Annual Quality Assurance Report (AQAR)
Session 2014-15

Submitted to

National Assessment and Accreditation Council
Bangalore

Submitted by

Internal Quality Assurance Cell (IQAC)

Bhawanipur Anchalik College
P.O.-Bhawanipur, Dist.- Barpeta
Assam, 781352

The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2014-15

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Bhawanipur Anchalik College

1.2 Address Line 1

> Bhawanipur Anchalik College

Address Line 2

> P.O.- Bhawanipur, Dist.- Barpeta

City/Town

> Bhawanipur(Rural)

State

> Assam

Pin Code

> 781352

Institution e-mail address

> bacbhawanipur@gmail.com

Contact Nos.

> 03666214711

Name of the Head of the Institution:

> Dr Mukunda Sarma

Tel. No. with STD Code:

> (03666)214711

Mobile:

> 9435024378

Name of the IQAC Co-ordinator:

Dr Samiran Sarma

Mobile:

9854475615

IQAC e-mail address:

iqacbac@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) ASCOGN11998

1.4 Website address:

www.bacollege.in

Web-link of the AQAR:

www.bacollege.in/AQAR2014-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++ (67%)	-	2004	5 years
2	2nd Cycle	B	2.53	2015	5 years
3	3rd Cycle				
4	4th Cycle				

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

02-04-2012

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

2014-15

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

   i.   AQAR 2010-11 (08/11/2014)
   ii. AQAR 2011-12 (08/11/2014)
   iii. AQAR 2012-13 (08/11/2014)
   iv. AQAR 2013-14 (08/11/2014)
   v.   AQAR 2014-15 (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐ No ✓

Autonomous college of UGC   Yes ☐ No ✓

Regulatory Agency approved Institution   Yes ☐ No ✓

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

Type of Institution   Co-education ✓   Men ☐   Women ☐

                         Urban ☐   Rural ✓ Tribal ☐

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

                      Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

     Arts ✓   Science ☐ Commerce ✓ Law ☐   PEI (Phys Edu) ☐

     TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

     Others   (Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*   Gauhati University

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

   Autonomy by State/Central Govt. / University   -

   University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers   09

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   Nil

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

community representatives   02

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   01

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   06

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

Non-Teaching Staff Students 02   Alumni 01   Others -

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

If yes, mention the amount   Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | Nil | International | Nil | National | 05 | State | 01 | Institution Level | 01

(ii) Themes

1. A **Documentary Festival and Basic Camera Workshop** was held on 19th & 20th August, 2014 by the Extension Education Cell of the college.
2. National Seminar on **Higher Education in India- Its Problem and Prospects** was organised on 22nd and 23rd September 2014 by the Department of Education of the College.
3. National Seminar on **Environmental Issues** was organised by the Extension Education cell of the college in collaboration with RGNIYD, Tamilnadu 19th & 20th January 2015.
4. One **Workshop on Evaluation of Answer scripts** was organised on 02-03-2015.
5. A two day state level workshop on **Research Methodology** was organised by the Research Publication and Publicity Cell and Extension Education Cell on 29th and 30th May 2015.
6. A National Seminar on The **Sixth Schedule of Indian Constitution-Its Amendments, Expectations, Fallacy and Future Paradigm** was organised by the department of Political Science on 26th & 27th June 2015.
7. A National Seminar on **Immigration Problem in Assam** was organised by the Department of History on 16th and 17th June 2015.

2.14 Significant Activities and contributions made by IQAC

1. Joint meeting of IQAC with the Academic Committee and Examination Cell to discuss on the result of the college.
2. Joint meeting of IQAC with Teaching & non Teaching Staff on Academic Advancement.
3. Workshop on Teaching Plan in Higher Education.
4. Organising a face to face meeting of the Teaching staff with the President of Governing Body.
5. Celebration of Gandhi Jayanti wit Students, Teachers and Faculty Members.
6. Workshop on Voters Registration Programme.
7. Observation of National Education Day.
8. Organising a Blood Donation Camp.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Monitoring Admission Process & Launching of Academic Calendar	1. The IQAC engaged the senior teachers of the college to monitor the admission process. The Academic Committee prepared the Academic Calendar for the Session 3013-14

