

Annual Quality Assurance Report (AQAR)

Session 2016-17

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: 2016-17

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.Phil., Ph.D.
Tel. No. with STD Code:	(03666)
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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/AQAR2016-17.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*)

2016-17

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)

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.

11

 International

Nil

 National

03

 State

00

 Institution Level

08

(ii) Themes

1. A national Seminar on “Human Rights Education: Significance and Challenges” held on 30th & 31st January, 2017 organized by Department of Political Science and sponsored by UGC.
2. A national Seminar on “Women Empowerment- Problems and Prospects” held on 6th & 7th February, 2017 organized by Women Cell and sponsored by UGC.
3. A national Seminar on “Role and Importance of Educational Technology in the Field of Teaching and Learning” held on 9th & 10th March 2016 organized by Department of Education and sponsored by UGC.
4. All the Eight Departments of the college organized Departmental Seminar at Institution level.

2.14 Significant Activities and contributions made by IQAC

1. Awareness camp on Disaster Management.
2. Joint meeting of IQAC with Teaching & non-Teaching Staff on Academic Advancement.
3. Joint meeting of IQAC with the Academic Committee and Examination Cell to discuss on the result of the college.
4. Organising a face to face meeting of the Teaching staff with the President of Governing Body.
5. Holding of National Seminars.
6. Celebration of Constitution Day.
7. All Departments organized Departmental Seminar.
8. Felicitation of students securing First Class in Degree Final Examination.
9. Commencement of Commerce Stream.
10. Celebration of Death Day of Dr. A P J Abdul Kalam Azad.

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 2016-17
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

<ol style="list-style-type: none"> 5. Holding Conferences, Workshops, etc 6. Monitoring publication of College. 7. Monitoring Exam Work 8. Monitoring Research Activities among teachers. 9. Monitoring Activities under Students' Welfare. 10. Monitoring College Development Activities 11. Collecting Feed-Back from Students on Evaluation of Teachers, academic programmes and college campus. 12. Monitoring Activities of NSS unit of the college. 13. Conducting Survey. 14. Monitoring Activities of Career Counselling Cell and organizing Peer Lectures on Career Guidance 15. Holding Parent-Teacher Meet & Collecting Feed-Back 16. Holding Alumni Meet. 17. Collection of Annual Assessment Report of Teachers 18. SWOC Analysis of the college. 19. Facilitating and Monitoring College Prospectus. 20. Publication of college News Letter. 	<p>Committee of the College.</p> <ol style="list-style-type: none"> 5. The IQAC organised three National Seminars during the year. 6. College Magazine was published in time. Moreover, the IQAC, Research Publication and Publicity Cell of the college published two Journals with ISSN number. Three Books published with ISBN numbers. 7. IQAC hold meeting with Examination Cell and monitored the Examination Work. 8. The Research Publication and Publicity Cell monitors research activities among the teachers. 9. Students' welfare schemes are monitored by a committee formed by the principal comprising of some senior most faculty members. 10. The college development activities are monitored by the Governing Body along with the Planning Committee of the college. 11. Feedbacks from the students are collected every year to evaluate the teachers' competency in teaching and class management. 12. Activities of NSS are monitored by the programme coordinator of the NSS unit. 13. 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. 14. 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. 15. One parent teacher meets was organised for further academic improvement of the institute. 16. One Alumni meet was held during the academic period. 17. Annual performance report of the teachers in the form of API has been collected. 18. SOWC analysis has been done. 19. Monitoring of preparation of college prospectus is made through arranging meeting with the academic committee. 20. The college news letter has been published by Research Publication and Publicity Cell.
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** 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)	01(Under 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
27	07	18	Nil	02

2.2 No. of permanent faculty with Ph.D.

07

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
07	00	18	Nil	Nil	Nil	02	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	24	02
Presented papers	-	26	01
Resource Persons	-	-	-

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

1. ICT enabled classrooms for students.
2. Departmental Seminar by each Department.
3. Bridge course programme at UG entry level.
4. Holding of unit Test and Class Test.
5. Home assignment.
6. 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, and 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.	150	-	38.9	61		84

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	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	

Faculty exchange programme	03
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	13	-	-	-
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 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 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 Lakh	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	02 with ISSN	-
e-Journals	-	-	-
Conference proceedings	-	03 with ISBN	-

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	-	03	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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="07"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="02"/>	Any other <input type="text" value="-"/>

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

1. Plantation programme by NSS Unit, Bhawanipur Anchalik College.
2. Special Camp by NSS Unit, Bhawanipur Anchalik College for Rural Youth in neighbouring villages of the college.
3. Workshop on Voters Registration Programme.
4. Celebration of Gandhi Jayanti with Students, Teachers and Faculty Members.
5. Observation of National Education Day.
6. Celebration of International Yoga Day.
7. Celebration of Independence Day.
8. Celebration of Republic Day.
9. Celebration of International Women Day.

