

Annual Quality Assurance Report (AQAR)

Session 2017-18

NAAC Track ID ASCOGN11998

Submitted to
National Assessment and Accreditation Council
Bangalore



Submitted by
Internal Quality Assurance Cell (IQAC)
Bhawanipur Anchalik College
P.O.-Bhawanipur, Dist.- Barpeta
Assam, PIN:781352

The Annual Quality Assurance Report (AQAR) of the IQAC

Session: 2017-18

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.

9435024378

Name of the Head of the Institution:

Dr Mukunda Sarma, M.A., B.Ed.,
M.D.E.U. D.L.D.

Tel. No. with STD Code:

(03666)

Mobile:

9435024378 & 9435297677

Name of the IQAC Co-ordinator:

Dr Samiran Sarma, M. A., M.
Phil., Ph. D.

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/AQAR2017-18.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	1 st Cycle	C++ (67%)	-	2004	5 years
2	2 nd Cycle	B	2.53	2015	5 years
3	3 rd Cycle				
4	4 th Cycle				

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

02-04-2012

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

2017-18

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

- i. AQAR 2015-16 (31/12/2018)
- ii. AQAR 2016-17 (31/12/2018)
- iii. AQAR 2017-18 (31/12/2018)

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 (<i>Specify</i>)	-
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	02					
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	01					
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.	01	Faculty	02		
	Non-Teaching Staff and Students	01	01	Alumni	-	Others
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	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. International National State Institution Level

(ii) Themes

1. The departments of English, Economics, Education, Assamese, History, Arabic, Philosophy, Political Science and Commerce organized Departmental Seminars in their respective departments.

2.14 Significant Activities and contributions made by IQAC

1. Environmental Day Celebration.
2. International Women Day Celebration.
3. Workshop on Management of Study Centre by KKHSOU.
4. 7 days State Level Basic Training Programme of RSL and RL under Bharat Scout and Guide, Assam.
5. Plantation programme in collaboration with NGO "DRISTI" Bhawanipur.
6. International Yoga Day Celebration.
7. Joint meeting of IQAC with Teaching & non-Teaching Staff on Academic Advancement.
8. Joint meeting of IQAC with the Academic Committee and Examination Cell to discuss on the result of the college.
9. Celebration of Constitution Day.
10. All Departments organized Departmental Seminar.
11. Felicitation of students securing First Class in Degree Final Examination.
12. Awareness programme for students for participating First International Film Festival at Guwahati.
13. Training programme on "Arecanut" in collaboration with Central Plantation Crops Research Institute, Kahikuchi, Guwahati.
14. Carrier counselling programme organized by Extension Cell.
15. Study Tour to Tezpur, Assam.

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 2017-18
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	3. The Teachers individually prepared their own

Plans.	teaching plan.
4. Monitoring Academic Activities.	4. All academic activities are monitored by Academic Committee of the College.
5. Monitoring publication of College.	5. College Magazine was published in time. Moreover, the IQAC, Research Publication and Publicity Cell of the college published two Journals with ISSN number.
6. Monitoring Exam Work	6. IQAC hold meeting with Examination Cell and monitored the Examination Work.
7. Monitoring Research Activities among teachers.	7. The Research activities of the teachers are monitored by IQAC, Research Publication and Publicity Cell.
8. Monitoring Activities under Students' Welfare.	8. Students' welfare schemes are monitored by a committee formed by the principal comprising of some senior most faculty members.
9. Monitoring College Development Activities	9. The college development activities are monitored by the Governing Body along with the Planning Committee of the college.
10. Collecting Feed-Back from Students on Evaluation of Teachers, academic programmes and college campus.	10. Feedbacks from the students are collected every year to evaluate the teachers' competency in teaching and class management.
11. Monitoring Activities of NSS unit of the college.	11. Activities of NSS are monitored by the programme coordinator of the NSS unit.
12. Conducting Survey.	12. Conducted a survey by the students of the college on Environmental Study in the villages around the college as a part of their academic programme.
13. Monitoring Activities of Career Counselling Cell and organizing Peer Lectures on Career Guidance	13. 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.
14. Holding Parent-Teacher Meet & Collecting Feed-Back	14. One parent teacher meets was organised for further academic improvement of the institute.
15. Holding Alumni Meet.	15. One Alumni meet was held during the academic period.
16. Collection of Annual Assessment Report of Teachers	16. Annual performance report of the teachers in the form of API has been collected.
17. SWOC Analysis of the college.	17. SOWC analysis has been done.
18. Facilitating and Monitoring College Prospectus.	18. Monitoring of preparation of college prospectus is made through arranging meeting with the academic committee.