2. Monitoring Time-Table Preparation & Web-site Update	2. The Academic Committee prepared the Time Table in the beginning of the session. The College website is updated accordingly.
3. Monitoring preparation of Teaching Plans.	3. The Teachers individually prepared their own teaching plan.
4. Monitoring Academic Activities.	4. All academic activities are monitored by Academic Committee of the College.
5. Holding Conferences, Workshops, etc	5. The IQAC organised two workshops during the year.
6. Monitoring publication of College Magazine.	6. College Magazine was published in time.
7. Holding activities of Essay Writing/Debate and /Dance among students.	7. Debate competition, essay competition are organised during college week festival. A quiz competition was held on Gandhi Jayanti.
8. Monitoring Exam Work	8. IQAC hold meeting with Examination Cell and monitored the Examination Work.
9. Monitoring Research Activities among teachers.	9. The Research Publication and Publicity Cell monitors research activities among the teachers.
10. Monitoring Activities under Students' Welfare.	10. Students welfare schemes are monitored by a committee formed by the principal comprising of some senior most faculty members.
11. Monitoring College Development Activities	11. The college development activities are monitored by the Governing Body along with the Planning Committee of the college.
12. Collecting Feed-Back from Students on Evaluation of Teachers, academic programmes and college campus.	12. Feedbacks from the students are collected twice every year to evaluate the teachers competency in teaching and class management.
13. Monitoring Activities of NSS unit of the college.	13. Activities of NSS are monitored by the programme coordinator of the NSS unit.
14. Conducting Survey.	14. Conducted a survey on women literacy rate in the villages around the college.
15. Monitoring Activities of Career Counselling Cell and organizing Peer Lectures on Career Guidance	15. The Career Counselling Cell collected data on career option of the students and organised peer lectures on career guidance, and as a result of which many students got jobs in defence and services in education department.

16. Holding Parent-Teacher Meet & Collecting Feed-Back	16. Two parent teacher meets were organised and feedback was collected for further academic improvement of the institute.
17. Holding Alumni Meet.	17. Alumni meet was held and feed back was collected.
18. Monitoring Exam Committee Work	18. Meetings with the examination Board are held before every end semester final examinations, unit tests, and terminal examinations. Problems and prospects related to various examinations are discussed and further course of action is initiated.
19. Collection of Annual Assessment Report of Teachers	19. Annual performance report of the teachers in the form of API has been collected.
20. SWOC Analysis of the college.	20. SOWC analysis has been done.
21. Facilitating and Monitoring College Prospectus.	21. Monitoring of preparation of college prospectus is made through arranging meeting with the academic committee.
22. Publication of Books with ISBN number.	22. The Research Publication and Publicity Cell of the college has published 5(five) books during this session with ISBN.
23. Publication of college News Letter.	23. The college news letter has been published by Research Publication and Publicity Cell.

* Attach the Academic Calendar of the year as Annexure.

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

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

Provide the details of the action taken

The AQAR has been placed before the Governing Body and it is approved.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01(Under IDOL)			
UG	02(GU & KKHSOU)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		02	
Others	01(SOS)			
Total	04		02	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	02
Trimester	

	Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

> The College is affiliated to the Gauhati University and bound to follow the University syllabi designed by respective board of studies. As a significant change, university has introduced the credit and grade system in UG level and as an affiliated college we have implemented it accordingly. Sailent feature of the system is –
>
> i.   Introduction of credit based semester and grading system for all the programme.
> ii. 80% of the marks are allotted to external examination and 20% of the marks are allotted to internal examinations.

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

> No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	06	18	Nil	02

2.2 No. of permanent faculty with Ph.D.   [04]

Asst. Professors	Associate Professors	Professors	Others	Total

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

R	V	R	V	R	V	R	V	R	V
06	01	18	Nil	Nil	Nil	02	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	01	Nil
Presented papers	04	09	Nil
Resource Persons	Nil	Nil	Nil

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

1. Bridge course programme at UG entry level.
2. Holding of unit Test and Class Test.
3. Home assignment.
4. Departmental Seminar by each Department.
5. Field Study programme.

