union and teachers.

8. Dr. B.K.B. College Award: The rationale for conferring the college award to a dedicated person in

recognition of his/her contribution in the field of Assamese culture, literature, historical enquiries and environment is to encourage the dedicated workers/researchers working the field.

9. Role of NSS: The NSS Unit is a voluntary association of young students of the college and trying to develop student's personality through community services.

10. Role of NCC: The NCC unit established in 1982-83 session, aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideal of selfless service amongst young citizens.

11. Celebration of Commemorative Days/Events:

- Constitution Day
- Republic Day
- Independence Day
- Children's Day
- Teachers' Day
- Environmental Day
- National Unity Day
- Gandhi Jayanti
- International Yoga Day
- NCC Rising Day, etc.

12. Celebration of Religious/Cultural Events: Swarasati Puja, Sankardeva Tithi, Madhabdev Tithi, Silpi Divas, Sahid Divas

13. Extension activities related to Tolerance and Harmony: A good number of extension activities are conducted inside and outside the college campus to inculcate a sense of unity, fraternity, mutual understanding and respect to work for others. Extension activities inculcating a sense of tolerance and harmony through Rastriya Ekta Diwas, National Integration Week for Communal Harmony, NCC Day, Constitution Day are observed.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India is a diverse country in terms of geographical territory, multiculturalism, tradition, religion, language,

ethnicity governed and guided by the constitution irrespective of social barriers. Dr. B.K.B. College is concerned to inculcate the values, rights and responsibilities among the students through various academic and non-academic activities. Inculcation of constitutional obligations and responsibilities through following mechanisms:

1. Inculcation of Constitutional Obligations and Responsibilities through Curriculum Delivery:

A) B.A. in Economics (Honours):

- Indian Economy-I (ECO-HC-5016)
- Indian Economy-II (ECO-HC-6016)
- Environmental Economics (ECO-HC-6016)

B) B.A. in Education (Honours/Regular):

- 1.Principles of Education (EDU-HC-1016)
- 2.Development of Education in India-II (EDU-HC-3016/HG-4016)
3. Values and Peace Education (EDU-HC-3036)
- 4.Emerging Issues in Education (EDU-HC-3036)
- 5.Human Rights Education (EDU-DSE-5036)
- 6.Education and Development (EDU-HC-6016)
- 7.Special Education (EDU-HE-6026)
8. Women and Society (EDU-HE-6046)

C) B.A. in English (Honours):

1. Women's Writing (ENG-HC-5026)
2. Life Writing (ENG-HC-6056)

D) B.A. in Political Science (Honours/Regular):

1. Constitutional Government and Democracy in India (POL-HC-1026)
2. Political Theory- Concepts and Debates (POL-HC-2016)
3. Political Process in India (POL-HC-2026)
4. Public Policy and Administration in India (POL-HC-4026)
5. 'Modern Political Philosophy (POL-HC-6016)
6. 'Indian Political Thought-II (POL-HC-6026)
7. 'Human Rights (POL-HE-5016)
8. Human Rights in India (POL-HE-6016)

E) B.A. in Sociology (Regular):

1. Sociology in India (SOC-RC-2016)
2. Rural Sociology in India (SOC-RE-5016)

2. Inculcation of Constitutional Obligations and Responsibilities through Celebration/Observation of Important Days

1. Constitution Day
2. Republic Day
3. Independence Day
4. National Unity Day
5. National Voters Day
6. National NCC Day
7. International Women's Day
8. Children's Day
9. World Environment Day

3. Code of Conduct: Dr. B.K.B. College has a code of conduct consisting of norms, rules and responsibilities for the stakeholders, students and employees. The handbook on Code of Conduct reflects the rules and regulation for stakeholders, students for achieving the academic and institutional goals for its holistic development.