** 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
Ph. D.				
PG	02(Under IDOL and KKHSOU)			
UG	02(GU & KKHSOU)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		02	
Others	01(SOS)			
Total	07		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. Salient feature of the system is –

- i. Introduction of credit based semester and grading system for the entire 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.

09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	01	18	Nil	Nil	Nil	02	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	18	03
Presented papers	-	17	-
Resource Persons	-	-	-

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

1. Digitisation of Classrooms.
2. Up-gradation of Library Reading Room.
3. Enhancing of Toilets facilities for Students and Staff.
4. Construction of Extra Rooms for IDOL, KKHSOU and SOS.
5. Departmental Seminar by each Department.
6. Bridge course programme at UG entry level.
7. Holding of unit Test and Class Test.
8. Home Assignment.
9. Field Study programme.

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

183 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 follows the evaluation rules of its affiliating Gauhati University as mentioned below.

1. The answer scripts are examined, Scrutinised and finalised by the senior teacher of the respective discipline.
2. There is a process of re-evaluation on demand of the examinees.
3. Photocopy of the answer scripts are provided to examinees on demand.

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

80%

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.	193	-	30	70		72

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

(College did not organized the following programmes at Institutional level. However, Faculties are encouraged to participate in such programme organized by HRDC and Other Agencies.)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	

Faculty exchange programme	01
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	11	02	-	-
Technical Staff	01	-	-	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 three Research oriented books with ISBN and two Research Journals with ISSN number. It also encourages the teachers to go for minor/major research project. One minor research project under UGC is going on. 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	-	-	-
Outlay in Rs. Lakhs	2.5 Lakh	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	02 with ISSN	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	09
Sponsoring agencies	-	-	-	-	IQAC

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: Nil

From Funding agency From Management of University/College

Total

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="06"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="04"/>	Any other <input type="text" value="-"/>

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

1. Workshop on Voters Registration Programme.
2. Celebration of Gandhi Jayanti with Students, Teachers and Faculty Members.
3. Observation of National Education Day.
4. Celebration of Independence Day.
5. Celebration of Republic Day.
6. Celebration of International Women Day.
7. Cleaning and Plantation Programme by NSS Unit.
8. Observation of World Environmental Day by NSS Unit.
9. Celebration of International Yoga Day by NSS Unit.
10. Two Special Camps in neighbouring villages of the college for rural youth.

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	24	10	RUSA	34
Laboratories	02	01	RUSA	03
Seminar Halls	01	01	State Govt	02
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	-	-	-

Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others				

4.2 Computerization of administration and library

The central library of the college, fully equipped with modern facilities. The process of Digital Library is expected to complete in this year.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Textbooks	17776	2594708	4811	1033383	22587	3628091
Reference Books	1548	415905	463	162050	2011	577955
e-Books			315660	0	315660	0
Journals	07	18118	02	4400	09	22518
e-Journals			7500	0	7500	0
Digital Database						
CD & Video						
Others (specify Magazine)	07	4590	-	-	07	4590

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	10	01	-	-	02	08	03
Added	10	00	-	-	-		-	-
Total	40	10	01	-	-	02	08	03

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

The whole college campus has been made wifi enabled. Faculty members and students can assess it easily. The students are provided computer education at nominal fees.

4.6 Amount spent on maintenance in lakhs :

i) ICT

70,000.00

ii) Campus Infrastructure and facilities

9, 00,000.00

iii) Equipments	3, 00,000.00
iv) Others	-
Total:	12, 70,000.00

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 Beautician Courses, Computer Education, and Sewing & Design as their add-on courses.
 2. They are encouraged to go to the 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
1312	-	-	-

(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

936	95	14	79	-	1124	1099	111	17	85	1312
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Demand ratio 1:1 Dropout: 30%

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

200

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

The 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

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

The “Women Cell” of the college organises various gender sensitisation programme every year for the girl students. Through legal awareness camp the legal aspects of various legal issues were discussed and awareness was created among the students. The Cell also organises awareness camps for girl students on health and hygiene issues in nearby Schools as extension

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	12240/-
Financial support from government	64	184754/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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. Keeping of records by the departments regarding the admission, evaluation, dropout of students.
4. Principal himself collects the student's feedback on teaching learning.
5. Analysis of progress report of students by the faculties in their respective departments.
6. Holding of Alumni and Guardians meeting and taking feedback.
7. Maintaining departmental class record register.
8. Analysis of result by the faculty members with the Principal.
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. Teachers use lecture method of teaching in the classroom and advanced technology (Audio Visual Aids) during seminar classes.
3. Transparent evaluation of the answer scripts for internal examinations.
4. The academic committee prepared the class routine.
5. The faculty members prepared the teaching plan on the basis of academic calendar.
6. Organising special lecture programme for students.
7. Conducting unit tests, group discussions, and home assignments.
8. Organised educational trips for the students.
9. Motivating students for research activities.