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	20	4	RUSA	24
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		Men's Hostel, Indoor Stadium, Outdoor stadium		

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	17224	2456436	552	138272	17776	2594708
Reference Books	1548	415905	-	-	1548	415905
e-Books						
Journals	07	18118	-	-	07	18118
e-Journals						
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	24	07	01	-	-	02	08	03
Added	06	03	-	-	-		-	-
Total	30	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 Wi-Fi 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	60,000.00
ii) Campus Infrastructure and facilities	8, 00,000.00
iii) Equipments	2, 00,000.00
iv) Others	-
Total:	10, 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 Beautician Courses, Computer Education, 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
1124	-	-	-

(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
473	65	11	37	-	586	936	95	14	79	-	1124

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 for the girl students. Through legal awareness camp the legal aspects of various legal issues were 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 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	-	-
Financial support from government	64	183835/-
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 19338 (Nineteen Thousand Three Hundred Thirty Eight) books, journals, and reference books. The works on digital library is going on. The Bar Coding, OPAC system for searching books is working under process.

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. 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 runs 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 declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

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 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. The Campus has been enabled with connecting inner road and street light facilities.
2. Capacity of Boy's Hostel has been enhanced.
3. The construction of Digital Library has been completed.
4. Publication of Books and Research Journals by IQAC, 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 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. 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. Construction of New Canteen Building.
2. Digitisation of Classrooms.
3. Construction of Vehicle Shed.
4. Up-gradation of Library Reading Room.
5. Enhancing of Toilets facilities for Students and Staff.
6. Completion of 50 Bed Sports Hostel with UGC fund.
7. Construction of Extra Rooms for IDOL, KKHSOU and SOS.
8. Providing of SBI ATM facilities for Students and Staff.

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

Mentoring System for Regular Attendance and Excellence in Academic Performances

2. Goal

To maximize the class attendance through personal counseling for better Academic Performances.

3. The Context

Students hailing from backward remote agrarian areas face various problems due to poor economic conditions of their families and lack of proper transport facilities. As a result, they undergo stress, remain absent, reach late and leave classes earlier. Considering the problem of the students, the need of personal attention to them outside the class has been felt necessary and the Different Cells and the Administration take the responsibilities. After sincere deliberations on this burning issue, the IQAC has chalked out a plan to implement Mentorship of the teachers for performing different duties in the area. Personal relationship with the guardians and students has well been maintained for providing proper counselling for promoting confidence, maintaining emotional stability and for all-round development by changing the mindsets and habits.

4. The Practice

The practice is that of creating an efficient Mentor-ward system. Each teacher is assigned 23/24 students. They meet at least twice in a month to discuss and share various problems (Personal, Domestic, and Academic). The teacher collects and record all necessary information about his/her wards in a diary in systematic manner and by shorting out the problems necessary steps are taken for redressing for overall development.

5. Evidence of Success

Mentoring the students is an enthralling experience. Besides getting job satisfaction in this work, it has confirmed better results in the examinations by maximizing regular attendance, making teacher-students relationship friendly and encouraging proper campus discipline.

6. Problems Encountered and Resources Required

The teachers are required to give extra time for this assignment. Sometimes it makes the job very difficult to go to the residence of the students, i.e. to the remote places to meet their parents.

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

Continuous and Comprehensive Evaluation (CCE)

2. Goal

To improve the performance of the students in the Final Examination and thereby achieve the Mission of Excellence.

3. The Context

The college is located in a backward rural area and the students hail from the remote settlements where they hardly get adequate exposure to do exceptionally well in their Final Examinations. Therefore, the college has introduced Continuous and Comprehensive Evaluation (CCE) to increase confidence and help to make better the performance level of the students.

