

# Annual Quality Assurance Report (AQAR)

*Session 2012-13*

Submitted to  
National Assessment and Accreditation Council  
Bangalore



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

## **The Annual Quality Assurance Report (AQAR) of the IQAC** **Session: 2012-13**

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

### **Part – A**

#### **1. Details of the Institution**

1.1 Name of the Institution	Bhawanipur Anchalik College
1.2 Address Line 1	Bhawanipur Anchalik College
Address Line 2	P.O.- Bhawanipur, Dist.- Barpeta
City/Town	Bhawanipur(Rural)
State	Assam
Pin Code	781352
Institution e-mail address	bacbhawanipur@gmail.com
Contact Nos.	03666214711
Name of the Head of the Institution:	Dr Mukunda Sarma
Tel. No. with STD Code:	(03666)214711
Mobile:	9435024378

Name of the IQAC Co-ordinator:

Dr Samiran Sarma

Mobile:

9854475615

IQAC e-mail address:

iqacbac@gmail.com

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

1.4 Website address:

www.bacollege.in

Web-link of the AQAR:

www.bacollege.in/AQAR2012-13.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 <sup>st</sup> Cycle	C++ (67%)	-	2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

02-04-2012

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

2012-13

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 2010-11 (DD/MM/YYYY)
- ii. AQAR 2011-12 (DD/MM/YYYY)
- iii. AQAR 2012-13 (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="03"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="04"/> Faculty <input type="text" value="02"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text" value="-"/>
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	<input type="text" value="-"/>
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

2.14 Significant Activities and contributions made by IQAC

1. Legal awareness camp(One) in collaboration with CJM court, Bajali.
2. Legal awareness camp(Two) in collaboration with CJM court, Bajali Advancement
3. Zonal meeting of Assam College Teachers Association, Barpeta Zone.
4. Guest lecture by P. A. Rao, Eminent writer & editor.
5. Meeting with Academic committee and examination cell.
6. Meeting with teaching and non teaching staff.
7. Organisation of National Seminar on SAVE MANAS.

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
<ol style="list-style-type: none"> <li>1. Monitoring publication of prospectus, Academic Calendar, Time-Table Preparation.</li> <li>2. Monitoring preparation of Teaching Plans.</li> <li>3. Holding Conferences, Workshops, etc</li> <li>4. Holding of legal awareness camp to sensitize the students on AIDS, women rights.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Academic Committee of the college Published the prospectus, Academic Calendar and Time Table before commencement of the classes.</li> <li>2. The teachers prepared their teaching plan for the year so that courses can be finished in time.</li> <li>3. A UGC sponsored National Seminar on SAVE MANAS was organised in the college in collaboration with Manas Tiger Project to create awareness on environment and wild life conservation.</li> <li>4. Two legal awareness camps were organised in collaboration with CJM court Bajali and the students in general and girls students in particular were sensitized on Aids awareness and rights of women in the present context.</li> </ol>

5. Organisation ACTA Zonal meeting.	5. As per the plan, ACTA Zonal meeting was organised in the college and various problems of the teaching learning after the introduction of semester system in the UG level was discussed and necessary resolutions were adopted to surmount the academic problems of the teacher.
6. Monitoring Exam Work	6. The examination Board hold both external and internal examinations. The results of the internal examinations were declared in time.
7. Monitoring Research Activities among teachers.	7. The Research Publication and Publicity Cell Published two research oriented books. The cell also published the other publications of the college.
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. Collecting Feed-Back	9. Feedbacks from the students, Guardians and Alumni were collected and analysed.
10. Monitoring Activities of NSS unit of the college.	10. Activities of NSS are monitored by the programme coordinator of the NSS unit.
11. Holding Parent-Teacher Meet & Collecting Feed-Back	11. A parent teacher meet was organised and feedback was collected for further academic improvement of the institute.
12. Holding Alumni Meet.	12. Alumni meet was held and feed back was collected.
13. Monitoring Exam Committee Work	13. Meetings with the examination Board are held before every end semester final examinations, unit tests, and terminal examinations. Problems and prospects related to various examinations are discussed and further course of action is initiated.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

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

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		01(Under IDOL)		
UG	01	01(Under KKHSOU)		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		02	
Others		01(HS Level) under SOS		
<b>Total</b>	03	03	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 all the programme.
- ii. 80% of the marks are allotted to external examination and 20% of the marks are allotted to internal examinations.