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 24614 (Twenty Four Thousand Six Hundred Fourteen) books, journals, and reference books. The works on digital library is going on. The provision and facilities of Bar Coding, OPAC system for searching books are under process. The physical infrastructure of the college has been expanded with the establishment of the Sports Hostel.

6.3.6 Human Resource Management

The college has taken the following steps for Human Resource Development:

1. Counselling the members of various sub committees.
2. Through NSS and Social and Cultural activities.
3. Encouraging teaching staff to participate in various courses.
4. Counselling the Guardians through home visit by the teachers.
5. Meeting the Alumni through Alumni meet.
6. Counselling the non-teaching staff regarding office management.
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 has been running the vocational course on Sewing & Design in collaboration with USHA International Limited and Beautician and Computer Application Courses in collaboration with Asian Mission Institute (NGO), Kuriha, PO-Kayakuchi, District: Barpeta Assam. PIN- 781352

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 are strictly followed in the admission procedure.

6.4 Welfare schemes for

Teaching and Non-Teaching	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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

5, 00,000.00

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.

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. Rotation of duties among the staff according to their efficiency and ability.
2. Training of office staff on Office Automation Software.
3. Allotment of separate well furnished rooms.
4. Group discussion among the staff.
5. Free discussion with the principal regarding the problem faced by them in executing their duties.
6. 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 an 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. Construction of 50 Bed Sports Hostel.
2. Construction of New Canteen Building.
3. Digitisation of Classrooms.
4. Construction of Vehicle Shed.
5. Up-gradation of Library Reading Room.
6. Enhancing of Toilets facilities for Students and Staff.
7. Construction of Extra Rooms for IDOL, KKHSOU and SOS.
8. Providing of SBI ATM facilities for Students and Staff.

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 programme 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 in the whole campus. 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. To introduced new subjects in Higher Secondary and Degree levels.
2. To make proper provision of Guest House.
3. To construct superintendents' quarters for Women and Sports Hostels.
4. To make provision of Busket Ball Court to upgrade the facilities of sports.
5. To construct classrooms.
6. To complete the works of language lab.
7. Purchase library books.
8. Take steps for beautification of the front side of the college.
9. Reconstruct the college main grill gate.
10. Construct cycle stand
11. Organize Seminars
12. Conduct training programme.
13. Begin teachers exchanged programme.
14. Construct New Canteen Building.
15. Develop the parking facilities.
16. Shift the Commerce classes to new building.
17. Make provision of engaging temporary faculties for academic excellence

Name :Dr Samiran Sarma


Co-ordinator
Internal Quality Assurance Cell
Bhawanipur Anchalik College
Bhawanipur.

Signature of the Coordinator, IQAC

Name: Dr Mukunda Sarma


Principal,
Bhawanipur Anchalik College
Bhawanipur.

Signature of the Chairperson, IQAC

Best Practice-1

1. Title of the Practice

Students Orientation for Optimum use of Library/Digital Library Resources

2. Goal

To create awareness among the students for using the Available Library Resources.

3. The Context

Most of the students with their backward rural background do not know how to use the resources of the library in proper manner for their reading habit and academic progress. Besides, they do not have the experience of visiting libraries for reading. Most of their reading is confined to the textbooks. For helping the students develop proper Library habit there is the demand of orientation on the use of Library/Digital Library in discipline and successful manner for overall academic development. For the solution of all such problems concerning to the uses of available Library Resources Orientation Programmes are regularly organized.

4. The Practice

The practice involves the organization of meetings and symposiums. In order to promote reading in the Library, the reading room has been upgraded. Students are given counselling for developing reading habit in the entry level and there is proper monitoring by the Library Staff Members.

5. Evidence of Success

After the introduction of the practice, reading habits in the Library and using the Digital Library have remarkably been changed. The Attendance and Book Transaction Records depict the positive result.

6. Problems Encountered and Resources Required

Well stocked library with books and dedicated services of the library staff members is required to implement the initiative in an effective manner. There is the need of increasing the Library staff members with the increase of Library Users.