4. Practice inculcating Constitutional Exercise: Every year **Election to Students Union** is held.

5. Cells/Committees Guarding Constitutional Rights and Duties of Stakeholders:

1. Student's Union Body
2. Women Forum
3. Students' Grievance Redressal Cell
4. Anti-Ragging Committee
5. Anti-Sexual Harassment Committee
6. SC Committee
7. ST Committee
8. OBC Committee
9. Minority Cell

6. Activities/Programmes conducted by the different Cell/Committee Body in order to inculcate Constitutional Obligations and Responsibilities

1. Awareness programme on Women's land rights, maternal health, and newborn care on 8th March, 2017.
2. Awareness programme on 'Legal rights of women' on 8th March, 2019.
3. Awareness programme on 'Beti Bachao, Beti Padhao' on 25th August, 2019.
4. Lecture programme on 'Preservation of Forest and Wild Animal' on 14th November, 2019.
5. Awareness programme on 'HIV/AIDS and T.B.' on 19th March, 2021.
6. 'Vaccination Utsav (Tika Utsav)' on April 13, 2021.
7. Street Play on 'Road Safety' on 2nd May, 2019.
8. 'Voters Right Awareness Programme' on 24th January, 2020.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1.The Code of Conduct is displayed on the website**
- 2.There is a committee to monitor adherence to the Code of Conduct**
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4.Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution celebrates and organizes various national and international commemorative days, events and festivals regularly to inculcate the essence of days among the students.

1. National/International Commemorative Days:

- **World Environment Day:** Environment day is celebrated every year on June 5 inculcating a sense of commitment to environment among students.
- **International Women's Day:** International Women's Day every year on March 8 is organized with an invited lecture or a street play to associate students with gender issues and a sense of gender equity.
- **Children's Day:** Extension activity is carried out every year celebrating Children's Day on November 14.
- **Independence Day:** The College celebrates Independence Day with a view to developing

patriotism and sense of Indianness and Oneness.

- **National Unity Day (Rashtriya Ekta Divas):** National Unity Day is observed to strengthen the unity among all on the birth anniversary of Sardar Vallabhbhai Patel.
- **Republic Day** is celebrated with performance from NCC wings.
- **International Yoga Day:** International Yoga Day is celebrated on June 21 by arranging various yoga camp, lectures and awareness programmes.
- **Gandhi Jayanti:** Various programmes like Plogging Run are carried out by the college on October 2 to commemorate the birth anniversary of Mahatma Gandhi.
- **NCC Day:** NCC Day is celebrated on November 25 to build the responsibility among youths towards holistic growth of the Nation.
- **NSS Foundation Day** is observed as Swachh hi-Seva on September 28.
- **Quami Ekta Week** is a weeklong programme organized celebrating national integrity and communal harmony.
- **Rashtriya Sankalpa Divas** is observed celebrating death anniversary of Indira Gandhi on October 31.

2. Events and Festivals: The cultural cell of the college in association with student's union celebrates various events and festivals regularly

- **College Foundation day** is celebrated on July 31.
- **Golden Jubilee:** A yearlong golden jubilee event was celebrated with a series of academic engagements, seminars and programmes from the day of inaugural ceremony on August 18, 2016 till closing ceremony on October 25, 26 and 27, 2017 to mark the 50th anniversary of the college.
- **Birth Anniversary of Dr. B.K. Barua** is celebrated every year on November 10.
- **Rabha Divas** is celebrated to honour the well-known Kalaguru Bishnu Prasad Rabha and his contribution to Assamese society.
- **Saraswati Pujais** celebrated enthusiastically every year in the college premises.
- **Teachers' day** is organized by students of every department and centrally by the Student's Union to honour the teachers for their contributions.
- **Sri Sri Sankar Deva Tithi & Sri Sri Madhav Deva Tithi** are observed by students' union every year in the college premises with great devotion.
- **Voters Right awareness programme** is organized on January 24, 2021.
- **Road Safety Week:** "Road Safety Week" is organized in association with District Transport Office, Nagaon and Assam Police, Nagaon.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE: I

1. Title of the Practice: Dr. B.K. Barua Memorial Lecture

2. Objective of the Practice: Dr. Birinchi Kumar Barua is one of the luminaries of Assam after whom the college has been named and who explored in critical dimensions the socio-cultural connections that Assam had with *Bharatabarsha* since time immemorial and its distinctive contribution to Indian identity. The series of Dr. B.K. Barua Memorial Lectures organized by the college since 2006 constitute one of the core areas of academic activities which have widely impacted the prevailing notions of culture, literature, performing arts and historical perspectives in Assam. Thus, the college fraternity tries to introduce our academic fraternity, especially the students' community to the most dynamic minds of Assam in the above mentioned fields through this memorial lectures.