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

KKHSOU, GUIDOL and SOS Study cum Examination Centre

## 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.

02

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	-	18	Nil	Nil	Nil	02	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil
Nil
03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	03	-
Presented papers	-	05	-
Resource Persons	-	-	-

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

1. Introduction of Smart Class Room.
2. Departmental Seminar by each Department.
3. Field Study programme.

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

180 days

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

The college is affiliated to Gauhati University. As such we have to follow the evaluation rule of Gauhati University in case of Examination Evaluation Works.

1. The answer scripts are examined, Scrutinised and finalised by the senior teacher of the respective discipline.
2. There is a process of reevaluation on demand of the examinees.
3. Photocopy of the answer scripts are provided to examinees on demand.
4. As reform measure credit based semester system has been introduced.

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

Nil

Nil

Nil

2.10 Average percentage of attendance of students

76%

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.	95	-	4%	69.68%		73.68%

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

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

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	-	-	-
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 two Research oriented books with ISBN. It also encourages the teachers to go for minor/major research project. One minor research project under UGC has been in progress.

#### 3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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	-	01	-	-	-
	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 :

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

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="01"/>		
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. Awareness camp in the neighbouring villages to stop child labour.
2. The NSS unit of the college organised one cleaning work in the 'Bhawanipur Kirtan Ghar' During 'Doul Utsav'.
3. It also rendered its cleaning service in the Gopal Ata Than of Bhawanipur.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.8 acre	-	-	-
Class rooms	16	-	-	16
Laboratories	01	Nil	-	01
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1.0 lakh) during the current year.	02	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	9,00,000/-	-	-	-
Others		1. Library Reading Room  2. Room for IQAC, Reference section, Relax reading		

#### 4.2 Computerization of administration and library

Process of computerisation is going on.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14452	1938279/-	499	105835/-	14951	2044114/-
Reference Books	1478	380995/-	10	6625/-	1488	387620/-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	07	-	-	-	02	08	03
Added	01	-	01	-	-	-	-	-
Total	21	07	01	-	-	02	08	03

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

The computer lab of the college is playing a significant role to make the teachers students and the non teaching staff computer literate. Internet access has suffered a great setback due to non-availability of BSNL landline connection to the college.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	50,000.00
ii) Campus Infrastructure and facilities	3,60,000.00
iii) Equipments	-
iv) Others	-
<b>Total :</b>	<b>4,10,000.00</b>

### 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. Career counselling service is provided to the students for appearing in Competitive examinations.
2. Information of vacancies in various government and private sectors is given to the students.
3. Students are encouraged to join the courses like CCA, Sewing and design as an add-on course.
4. Students can meet the teachers at any time to discuss their academic as well as personal problems.
5. College arranges various excursion/educational trips.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
567	-	-	-

(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
340	28	03	24	-	395	478	58	05	26	-	567

Demand ratio 1:1      Dropout : 20%

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

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

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	25

### 5.6 Details of student counselling and career guidance

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

No. of students benefitted

### 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	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. Two legal awareness camp on the issue was organised in the college through which the legal aspects of the issue was discussed and awareness was created among the students.

### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  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	18	22525/-
Financial support from government	-	-
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

##### **Mission and Vision of the College:**

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

#### 6.2 Does the Institution has a management Information System

The institution follows the following management systems-

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

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

#### 6.3.1 Curriculum Development

The curriculum development is the responsibility of the Gauhati University. As an affiliated college, it follows the curriculum prescribed by the Gauhati University.

#### 6.3.2 Teaching and Learning

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

#### 6.3.3 Examination and Evaluation

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

#### 6.3.4 Research and Development

The college has a Research Publication and Publicity Cell under IQAC monitors the research activities of the teachers.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well equipped computerised library. At present it has 14951 text books and 1488 reference books.

The physical infrastructure of the college has been expanded a reading room and a IQAC and relaxed reading room.