4. The Practice

In each semester, after the completion of two units of Lessons of the Syllabus, unit test is conducted to evaluate the perception and performance level of the students. The answer scripts are carefully evaluated and returned to the students with remarks and suggestions for improving the quality of answers for securing good marks in the examination. This process continues continuously and comprehensively till the End Semester final Examinations.

5. Evidence of Success

The practice has become a very effective one for improving the performance level and academic standard of the students. The process has helped the institution achieve better performance in Examination Results.

6. Problems Encountered and Resources Required

Hard work, dedication and strong commitment on the part of the faculties are needed to successfully implement all the best practices. Insufficient number of faculty members in the different departments of the college put obstacles on the path of effective implementation of the practice.

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:

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Academic Calendar
Bhawanipur Anchalik College
(July 2016 to June 2017)

Months/Year & Dates	Class Days/Working Days /Examination Days/Holidays	Academic & other Activities
July / 2016		
1 - 2	Working days	Summer Vacation
3	Sunday	
4 - 5	Working days	
6 - 7	Eid-ul-Fitre (Holiday)	
9	Working day	
10	Sunday	
11 - 16	Working days	
17	Sunday	
18 - 23	Working days	
24	Sunday	
25 - 30	Working days	
31	Sunday	

August/ 2016			
1 - 6	Working days / Class days	Commencement of Odd semester classe from 1st August.	
7	Sunday		
8 - 13	Working days / Class days		
14	Sunday		
15	Independence Day (Holiday)		
16 - 20	Working days / Class days		
21	Sunday		
22	Tithi of Sri Sri Madhab Dev (Holiday)		
23 - 24	Working days / Class days		
25	Janmastomi (Holiday)		
26 - 27	Working days / Class days		
28	Sunday		
29 - 31	Working days / Class days		
September/ 2016			
1 - 2	Working days / Class days	Students Union Body Election of the Colleges be held within 2 months of completion of admission.	
3	Tithi of Shrimanta Shankar Dev (Holiday)		
4	Sunday		
5 - 10	Working days / Class days		
11	Sunday		
12	Id-Uz-Zuha (Holiday)		
13 - 17	Working days / Class days		
18	Sunday		
19 - 24	Working days / Class days		
25	Sunday		
26 - 30	Working days / Class days		
Octoberber/ 2016			
1	Working day / Class day		Educational Field Trip be arranged in the first half of October. Publication of College Magazine be made before Puja Holidays.
2	Sunday Gandhi Jayanti (Holiday)		
3 - 6	Working days / Class days		
7 - 15	Durga Puja, Lakshmi Puja, Muharram (Holiday)		
16	Sunday		
17	Kati Bihu (Holiday)		
18 - 22	Working days / Class days		
23	Sunday		
24 - 28	Working days / Class days		
29 - 30	Kali Puja & Dewali (Holiday)		
31	Working day / Class day		
November/ 2016			
1 - 5	Working days / Class days	28 th November Celebration of College Foundation Day	
6	Sunday		
7 - 12	Working days / Class days		
13	Sunday		
14	Guru Nanak's Birthday (Holidays)		
15 - 19	Working days / Class days		
20	Sunday		
21 - 26	Working days / Class days		
27	Sunday		
28 - 30	Working days / Class days		
December/ 2016			
1	Working day / Class day	End Semester Exam be completed by 15 th December and will be followed by evaluation cum semester break upto 10 th	
2	Asom Divas (Sukapha Divas) (Holiday)		
3	Working day / Class day		
4	Sunday		
5 - 10	Working days / Class days		
11	Sunday		
12 - 17	Working days / Class days		
18	Sunday		