3. The Context: The B.K.B. College can claim the major share of introducing academic investigation and research oriented activities on Dr. B.K. Barua's overall contribution to Assamese literature, culture, society and history. Though not the only forte the memorial lectures instituted in an academic institution sometimes become the benchmark to judge its quality. But, after a series of such lectures already delivered by different academicians, scholars, historians, literary critics and environmentalists establish the fact that this has been a healthy practice within the college premises, which brings the institution closer to the intellectual society of Assam. Our students and other stakeholders too have been familiar with the critical perspective created out of the practice. Every institution seeks to promote through its scholastic activities certain values, a genuine concern for its language, literature, culture and identity. This is the prime rationale behind instituting this series of lectures.

4. The Practice: Dr. Birinchi Kumar Barua stands among the pioneers of Assamese intelligentsia and litterateurs who had created the most vibrant space for flourishing Assamese identity with its distinct regional features in a pan Indian context. The college instituted a lecture programme in admiration and memory to the contributions of Dr. B.K. Barua in 2006 and the college through IQAC and different departments, and recently through Dr. B.K.B. Study Centre has been organizing the biennial and annual lectures on different aspects of Assamese life, society, culture, economy and environment since 2006. With participation of some of the leading academicians, litterateurs and research scholars, each time with a fresh area for deliberation, the lecture series have introduced some fresh ideas and insight into the emerging areas of humanities besides evaluating the immense contributions of Dr. B.K. Barua. Details of the latest lecture programmes are as follows:

10th November, 2014 - the fifth biennial Dr. B.K.B. Memorial Lecture was delivered by Dr. Mallika Kandali, the noted academician of performing arts and a performer of the Sattriya Dance form. She deliberated on the theme **"Classical and folk-cultural Elements in the Sattriya Dance Form of Assam"** with demonstration to illustrate the way how different movements and rhythms got appropriated into the texture of the Sattriya dance form.

7th November, 2015 - Dr. B.K.B. Memorial Lecture on **"Birinchi Kumar Barua's Literature, Language, Culture and Practice of History"** was organized to have a concentrated focus on the four

specific areas of Dr. Barua's scholarship. Four distinguished scholars from the respective domains were invited to deliberate on issues related to literature, culture, language and history. Prof. Madan Sarma and Prof. Sunil Kumar Baruah from Tezpur Central University deliberated on the literary, linguistic and cultural aspects while Laxminath Tamuly, the noted historical researcher and former IAS Officer focused on the sustained historical practices by Dr. B.K. Barua in his works.

22nd October, 2016 - the sixth biennial Dr. B.K.B. Memorial Lecture was delivered by Dr. Anil Saikia, an academician, researcher in folklore and archivist. Dr. Saikia is widely acclaimed as the pioneer in the study of folk and modern Assamese song. He spoke on the subject of "**Sociology and Aesthetics in the Folk Songs of Assam**" focusing on the historical ballads that amply reveal the creative energy and concerns of the folk mind.

26th October, 2017 - on the closing ceremony of the year long Golden Jubilee celebration of Dr. B.K.B. College several luminaries of the state attended the function and Mr. Ajit Bhuyan, a social activist and senior journalist among others delivered the memorial lecture on "**Burning Issues of Assam: Insurgency and the Role of Legal and Civil Societies**". Prof. Gayatri Bhattacharya and Mr. Pranab Swaroop Neog also participated in an interaction with the resource person.

6th October, 2018 - the 7th biennial Dr. B.K.B. Memorial Lecture was delivered by Mr. Mayur Bora, an Indian writer on socio-political issues and a public speaker from Assam who has authored 16 books to his credit and translated selected short stories of Dilip Bora into English. The noted author delivered the memorial lecture on the subject "**Formation of Modern Assamese Self and the Young Generation**". Mr. Barua had drawn reference from the Bhakti Movement initiated by the Saint-scholar Sankardeva to situate his arguments and mostly referred to the 19th century Assamese intelligentsia for the modernist trajectory widely discernible in the first half of the 20th century.