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

186 Days

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

The college is affiliated to Gauhati University. As such we have to follow the evaluation rule of Gauhati University in case of Examination Evaluation Works.
1. The answer scripts are examined, Scrutinised and finalised by the senior teacher of the respective discipline.
2. There is a process of reevaluation on demand of the examinees.
3. Photocopy of the answer scripts are provided to examinees on demand.
4. As reform measure credit based semester system has been introduced.

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

Nil	Nil	NIl

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

B.A.	112	-	3.57%	58.93%		62.50%

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

The IQAC plays an important role in the teaching learning process of the institution.
1. The IQAC of the college finalises the academic calendar of the college with the help of Academic Committee at the beginning of the session.
2. It encourages teachers to go for various faculty development programmes and to use the modern teaching aids.
3. It provides details guideline to the faculty members for preparation of teaching plan, work load etc.
4. The academic works of the faculties are monitored with formal and informal meeting with the faculty members. Verification of attendance registers, Class record registers are done frequently.
5. Teachers performance is evaluated through students feedback.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	01	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The college has a Research Publication and Publicity Cell. The main objective of this cell is to inculcate the research climate in the college among the teachers and students. The cell has already published four Research oriented books with ISBN. It also encourages the teachers to go for minor/major research project. One minor research project under UGC had been completed. The students of BA final semester have to submit a project works at the end of the semester. The cell monitors and helps students in their research work with the help of respective departments.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	-	Nil
Outlay in Rs. Lakhs	1.45 lakh		-	-

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	01	UGC	1.45 Lakh	0.97 Lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	-	1.45 Lakh	0.97 Lakh

3.7 No. of books published   i) With ISBN No. [04]   Chapters in Edited Books [Nil]

ii) Without ISBN No. [Nil]

3.8 No. of University Departments receiving funds from

UGC-SAP [-] CAS [-] DST-FIST [-]

DPE [-] DBT Scheme/funds [-]

3.9 For colleges Autonomy [-] CPE [-] DBT Star Scheme [-]

INSPIRE [-] CE [-] Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations International [01] National [-] Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [1.45 lakh] From Management of University/College [-]

Total [1.45 lakh]

3.16 No. of patents received this year

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

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

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

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

3.19 No. of Ph.D. awarded by faculty from the Institution [02]

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

JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level	25
State level	-
National level	-
International level	-

3.22 No. of students participated in NCC events:

University level	-
State level	-
National level	-
International level	-

3.23 No. of Awards won in NSS:

University level	-
State level	-
National level	-
International level	-

3.24 No. of Awards won in NCC:

University level	-
State level	-
National level	-
International level	-

3.25 No. of Extension activities organized

University forum [-]   College forum [01]

NCC [-]   NSS [03]   Any other [-]

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

1. The NSS unit of the college organised one cleaning work in the 'Bhawanipur Kirtan Ghar' During 'Doul Utsav'.
2. It also rendered its cleaning service in the Gopal Ata Than of Bhawanipur.
3. NSS unit actively involved in repairing of approach road to college from the neighbouring villages.
4. More than 50 students member actively participated in the blood donation camp held in the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.8 acre	-	-	-
Class rooms	16	4	UGC/State Govt	20
Laboratories	02	Nil	-	02
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others		Men'sHostel, Indoor Stadium, Outdoor stadium		

4.2 Computerization of administration and library

The central library of the college, fully equipped with modern facilities to cater the needs of the students. The process of computerisation of the library is going on. One digital library is going to be completed very soon.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14951	2044114.00	1524	252915.00	16475	2297029.00
Reference Books	1488	387620.00	06	8375.00	1497	395995.00
e-Books						
Journals	03	9000.00	05	7858.00	08	16850.00
e-Journals						
Digital Database						
CD & Video						
Others (specify)			06	3960.00	06	3960.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	21	07	01	-	-	02	08	03
Added	03	03	-	-	-		-	-
Total	24	10	01	-	-	02	08	03