#### 6.3.6 Human Resource Management

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

1. Through NSS and Social and Cultural activities.
2. Counselling the Guardians through home visit by the teachers.
3. Meeting the Alumni through Alumni meet.
4. Counselling the non-teaching staff regarding office management.
5. Encouraging teaching staff to participate in various courses.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching and Non-Teaching	<ul style="list-style-type: none"> <li>i) Group Insurance, GPF, Pension benefit etc.</li> <li>ii) Teachers' welfare fund.</li> <li>iii) Employees welfare fund.</li> <li>iv) Benefits like special leave, higher studies leave maternity leave.</li> <li>v) Welfare fund loan</li> </ul>
Students	<ul style="list-style-type: none"> <li>i) Poor students aid fund.</li> <li>ii) Scholarship scheme for meritorious students.</li> <li>iii) Aid from Charitable Trust.</li> <li>iv) SC/ST/OBC/Minority scholarship.</li> <li>v) Departmental Scholarships to the bright students.</li> </ul>

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes  No

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

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

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

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

The University has given autonomy to the college to design the curriculum for different short term and vocational courses. However, the college yet has not design any curriculum for any courses.

6.11 Activities and support from the Alumni Association

The alumni of the college always keep in touch of the college and they provide helping hand to the college authority if and when called for.

6.12 Activities and support from the Parent – Teacher Association

The faculty members always keep close contact with the guardians. Various problems relating to the students and institutions are discussed and they works for all-round development of the college.

6.13 Development programmes for support staff

The college offers the following development programmes for support staff:

1. Duties are allotted specifically and on the basis of their efficiency.
2. Group discussion among the staff.
3. Free discussion with the principal and teaching staff regarding the problem faced by them in executing their duties.

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

Plantation of tree and cleaning works are the part of almost all the event took place in the work. This helps to keep the campus eco-friendly.

## **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. Provision of KKHSOU study centre for helping the deprived students to have all possible facilities of education, at UG and PG levels have immediately been made by the principal with the help of the GB.
2. Provision of SOS study centre for helping the deprived students of HS level to have all possible facilities of education have immediately been made by the principal with the help of the GB.

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

Keeping in view the environmental protection environmental awareness was created among the students

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. Starting of Boys Hostel.
2. Construction of Indoor and Outdoor stadium.

Name : Dr Samiran Sarma

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

Signature of the Coordinator, IQAC

Name : 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 Resources

### **2. Goal**

To create awareness among the students how to use library resources.

### **3. The Context**

Most of the students in the college coming from the rural backward areas do not know how to use the resources of the library in a proper manner. Besides, they do not have the habit of visiting libraries to read; even they do, their reading is confined to the textual books. So, It is felt that the students must be given orientation on the use of library in a discipline manner for their academic development.

### **4. The Practice**

The practice involves the organization of meetings and symposiums. In order to promote reading in the library, a spacious and well furnished reading room has been constructed. Students are given counseling on how to developed reading habit in the entry level.

### **5. Evidence of Success**

After the introduction of this practice, it has been observed that number of students visiting the library has increased many folds. The book transaction records show that the reading habit of students is constantly rising up.

### **6. Problems Encountered and Resources Required**

Well stocked library with books and dedicated service of the library staff is required to implement this initiative in a effective manner.

### **7. Contact Details**

Name of the Principal: Dr Mukunda Sarma

Name of the Institution: Bhawanipur Anchalik College

City: Bhawanipur

Pin Code:781352

Accredited Status: C++

Work Phone : 03666214711

Fax:

Website: [www.bacollege.in](http://www.bacollege.in)

E-mail :[msarma.tihu@gmail.com](mailto:msarma.tihu@gmail.com)

Mobile: 9435024378



## Best Practice-2

### 1. Title of the Practice

Financial Aid to Meritorious and Poor Students.

### 2. Goal

To assist the students to pursue higher education.

### 3. The Context

Most of the students of this college usually come from the poor agrarian society. At the entry level to the college they find it very difficult to arrange money to take admission in undergraduate classes. It is therefore, the college makes provisions to provide financial assistance to the needy meritorious students hailing from economically backward families so that they will not be deprived of the opportunity of getting higher education.

### 4. The Practice

This practice of providing financial assistance to the poor and meritorious students have augmented the financial crisis of the pupils to a great extent. The financial aid is given from the Students Poor Aid Fund and Charitable Trust of the college. The faculty members also generously provide financial help to the students of their concern departments during the admission and form fill-up for the final examinations.

### 5. Evidence of Success

It has been witnessed that this venture 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 poor students having bright prospects would have been deprived of higher education.

### 6. Problems Encountered and Resources Required

The first and foremost problem in implementing this 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.