19 - 24	Working days / Class days	January.
25	Christmas Day (Holiday)	
26 - 31	Working days / Class days	
January/ 2017		
1	Sunday	Annual College week be held in the last part of January . Commencement of even semester classes be from 12 th January.
2 - 7	Working days / Class days	
8	Sunday	
9 - 14	Working days / Class days	
15 - 17	Magh Bihu, Silpi Divas (Holidays)	
18 - 21	Working days / Class days	
22	Sunday	
23 - 25	Working days / Class days	
26	Republic Day/ GU Foundation Day (Holiday)	
27 - 28	Working days / Class days	
29	Sunday	
30 - 31	Working days / Class days	
February/ 2017		
1	Saraswati Puja (Holiday)	
2 - 4	Working days / Class days	
5	Sunday	
6 - 11	Working days / Class days	
12	Sunday	
13 - 18	Working days / Class days	
19	Sunday	
20 - 25	Working days / Class days	
26	Sunday	
27 - 28	Working days / Class days	
March/ 2017		
1 - 4	Working days / Class days	Departmental Seminars .
5	Sunday	
6 - 11	Working days / Class days	
12 - 13	Dol-Yatra (Holi) (Holidays)	
14 - 16	Working days / Class days	
17	Good Friday (Holiday)	
18	Working day / Class day	
19	Sunday	
20 - 23	Working days / Class days	
24	Maha Shivaratri (Holiday)	
25	Working day / Class day	
26	Sunday	
27 - 31	Working days / Class days	
April/ 2017		
1	Working day / Class day	Sessional Exam. (for even semesters) be completed by 1 st week of April.
2	Sunday	
3 - 8	Working days / Class days	
9	Sunday	
10 - 13	Working days / Class days	
14 - 16	Bohag Bihu (Holidays)	
17 - 22	Working days / Class days	
23	Sunday	
24 - 29	Working days / Class days	
30	Sunday	
May/ 2017		
1	May Day (Holiday)	
2 - 6	Working days / Class days	
7	Sunday	
8 - 13	Working days / Class days	

14	Sunday	
15 - 20	Working days / Class days	
21	Sunday	
22 - 27	Working days / Class days	
28	Sunday	
29 - 31	Working days / Class days	
June/ 2017		
1 - 3	Working days / Class days	End Semester exams (for even Semesters) be completed by 15 th June and will be followed by 15 days evaluation period.
4	Sunday	
5 - 10	Working days / Class days	
11	Sunday	
12 - 17	Working days / Class days	
18	Sunday	
19 - 24	Working days / Class days	
25	Sunday	
26 - 30	Working day / Class days	

Note:

1. If any Holidays for occasions donot fall on the day notified,necessary notification,changing the date will be issued in due course.
2. Additional holidays further to the above will be applicable as and when declared by theUniversity Admnlstration.
3. Summer/Winter break will be as specified in the Academic Calender.
4. Any other days as may be declared by the State Govt./ Dist. Admin.Under Section 25 of the Negotiable Instruments Act, 1888 (XXIV of 1881) as holidays will be observed.
5. Silpi Divas to be celebrated on 17th Jan, 2017 from 2pm.
6. Holidays on Id-ul-Fitre is subject to change on sighting of the moon or as may be declared by the State Government.
7. The exact date of Ambubasi Nibrhti will depend on the next Assamese new calender which is not available now.

BHAWANIPUR ANCHALIK COLLEGE

Students Feedback Report

Session: 2016-17

Quality Higher education is the demand of the present day society. Considering very sincerely all the Quality Parameters, 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 proper monitoring and sincere steps for uplift. For the Session 2016-17 such Feedbacks on Curriculum, Syllabus, Infrastructural Facilities and Performance of the Teachers have been collected and analysed result has been reported as:

Feedback Analysis of the Students:

Increased number of students expressed highly positive views/opinions on the increased/renovated infrastructural facilities and disciplined academic culture in the rural setting. More or less all expressed satisfaction over the issue relating to teaching-learning facilities and process followed by the teachers as well as the personal care taken by most of members, principal, teaching and non-teaching. They are taking the help of the digital classrooms, ICT Tools and using all available facilities for their academic uplift. However, most of the students feel the need of overall changes in the course contents of some of the subjects so as to avail all chances of the knowledge market. The IQAC Coordinator and the concerned Officials have frequently been informing the Affiliating University relating to the demands of the students.

Feedback Analysis of the Guardians:

The guardians have expressed high satisfaction over the available infrastructural facilities and warm reception of the employees and the staff members. They are satisfied having really a clean environment and Natural Campus. The guardians appreciate the overall roles and involvement of the principal in the college, teachers in the classrooms and the outside and the responsibilities shouldered by everybody for the academic development and personality transformation of their wards. However, they are suggesting controlling the careless use of mobiles in the campus.

Feedback Analysis of the Alumni:

Alumni feel overwhelmed coming to the college because of overall drastic changes within a very short span of time. They sometimes lament by remembering their days of stay at the college in poor infrastructural set up. They are suggesting for making the provision of Science education in the college considering the poor economic background of the locality.