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

> The process of computerisation of the college office will be done very shortly. The faculty members of eight departments have been provided with laptops to acquire knowledge on computer operation and power point presentation in the seminars. The students are provided computer education in the computer laboratory with nominal fees.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1,00,000.00

   ii) Campus Infrastructure and facilities   8,60,000.00

   iii) Equipments   9,00,000.00

   iv) Others   -

       Total :   18,60,000.00

Criterion – V
5. Student Support and Progression

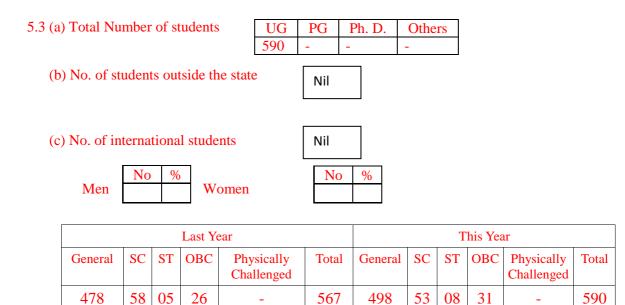5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The contributions of IQAC for enhancing Student Support services are as follows –
> 1. Providing all the information of support services to the students through the college prospectus prepared by the Academic Committee of the college.
> 2. Taking feedback from the students on support services and takes necessary steps discussing with the Principal.
> 3. Providing guidance and counselling to the students through home visits by the faculty.
> 4. Teacher-in-charge of various portfolios of Students Union Body involved with the students and takes care of the various support services.

5.2 Efforts made by the institution for tracking the progression

> The efforts made by the institution for tracking the progression are-
> 1. Students are encouraged to join the courses like CCA, Sewing and design as an add-on course.
> 2. They are encouraged to go to the computer laboratory and reading room of the college during their leisure time.
> 3. Students can meet the teachers at any time to discuss their academic as well as personal problems.
> 4. College arranges various excursion/educational trips.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
590	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%

Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
478	58	05	26	-	567	498	53	08	31	-	590

Demand ratio   1:1   Dropout : 20%

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

The career guidance cell of the college arranges programmes for the students. Students are informed about various competitive examinations through notice board. The college library has the collection of guidance book for these examinations from which the students can be benefited.

No. of students beneficiaries   100

5.5 No. of students qualified in these examinations

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

| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 25 |

5.6 Details of student counselling and career guidance

The career counselling and guidance cell seeks career options of the students in every semester and after analysing them, arranges training programmes by inviting resource persons from diverse fields. Thus students are prepared for various competitive examinations.

No. of students benefitted | 30 |

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The women Cell of the college organises various gender sensitisation programme for the girl students. One legal awareness camp on the issue was organised in the college through which the legal aspects of the issue was discussed and awareness was created among the students.

5.9 Students Activities

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

State/ University level | - | National level | - | International level | - |

No. of students participated in cultural events

State/ University level | 25 | National level | - | International level | - |

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

Sports : State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | 01 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	19	15000/-
Financial support from government	90	372480/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level - National le - Internationa -

Exhibition: State/ University level - National le - Internationa -

5.12   No. of social initiatives undertaken by the students   03

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision and Mission of the College:

Bhawanipur Anckalik College was established at Bhawanipur, an Assamese Vaisnava Sattra in 1982 with a view to propagating the higher education amongst the rural poverty stricken masses, providing accessibility of women to higher education and elevating the people of Bhawanipur and its adjoining areas to the new horizon of changing educational scenario.

6.2 Does the Institution has a management Information System

The institution follows the following management systems-
   1.   The Principal of the college personally monitors the holding of classes in time and attendance of the teachers and students.
   2.   Daily attendance of the students is recorded in attendance register.
   3.   Principal himself collects the student's feedback on teaching learning.
   4.   Holding of Alumni and Guardians meeting and taking feedback.
   5.   Keeping of records by the departments regarding the admission, evaluation, dropout of students.
   6.   Maintaining departmental class record register.
   7.   Analysis of result by the faculty members with the Principal.
   8.   Analysis of progress report of students by the faculties in their respective departments.
   9.   Holding of administrative feedback meeting.
   10. Personal monitoring of the college account maintained by the Accountant.

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

6.3.1 Curriculum Development

The curriculum development is the responsibility of the Gauhati University. As an affiliated college, it follows the curriculum prescribed by the Gauhati University. However, if there is a change in curriculum the faculty members of respective departments thoroughly discuss it and make necessary arrangement for effective implementation of the curriculum.