### 7. Contact Details

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Work Phone : 03666214711

Fax:

Website: [www.bacollege.in](http://www.bacollege.in)

E-mail :[msarma.tihu@gmail.com](mailto:msarma.tihu@gmail.com)

Mobile: 9435024378

<b>ACADEMIC CALENDAR</b>				
<b>Session : 2012-13</b>				
<b>Month</b>	<b>Teaching Days</b>	<b>Sundays</b>	<b>Holidays</b>	<b>Academic Activities</b>
August, 12	1-4, 6-11, 13, 14, 16-18, 22-25, 27-31, = 24 days	5, 12, 19, 26	15-Independence day, 19-Tithi of Srimanta Sankardev, 20,21-Ed-Ul-Fitre	1. Commencement of Semester-I & III classes, 2. 1st Unit Test of H.S 2nd Year, 3. Freshman Social
September, 12	1, 3, 4, 6, 7, 10-15, 17-22, 24, 26, 29 = 22 days	2, 9, 16, 23, 30	5-Tithi of SriSri Madhab Dev, 8-Janmastami, 25-Janmasav of Srimanta Sankar Dev	1. 1st unit test of HS 1ST year, 2. Election of Students' Union Body
October, 12	1, 3-6, 8-13, 15, 16, 18-20, 30, 31 = 18 days	7, 14, 21, 28	2-Birth day of Mahatma Gandhi, 17-Kati Bihu, 21-29-Durga Puja, Lakhimi Puja, Ed-Uz-Zuha	1. Sessional Examination of I & III semester, 2. TDC 3rd year unit test
November, 12	1-3, 5-10, 12, 14-17, 19-24, 26, 27, 29, 30 = 24 days	4, 11, 18, 25	13-Kali Puja, 25-Muharrum, 28-Gurunank's Birth Day	1. HS 1st year 2nd unit test, 2. HS 2nd year Test exam., 3. Semester I & III second Sessional exam., 4. All Dept. Seminars
December, 12	1, 3-8, 10-15, 17-22, 24, 26-29, 31 = 25 days	2, 9, 16, 23, 30	25-Christmas Day	1. Final Examination of Semester-I & III, 2. TDC 3rd year 2nd unit test
January, 13	1-5, 7-12, 18, 19, 21-25, 28-31 = 22 days	6, 13, 20, 27	14-16-Bhogali Bihu, 17-Silpi Divas, 26-Republic Day	1. Commencement of Semester-II & IV classes, 2. HS 1st year annual exam, 3. College Week
February, 13	1, 2, 4-9, 11-14, 16, 18-23, 25-28 = 23 days	3, 10, 17, 24	15-Swaraswati Puja	1. H.S. Final Examination.
March, 13	1, 2, 4-9, 11-16, 18-23, 25-27, 29, 30 = 25 day	3, 10, 17, 24, 31	28-Holi,	1. Home assignment, 2. Sessional Examination
April, 13	1-6, 8-12, 16-20, 22-27, 29, 30 = 24 days	7, 14, 21, 28	13-15-Rongali Bihu,	1. All departmental Seminar
May, 13	2-4, 6-11, 13-18, 20-25, 27-31 = 26 days	5, 12, 19, 26	1-May Day, Buddha Purnima (As on Date)	
June, 13	1, 3-8, 10-15, 17-22, 24-29 = 25 days	2, 9, 16, 23, 30		Final Examination for semester-II & IV
July, 13	<b>SUMMER VACATION</b>			

N.B.:- Holidays are subject to change as per G.U. and Govt. of Assam notification.

## STUDENTS FEEDBACK REPORT

*Session: 2012-13*

The Internal Quality Assurance Cell collected feedbacks from students, Alumni and guardians on various aspects of the college and analysis of the same was made as follows.

### **Feedback analysis of the Students:**

Positive feed back on teaching learning and infrastructure was received from the pupils. However, they expressed their dissatisfaction on the service of the college canteen and requested the authority to up grade its service. As per the suggestion of the students, the college authority took prompt action and renovated the canteen and took necessary steps to offer better service to the students' community.

### **Feedback analysis of the Guardians:**

The guardians expressed their overall satisfaction on the academic activities of the college. They suggested the college administration to appeal the National Highway Authority to construct speed breaker in order to avoid accident in front of the college. Subsequently, all necessary steps were taken and speed breaker came up very quickly.

### **Feedback analysis of the Alumni:**

The alumni in their feedbacks suggested the principal to take necessary steps to stop direct or indirect political interference during the election of students union body in the college. The principal took serious note of this and the clause in the constitution of Union Body election was seriously implemented to avoid political interference in the Union Body election.

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