6th November, 2019 - Dr. B.K. Barua Study Centre of the college organized the annual memorial lecture for the first time in the premises of the college and invited Prof. Prodip Khataniar, Associate Professor of Philosophy, Cotton College and a renowned bibliophile of Assam whose personal library has been enriched with more than twenty five thousand rare books to deliver the memorial lecture on "**Philosophy and Literature: an Interdisciplinary approach**". It was an extremely refreshing and insightful session deliberating on areas of cross fertilization. Beyond the traditional boundary of analytical philosophy, questions of being and power of imaginative representation situate a common space for literature and philosophy. Drawing critical reference from Plato down to modern philosophical premises Prof. Khataniar made certain insightful enquiry into the literary creations with reference to Assamese novels and other genres. Prof. Prabhat Bora, a renowned literary critic added his perception on the subject while making his critical observation on the lecture.

22nd December, 2021 - the 8th biennial Dr. B.K.B. Memorial Lecture was delivered by Mr. Soumyadeep Datta, the noted environmentalist of national and international repute and a prolific author of nature writing and Buddhist culture. Mr. Dutta has been involved for decades in conservation of wildlife and biodiversity particularly in the North East region besides writing more than fifty books on nature. He spoke on "**Needs of Biodiversity and its Impact on the Assamese Life**", in the course of his speech he explained the basic concept and philosophy of biodiversity and regretted that the growth of industrialization and rampant consumerism has been a constant threat to the natural balance without which the very existence of man and other creatures would exterminate in near future.

5. Evidence of Success: The college fraternity tries to introduce our academic fraternity, especially the

students' community to the most dynamic minds of Assam, who are expertise in different fields of study through this memorial lectures. These lectures being related mainly to literature, culture, historical investigations, economy, philosophy and environmental issues, have been a source of resource material and highly beneficial to the students who practically learn a good deal of things on oratory, argumentative articulation and find a scope for interaction. These lecture programmes also help the management of the college in initiating different plans on teaching, learning, research and curricular aspects of the college and also in executing these initiatives. For an example: Dr. Mallika Kandali deliberated on the theme **“Classical and Folk-Cultural Elements in the Sattriya Dance Form of Assam”**, with demonstration to illustrate the way how different movements and rhythms got appropriated into the texture of the Sattriya dance form at the 5th biennial lecture programme in 2014. Sattriya form of dance had its origin in the evolution of the Bhakti cult initiated by the medieval saint-poet and social reformer Sri *Sankardeva* and interestingly the pluralistic ethos of Indian society and culture can be explored even in the composition and evolution of its cultural heritage. As a result of this programme, the management of the college had initiated a plan immediately to introduce Sattriya Dance (under the Performing Arts Department) as a subject under the undergraduate level and introduced the subject as General/Generic and Regular Courses for the 1st time under Gauhati University in the academic session: 2015-2016, which amalgamate the Assamese culture heritage with skill components from the area of Sattriya Dance.

The college fraternity is also planning to publish an Edited Book with ISBN merging all the previous lectures delivered by different renowned and dynamic minds of Assam and thereby become accessible to all.

6. Problems Encountered and Resources Required: The lecture program annually involves an approximate amount of Rs. 50,000.00. So far this has been manageable for the institution.

BEST PRACTICE: II

1. Title of the Practice: Dr. B.K.B. College Award

2. Objective of the Practice: Dr. Birinchi Kumar Barua stands among the pioneers of Assamese intelligentsia and litterateurs who had created the most vibrant space for flourishing Assamese identity with its distinct regional features in a pan Indian context and he hailed from the historically famous *Kharangi Barua* family of Puranigudam, Nagaon, Assam. He was a leading academician, folklorist, a renowned novelist, cultural historian and a research scholar and the people of the local society paid a tribute to this towering personality while christening the college in his name. The college fraternity has instituted an Award in the name of Dr. B.K. Barua College to provide tribute to the scholastic contributions of Dr. Baruah in the year 2016 and also to shoulder a social responsibility towards promotion of creative inspiration for those working in different areas of study, especially in the field of socio-cultural and historical studies, inculcation of values through fine arts and folk culture, economic affairs, environment and wildlife conservation, etc. The college fraternity also tries to introduce our academic fraternity, especially the students' community to the most dynamic and silent workers of Assam in the above mentioned fields through this college award.