6.3.2 Teaching and Learning

1. The academic committee prepared the academic calendar and prospectus before beginning of the session.
2. The academic committee prepared the class routine.
3. The faculty members prepared the teaching plan on the basis of academic calendar.
4. Teachers use lecture method of teaching in the classroom and advanced technology (Audio Visual Aids) during seminar classes.
5. Conducting unit tests, group discussions, and home assignments.
6. Organised educational trips for the students.
7. Motivating students for research activities.
8. Organising special lecture programme for students.
9. Transparent evaluation of the answer scripts for internal examinations.

6.3.3 Examination and Evaluation

The details of the internal and external examination date are published in the academic calendar which is provided to the students along with the prospectus at the time of admission. The departments arrange the date and time of seminar classes, submission of home assignments, holding sessional examinations, unit tests as prescribed by the examination cell of the college. After the examinations are over the answer scripts are evaluated as per the rules and regulation of Gauhati University.

6.3.4 Research and Development

The college has a Research Publication and Publicity Cell under IQAC. The cell motivates the teachers to undertake research projects and other research works for their career advancement. It also guides the teachers for improving API through participation in conferences, publishing book and research papers, writing in college magazine.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well equipped computerised library. At present it has 17000 (Seventeen) thousand books, journals, and reference books. The works on digital library is going on. The college authority is planning to introduce ICT based library services by the next year including Bar Coding, OPAC system for searching books.

The physical infrastructure of the college has been expanded with a Boys Hostel, One indoor Stadium and one Outdoor Stadium. Uninterrupted power supply to the entire infrastructure is given by the help of an eco friendly power generator.

6.3.6 Human Resource Management

The college has taken the following steps for Human Resource Development:
1. Through NSS and Social and Cultural activities.
2. Counselling the Guardians through home visit by the teachers.
3. Meeting the Alumni through Alumni meet.
4. Counselling the members of various sub committees.
5. Counselling the non-teaching staff regarding office management.
6. Encouraging teaching staff to participate in various courses.
7. Strengthening the moral and ethical code of conduct of the students and staffs through yoga camps.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited as per the guideline prescribed by the government of Assam and UGC

6.3.8 Industry Interaction / Collaboration

The college runs the vocational course on Sewing & Design in collaboration with USHA International Limited.

6.3.9   Admission of Students

A candidate seeking admission to the college in HS/Degree classes must apply in the prescribed form. The date of admission is notified in the college notice board. Admission is given on merit basis. The reservation rules of state government is strictly followed in the admission procedure.

6.4 Welfare schemes for

Teaching and Non-Teaching	i) Group Insurance, GPF, Pension benefit etc. ii) Teachers' welfare fund. iii) Employees welfare fund. iv) Benefits like special leave, higher studies leave maternity leave. v) Welfare fund loan
Students	i) Poor students aid fund. ii) Scholarship scheme for meritorious students. iii) Aid from Charitable Trust. iv) SC/ST/OBC/Minority scholarship. v) Departmental Scholarships to the bright students.

6.5 Total corpus fund generated   Nil

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

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

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

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

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

Due to the introduction of semester system by Gauhati University, the college as an affiliating unit to the University follows the same. As an examination reform the university allots 20% of marks for internal and 80% for external assessment.

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

The University has given autonomy to the college to design the curriculum for different short term and vocational courses. The Colleges may design such curriculum on the basis of need of the students and local community or keeping in mind the availability of resources in the locality. After designing the course the colleges need to submit the same to the university for approval.

6.11 Activities and support from the Alumni Association

The college has an alumni association which meets twice in a year. They are actively involved for all-round development of the college. They have donated the waiting shed of the college.

6.12 Activities and support from the Parent – Teacher Association

The Guardians' committee of the college also meets twice in a year in general. However, they provide full co-operation to the college administration if and when they are called for. There are three representatives of guardians' in the college Governing Body out of which one is a lady member.

The teachers' unit of the college keep in touch with the President and Secretary of the guardians' committee. They discuss very often the problems and prospects of teaching learning process and take necessary steps for curricular and extra curricular development of the students.