7. Contact Details

Name of the Principal: Dr Mukunda Sarma, *M.A., B.Ed., M. Phil., Ph.D.*

Name of the Institution: Bhawanipur Anchalik College

City: Bhawanipur

Pin Code: 781352

Accredited Status: B

Work Mobile: 9435024378 & 9435297677 Fax:

Website: www.bacollege.in

E-mail: msarma.tihu@gmail.com

Best Practice-2

1. Title of the Practice

Financial Aid in the Form of support to the Poor Meritorious Students from the Students' Aid Fund and Personal Pockets of the Teachers and Principal.

2. Goal

To assist the students to pursue higher education without much trouble.

3. The Context

Most of the students of this college usually come from the poor agrarian segment of the society. Some of the meritorious, financially unsound background students face many problems in getting admission. Considering the situation, the college makes proper provisions for providing financial assistance to the needy meritorious students from the Students' Aid Fund and the Personal Pockets of the Teachers and the Principal.

4. The Practice

The practice of providing financial assistance to the financially unsound and meritorious students has been helping to continue higher education without much trouble. Provision of Necessary financial aid with the help of the Funds from the Students' Aid Fund, Charitable Trust of the college and from the pockets of the Principal/teachers has been helping many needy students fulfil the aspirations of higher education of the district and the abroad without much trouble.

5. Evidence of Success

It has been witnessed that the course of action has gone a long way in inspiring the students to avail the opportunity of higher education in the midst of their financial crunch. Had this facility not been made available in the college, many financially unsound meritorious students having bright prospects would have been deprived of the facilities of higher education.

6. Problems Encountered and Resources Required

The first and foremost problem in implementing the practice in the college is the collection of fund from various sources. The collection is limited but the demand of the student is unlimited. Lots of money is needed for proliferation of this practice so that the rural financially unsound students get the chance to satisfy their aspirations of higher education.

7. Contact Details

Name of the Principal: Dr Mukunda Sarma, *M.A., B.Ed., M. Phil., Ph.D.*

Name of the Institution: Bhawanipur Anchalik College

City: Bhawanipur

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Accredited Status: B

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GAUHATI UNIVERSITY
GUWAHATI –14
Academic Calendar for UG Courses
(August 2017 to July 2018)

Date(s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
1 - 31 October 2017	Field Trip (subject specific), if any, is to be completed during this period Normal classes will continue
6 November - 10 November, 2017	Odd Semester Practical Examinations
21 November - 15 December, 2017	Odd Semester Theory Examinations Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation Teachers willing to do Zonal Activities are free to do so
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January - 1st Week of February, 2018	College Week College Week to be completed by 27 Jan, 2018
3rd Week of March, 2018	Sessional Examinations Sessional examinations should be conducted during the class period without affecting the normal class routine
21 April, 2018 - 6 May, 2018 7 May, 2018 - 31 May, 2018	EVEN Semester Practical Examinations Even Semester Theory Examinations Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results Classes should commence within 5 days of the completion of the admission process
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	Summer Vacation

Notes:

- (a) Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- (b) Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations).

Academic Registrar
Gauhati University

- * The dates of all other academic activities are to be fixed and notified by the concerned Academic Board of the College.

BHAWANIPUR ANCHALIK COLLEGE*Students' Feedback Report**Session: 2017-18*

Considering the recent challenges relating to the Quality Issues in the sector of higher education, the IQAC has regularly been collecting Feedback from the Stakeholders viz. From Students, Guardians and Alumni with the help of well developed Scale as per the UGC/NAAC directions for coping with the changes. For the Session 2017-18 such Feedbacks on Curriculum, Syllabus, Infrastructural Facilities and Performance of the Teachers have been collected and analysed result has been placed considering everything very sincerely:

Feedback Analysis of the Students:

The changed situation has succeeded to draw the attention of the students and therefore, though there are more than 30 institutions of higher education in the adjacent area within the distance of 10 KM, students are rushing for admission and the numbers have very rapidly been increasing. Highly positive views/opinions on the increased/renovated infrastructural facilities with RUSA Grants have well been expressed. Students expressed satisfaction over the issue of teaching-learning facilities and process followed by the teachers for the overall development of their personalities. However some of the students expressed dissatisfaction relating to the market value of their education. They express dissatisfaction over the syllabus and examination procedures of the Affiliating University. All matters have well been disseminated to the affiliating university for immediate steps.

Feedback Analysis of the Guardians:

Guardians are satisfied with the available infrastructural facilities of the college. They are delighted having all necessary facilities for their wards in their economically poor locality. They appreciate the overall roles and involvement of the principal in the college and society, teachers in the classrooms and the outside. They are suggesting for the improvement of the hostel facilities and sports facilities of the college.

Feedback Analysis of the Alumni:

The rapid overall changes surprised the Alumni. They feel proud of considering the changes in totality of their own institution. However, they demand some facilities for their sitting and recreation.