3. The Context: Dr. B.K.B. College Award instituted in 2016 has been a part of the institutional best practice and the highest academic honour offered by the college. Though it was intended to be a continuous annual practice, a decision was adopted in 2018 with procedural amendment to make the conferring of the award a biennial activity together with the biennial Dr. B.K. Barua Memorial Lecture.

The rationale for conferring this Dr. B.K.B. College Award to a committed and silent workers/researchers/academician in recognition of his/her contribution in diverse fields of study, like - Assamese culture, economy, literature, historical enquiries, environmental awareness and wildlife conservation, to encourage his/her dedication. Besides being an institutional tribute to the great departed soul of Assam, such practices remind our students and stakeholders of the great tradition of critical and creative practices of our nation. It is expected that such practices inspire the new generation to contribute in the above mentioned fields.

Initially the central focus of the award was on the unsung heroes, authors and artists who have not been recognized by the academics in an attempt to evaluate and honour their contributions. A good number of such unrecognized creative minds have been engaged in such literary, cultural and historical practices that deserve attention. In the year 2021 the selection committee decided to shift the focus from the conventional areas to the issues of environmental crises and conservation of nature.

4. The Practice: The college has been organizing a lecture programme annually in admiration and memory to the contributions of Dr. B.K. Barua since 2006 and also celebrated the hundred years of birth anniversary of Dr. Barua in the year 2008. Besides these initiatives, the college has introduced the Dr. B.K. Barua College Award in the year 2016. The College award merits its importance not for its content but for its keeping alive the memory of Dr. B.K. Barua and the objectives set for promotion of arts, culture, craft, economy and sustainable development far beyond the canon. The award carries a cash of Rs. 20,000.00, a citation, pieces of traditional attire and a collection of books. Though not the only forte these initiatives instituted in an academic institution sometimes become the benchmark to judge its quality. But, after a series of such initiatives to interact with different academicians, scholars, historians, literary critics and environmentalists establishes the fact that this has been a healthy practice within the college premises, which brings the institution closer to the intellectual society of Assam. Every institution seeks to promote through its scholastic activities certain values, a genuine concern for its language, literature, culture and identity. This is the prime rationale behind instituting the college award. Details of the awardees are as follows:

Dr. B.K. Barua College Award, 2016 - Dr. B.K. Barua College award was offered for the first time to Chao Lokeswar Gogoi, a renowned folklorist of Assam in 2016. Mr. Gogoi has dedicated almost his entire life time and energy to the collection, documentation, analysis of materials collected from diverse ethnic communities. He believes that without participation in the community life and visiting the fields no work on folklore can be authentically carried out. Hence, he tried to understand diverse cultural resources of the folk being a part of their community life rich in beliefs, rituals and material artifice. Thus, Mr. Gogoi to his credit has authored several volumes of the folk culture of Assam, all being based on his first hand data collected from the field. His comprehensive volumes on folk culture of Assam are the monumental records of socio-cultural life of the Assamese people. His book on Architecture of the *Ahom* Period is another significant work.

Dr. B.K. Barua College Award, 2017 - Dr. B.K. Barua College award was offered to Mr. Murulidhar Das for the second time in recognition and honour of his commitment and dedication to the primary field of folk life and culture. Mr. Ajit Bhuyan, the renowned journalist and social activist presented the award to him. An agriculturist turned folklorist with no formal academic degree Mr. Das's passion for folk life and agricultural occupation helped him to focus on the cultural and literary practices of the *Karbi* and *Tiwa* communities of Assam. Truly a man of the soil Mr. Das lives a very simple life with agriculture as his only means of livelihood and devotes his creative power and organizational capacity to the studies of folklore and social activities. His contribution in the establishment of Dimaria College, other socio- cultural

organizations has been well appreciated by the people of the locality and the academics for which he has been honoured with awards and literary pension. *Bhoiam Karbir lokaparampora aru geet-pad* and *Tiwa aru Karbi – Lokasanskritir Lecheri Butali* are the major works of Mr. Murulidhar das.