6.13 Development programmes for support staff

The college offers the following development programmes for support staff:
1. Duties are allotted specifically and on the basis of their efficiency.
2. Allotment of separate well furnished rooms.
3. Group discussion among the staff.
4. Free discussion with the principal regarding the problem faced by them in executing their duties.
5. Loan or advance payment facility from welfare fund.

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

Bhawanipur Anchalik College is situated in a eco-friendly zone. In order to boost the environment of the institute, the authority has taken initiatives to plant trees in a planned manner all around the campus.

Criterion – VII

7. Innovations and Best Practices

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

> 1. Campus Wall has completely been constructed for the protection of the campus from any type unauthorized entry.
> 2. Provision of Boy's Hostel has temporarily been made considering the level of demand.
> 3. Publication of Books by Research Publication and publicity Cell.

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

> The plan of action prepared by the IQAC at the beginning of the year has been successfully implemented in phase wise in the course of the year through the various sub committees under it. A detail of achievement has been clearly stated in clause 2.15 of this AQAR.

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

> Enclosed as Annexure

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

7.4 Contribution to environmental awareness / protection

> The college has been taking special steps for making the progrrame of plantation successful from different directions. Considering the point of production and the point of encouraging the aesthetic sensitivity the college has been taking special initiatives of plantation. It has also been giving special importance for making the botanical garden very rich by planting different valuable plants.

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

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

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

> 1. Introduction of commerce stream.
> 2. Dairy, Duckery and goattery farm for giving exposure to the students on self employment.
> 3. Digital Library and digital class room.

Name :Dr Samiran Sarma   *Name: Dr Mukunda Sarma*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure-i

Best Practice-1

1. Title of the Practice

Construction of Boundary wall.

2. Goal

To seal the campus from trespassing and to ensure security.

3. The Context

The eastern side boundary of the college was without any wall for a pretty long time due to lack of fund and it caused great security concern for the college authority. Realising this inconvenience, the teaching and nonteaching staff of the college held a discussion and unanimously agreed to bear the cost of the construction of the boundary wall for the well being of the college.

4. The Practice

In order to construct the boundary wall in the eastern side of the college Rs 8000/- per head was collected from the teaching, non teaching staff and three members of the administrative body. Thus, the requisite amount for the construction of the boundary wall was collected and the plan was executed with the active help and guidance of the principal.

5. Evidence of Success

The construction of the boundary wall in the eastern side of the college sealed the campus and it protected the institute from animal and human trespassing. Plantation in the campus was made possible only after the construction of the boundary wall.

6. Problems Encountered and Resources Required

At first awareness among the inmates of the college regarding the need of the wall was created with patience and perseverance. Fund was required for the construction of the boundary wall.

7. Contact Details

Name of the Principal: Dr Mukunda Sarma
Name of the Institution: Bhawanipur Anchalik College
City: Bhawanipur
Pin Code:781352
Accredited Status: C++
Work Phone :   03666214711   Fax:
Website: www.bacollege.in   E-mail :msarma.tihu@gmail.com
Mobile: 9435024378

Best Practice-2

1. Title of the Practice

 Publication of Books with ISBN

2. Goal

To give a boost to the research oriented book publication.

3. The Context

The college has a Research Publication and Publicity Cell under IQAC to promote the spirit of research and publish the research findings in book format for the spread and dissemination of knowledge in a systematic and cost effective manner. It is with this idea in mind, the cell has taken sole responsibility to publish books with ISBN.

4. The Practice

The practice is implemented with direct supervision of IQAC through Research Publication and Publicity Cell. The ISBN is allotted to the book after thorough scrutiny of the quality and merit of the writing by IQAC.

5. Evidence of Success

In the course two years, six books with ISBN have already been published. The publications have got wide acclaim from the academic circle all over the state. Besides, the college is getting financial benefit out of this noble venture.

6. Problems Encountered and Resources Required

The college does not have a press of its own to do the publication works. It depends upon the professional printing press for the publication works which increases the cost involvement. Financial aid from the UGC and skill manpower are urgently required to make this practice a grand success.