Dr. B.K. Barua College Award, 2018 - Mr. Sushil Bora was the 3rd recipient of the Dr. B.K. Barua College award in 2018 which was presented to him at the Dr. B.K.B. Memorial Lecture programme by Mr. Mayur Bora, a noted public intellectual and author. Mr. Das had received a senior fellowship from the Cultural Department of the Central Govt. to do research on the Independence Movement of India in the undivided Nagaon district of Assam. Some of his major works of Mr. Das include *Swadhinata Sangramot Brihattar Hatichung*, *Sonai Parar Sabhuota*, *Kalongar Pare Pare*, etc.

Dr. B.K. Barua College Award, 2021 - After choosing persons from the field of literature, culture and history the selection committee shifted its focus to issues related to environment and biodiversity conservation. Mr. Soumyadeep Datta is the recipient of the college award in the year 2021 in honour of his huge contribution in this area particularly habitat conservation for some of the rare endangered species, like Golden Langur and his substantial nature writings. Mr. Datta has been in the forefront of nature-movements in the entire North Eastern part of India and written more than fifty books on wildlife conservation, travel, tribal life and culture, Buddhist culture and religion. He received higher trainings from Smithsonian Institute of the USA in environmental education in 1989 and also trained in bird studies and wildlife conservation from the Zoological Survey of India. He is presently a member of the Wild Life Advisory Board of Assam.

5. Evidence of Success: The college fraternity tries to introduce our academic fraternity, especially the students' community to the most dynamic minds of Assam, who are experts in different fields of study through this college award and also to bring such academicians and authors to light for wider public attention.

The practice of conferring the college award is expected to have positive impact upon all the scholars/academicians/authors/activists of Assam and it will help to bridge a way to introduce these silent workers among the young generations of the state. On the day of conferring the award there is a huge gathering of students, teachers and people from the local society and there has been encouraging coverage in the newspapers appreciating the efforts of the college towards inculcation of values.

6. Problems Encountered and Resources Required: The award program annually involves an approximate amount of Rs. 55,000.00. At the initial stage it has been manageable for the institution. But, along with the Memorial Lecture programme this College Award is not manageable for every year due to financial constraints and therefore this annual practice is transformed to a biennial activity with procedural amendment together with the biennial Dr. B.K. Barua Memorial Lecture in 2018 and practice will remain sustainable event in future at its own strength.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Introduction:

Every Institution of higher education excels in certain basic areas and that becomes the signature of the institution. Keeping in view the recent trends in the new millennium towards specification and specialization, we have to prepare the institution for attaining distinction in a particular dimension without compromising the basic thrust of the existing course of study. Dr. B.K.B. College is destined to work and achieve in its rural ethos.

Practice:

In the post-accreditation period, the college has expanded its course of study with a view to attaining the set goals and objectives through integration of extra-curricular and extension programmes. Initially, the college had 7 departments with honours and with somewhat traditional infrastructural facilities it had to impart higher education. Besides, the college had very limited scope for skill oriented learning except what was arranged at our own initiatives - **Certificate course on Computer Application** and **Diploma in Computer Application** in 2010 and those under extension programmes.

In the present compelling situation of higher education, the college has to cope with the new demands of higher education and has accordingly mobilized resources to introduce new courses of studies like **Performing Arts, Sociology and Psychology** as general course of studies, and new streams like **B. Com Honours** (with Accountancy and Management as major subject), and **B.Voc in Physical Education and Information technology**. It is mention worthy that Dr B K B College was the first institution to introduce Performing Arts (Sattriya) and B.Voc in Physical Education under Gauhati University. In addition to this there has been a continuous effort at bridging the gap in the range of subjects being pursued by introducing several certificate and Diploma courses mostly to acquaint the learners with certain basic skills and cognitive capabilities. It is also expected that these additional courses will enable the learners deal with the untouched area of teaching and learning. The motive behind this is to create an effective and efficient teaching-learning environment and enlarge the student's participation in curriculum actions. Since the academic session 2019-2020, the college has been offering four certificate courses, namely **Creative & Critical Thinking, Art of Speaking and Writing** and **Statistical Data Analysis for Project Report Preparation, Certificate course on Yoga for Health**. However, vocationalising education with an objective to offer employability through learning by doing is another priority and thrust area of the college, which can be reflected through the introduction of two new programmes **Diploma in Sattriya Dance** with a view to providing scope for potential students excelling in dance and **Diploma in Cosmetology** with huge potentiality for self employment, in collaboration with ITI, Nagaon and NET Skill Foundation, Nagaon from the academic session 2020-21. From the current academic session onwards the institution has taken a bold initiative to introduce as many as **fifteen** certificate courses and one of them has been assigned to each student enrolled in the college at his/her choice. The rationale behind this phenomenon is to empower the learner with specific knowledge/skill/orientation to cope with the employment challenges in the new millennium.

Dr. B.K.B. College has excelled in orienting the student fraternity towards the area of social responsibility and inculcation of values indispensable for a growing citizen. An attempt has been made to integrate the in-campus curricular engagements with extracurricular and extension programmes organized within and outside the campus. These programmes are chalked out before the commencement of the academic session and reflected in the academic calendar for smooth execution and expected participation by the students which are mostly conducted by different cells, committees, units and centres like NCC, NSS, Dr. B.K.B. Study Centre, Eco Club, the Women forum etc. Some significant issues dealt with through Extracurricular and extension programmes in and outside the campus are as follows –

1. Offering helping hands to the people in distress
2. Health oriented awareness programme in neighbouring community and in model village
3. Covid -19 awareness drive
4. Gender equity programme
5. Environment related programme
6. Swaccha bharat abhiyan
7. Academic and extra-curricular activity
8. Student's Capability Enhancement
9. Environment and Sustainability
10. Awareness on health and Hygiene among students
11. Tolerance and Harmony in multicultural ethos
12. Offering Dr. B K Barua College Award since 2016
13. Organizing Dr. B K Barua Annual and Biennial Memorial Lectures delivered by some of the eminent scholars, academicians, historians of Assam
14. Story telling programme in the accompaniment of classical music

Impact:

Extra-curricular and outreach educational activities may either have a strong academic component or a more informal learning and development approach. These activities, when compatible and coherent with educational aims, may provide additional opportunities for young people to shine and grow with responsibility.

- Over the last 5 years, the college organized **57 extension activities** in and outside of the college campus which develops a sense of solidarity with the suffering people, inculcates human values, and strengthens community relationship among students.
- Participation in extra-curricular activities increase motivation and a sense of belonging that they might not otherwise have.
- Due to the inception new curricular and extra-curricular aspects, students got success in international, national as well as in state and inter-college level competition that shows the effectiveness of the expansion of course of study with extra-curricular extension interface. A total of **13** students awarded **at international level** out of 13 students. At **national level** out of 13 participants, **05** got medal, at **state level** out of **26** participants, **20** got awards and at **inter-college level** out of 74 participants, **09** awarded.

Conclusion:

With such broader views in mind the college has mobilized its limited expertise and resources to create an interface between scholastic and non-scholastic activities. This interface achieved between Course of study

and extracurricular-extension activities forms the distinctive area of Dr. B K B College.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

NAAC

5. CONCLUSION

Additional Information :

Apart from the regular course of study, a number of students get enrolled at the college in different programmes under Institute of Distance and Open Learning (IDOL), Gauhati University and Krishna Kanta Handique State Open University (KKHSOU).

Concluding Remarks :

This is a brief account of the recent picture of the college on the threshold of the forthcoming 3rd cycle assessment, we have made some progress, achieved certain set goals and rendered the institutional service with commitment, noticeable expansion and mobility. But the college realizes more clearly that it needs greater proficiency and competent leadership from all (management and faculty, office and departments) to achieve the destiny of higher education at the crossroad.