7. Contact Details

Name of the Principal: Dr Mukunda Sarma

Name of the Institution: Bhawanipur Anchalik College

City: Bhawanipur

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Annexure-ii

ACADEMIC CALENDAR
Session:2013-14
(Semester-I/III/V)

Month	Teaching Days	Sundays	Holidays	Academic Activities
August,13	1-3, 5-8 12-14, 16, 17, 19-24, 26, 27, 29-31 = 23 days	4, 11, 18, 25.	9 & 10 - Id-Ul-Fitre 15-Independence day, 25- Tithi of Sri Madhab Dev 28-Janmastomi	1. First Sessional Examination of Semester I/III/V 2. Freshman Social
September,13	2-5, 9-14, 16-21, 23-28, 30 = 23 days	1, 8, 15, 22, 29	7- Tithi of Srimanta Sankar Dev	1.First Unit Test of H.S. I & II in the second half. 2. Election of Students' Union Body
October,13	1, 3-5, 7-10, 19, 21-26, 28-31 = 19 days	6, 13, 20, 27	2-Birth day of Mahatma Gandhi, 11-18, Durga Puja, Vijaya Dashomi, Janmotsav of Srimanta Sankardev, Id-ud-Zuha, Kati Bihu & Lakhmi Puja	1.All Departmental Seminars 2.Second Sessional Examination of Semester I/III/V
November,13	1, 4-9, 11-13, 15, 16, 18-23, 25-30 = 24 days	3, 10, 17, 24	2 & 3, Kali Puja & Dewali 14, Muharram 17, Guru Nanak's Birth Day	Second Unit Test of H.S. I & II in the first half.
December,13	2-7, 9-14, 16-21, 23, 24, 26-28, 30,31. = 25 days	1, 8, 15, 22, 29.	25-Christmas Day	1. Final Examination of Semester-I/III/V 2. Test examination of H.S.

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ACADEMIC CALENDAR
Session:2013-14
(Semester-II/IV/VI)

Month	Teaching Days	Sundays	Holidays(Tentative)*	Academic Activities
January,14	1-4, 6-11, 13, 18, 20-25, 27-31=23 days	5, 12, 19, 26	14-16-Bhogali Bihu.17-Silpi Divas 26-Republic Day	1.College Week 2.Annual Examination of H.S. I in the second half.
February,14	1, 3, 5-8, 10-15, 17-22, 24-26, 28=22days.	2, 9, 16, 23	4 - Swaraswati Puja 27- Sivaratri	1.H.S.Final Examination 2. First Sessional Examination of Semester II/IV/VI
March,14	1, 3-8, 10-15, 18-22, 24-27, 29, 31=24days	2, 9, 16, 23, 30	17- Doljatra 28- Good Friday	All departmental Seminar
April,14	1-5, 7-12, 17-19, 21-26, 28-30= 23 days	6, 13, 20, 27	14-16-Rongali Bihu,	Second Sessional Examination of Semester II/IV/VI
May,14	2, 3, 5-10, 12-17, 19-24, 26-31=26days	4, 11, 18, 25	1-May Day 25-Buddha Purnima.	Final Examination for semester-II/IV/VI
June,14	2-7, 9-14, 16-21, 23-28, 30=25 days	1, 8, 15, 22, 29		

*Subject to change as per G.U. Holiday list.

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Prospectus : 2013-14

BHAWANIPUR ANCHALIK COLLEGE

Students Feedback Report

Session: 2013-14

The IQAC of the college collected feedback from various stakeholders of the college (students, guardians and Alumni) for the session 2013-14 on curriculum, syllabus, infrastructural facilities and performance of the teachers.

Feedback analysis of the Students:

Most of the students expressed positive views on teaching learning activities and infrastructural facilities available in the college. But Some of them expressed their dissatisfaction over the suitability of the syllabus designed by the university in UG level. The feedback forms were analysed and the opinion of the students on syllabus was communicated to the University authority for due consideration.

Feedback analysis of the Guardians:

The guardians expressed their satisfaction on overall activities and facilities of the college. But they suggested the college authority to take necessary steps on the students who habitually bunked late hour classes after 2 o'clock.

Feedback analysis of the Alumni:

Most of the alumni aired their positive views on the rapid progress of the college. They made an appeal to the principal to allot a room for the alumni in the college campus so that they get together very often to discuss various issues relating to the development of the college.

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