Annual Quality Assurance Report (AQAR)
Session 2011-12

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: 2011-12

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/AQAR2011-12.doc

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

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   02-04-2012

1.7 AQAR for the year *(for example 2010-11)*   2011-12

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

   i. AQAR 2010-11 (DD/MM/YYYY)
  ii. AQAR 2011-12 (DD/MM/YYYY)

1.9 Institutional Status

   University   State ☐   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

   Constituent College   Yes ☐   No ☑

   Autonomous college of UGC   Yes ☐   No ☑

   Regulatory Agency approved Institution   Yes ☐   No ☑

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

   Type of Institution   Co-education ☑   Men ☐   Women ☐

                     Urban ☐   Rural ☑   Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

   Others   (Specify)   [.]

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

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

   Autonomy by State/Central Govt. / University   [-]

   University with Potential for Excellence   [-]   UGC-CPE   [-]

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

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   Nil

2.4 No. of Management representatives   03

2.5 No. of Alumni   Nil

2. 6 No. of any other stakeholder and

   community representatives   Nil

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   Nil

2.9 Total No. of members   11

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No.   02   Faculty   01

         Non-Teaching Staff Students   -   Alumni   01   Others   -

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

         If yes, mention the amount   -

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes   -

2.14 Significant Activities and contributions made by IQAC

1. Meeting of Sarbasikha Abhijan in collaboration with DPEP.
2. Awareness programme on hazardous effect of smoking and use of tobacco in collaboration with B Baruah Cancer Institute.
3. Counselling on entry in defence services.
4. Meeting with Acedemic committee amd examination cell.
5. Meeting with teaching and non teaching staff.

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. Preparation of prospectus, Academic Calendar and class routine.	1. Prospectus, Academic calendar and class routine were prepared and published well in advance of the beginning of the session 2011-12.
2. Monitoring Admission of the students in UG course.	2. The IQAC formed a panel comprising of senior most faculty members to supervise the admission process.
3. Monitoring preparation of teaching plan.	3. Teaching plan were prepared by the teachers as per the academic calendar.
4. Monitoring the Examination process.	4. All the college examinations and University examinations were monitored by the IQAC through the board of examination.
5. Monitoring Activities under Students' Welfare.	5. Students welfare schemes are monitored by a committee formed by the principal comprising of some senior most faculty members.

6. Collecting Feed-Back	6. Feedbacks from the students, Guardians and Alumni were collected and analysed.
7. Holding Parent-Teacher Meet & Collecting Feed-Back	7. Parents-teacher meeting was held and feedback was collected.
8. Holding Alumni Meet.	8. Alumni meet was organised and feedback was collected.

* 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				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01	01		
Others				
Total	02	01		

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	01

✓	✓		✓

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.

Our College is affiliated to the Gauhati University and as such the college is 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.
The UG 2nd year classes are still in Annual system and 10% marks were allotted for internal assessment and 90 marks were allotted for external examination.

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. | 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 | Nil |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	01	-
Presented papers	-	05	-
Resource Persons	-	-	01

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)

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

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

2.10 Average percentage of attendance of students | 75% |
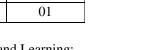
2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	95	-	3.15%	78.95%		82.10%

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.
5. Teachers performance is evaluated through students feedback.

2.13 Initiatives undertaken towards faculty development

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

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 encourages the teachers to go for minor/major research project. One minor research project under UGC has been Completed.

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	1.30 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	1.30 Lakh	1.30 Lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	-	1.30 Lakh	1.30 Lakh

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

                                ii) Without ISBN No.   [Nil]

3.8 No. of University Departments receiving funds from

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

DPE [-]   DBT Scheme/funds [-]

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

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

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences

organized by the Institution

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

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

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

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

3.15 Total budget for research for current year in lakhs :

From Funding agency [1.30 lakh]   From Management of University/College [-]

Total [1.30 lakh]

3.16 No. of patents received this year

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

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

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

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

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

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

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

3.21 No. of students Participated in NSS events:

University level [-]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [-]   State level [-]

National level [-]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [-]   NSS [01]   Any other [-]

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

1. Home visit of the students to meet their parents.
2. Flood relief camp at Madhapur, Nakuchi and Ota villages.

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	14	02	-	16
Laboratories	01	Nil	-	01
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	07	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	11,00,000/-	-		-
Others		1. Smart Class room 2. Well furnished computer Lab.		

4.2 Computerization of administration and library

College library has a computer. For computerisation of the library the SQL SOUL has been purchased and books are being entered in the computer software. The college office has a computer to do the day to day office works.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11816	16,37,297/-	2636	3,00,982/-	14452	19,38,279/-
Reference Books	1474	3,78,610/-	04	2,385/-	1478	3,80,995/-
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	Depart-ments	Others
Existing	17	07	-	-	-	01	08	01
Added	03	-	-	-	-	01	-	02
Total	20	07	-	-	-	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. The college gets very poor internet access.

4.6 Amount spent on maintenance in lakhs :

i) ICT   1,75,000.00

ii) Campus Infrastructure and facilities   3,15,500.00

iii) Equipments   11,00,000.00

iv) Others   -

Total :   15,90,000.00

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. Taking feedback from the students on support services and takes necessary steps discussing with the Principal.
2. Providing guidance and counselling to the students through home visits by the faculty.
3. Teacher-in-charge of various portfolios of Students Union Body involved with the students and take 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 like banking, Railway etc.
> 2. Information of vacancies in various government and private sectors is given to the students.
> 3. Students can meet the teachers at any time to discuss their academic as well as personal problems.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
395	-	-	-

(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
348	38	4	26	-	416	340	28	03	24	-	395

Demand ratio   1:1   Dropout : 35%

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. Students are provided books on competitive examinations.

No. of students beneficiaries

32

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
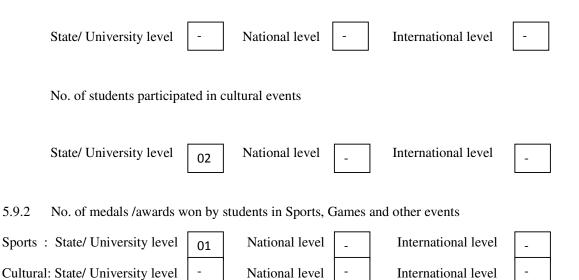
| 25 |

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Women cell of the college organised a programme in the neighbouring village to create awareness programme how the women of the rural are could be self sufficient by making pickles and squash from locally available fruits.
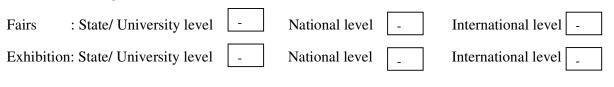
5.9 Students Activities

    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 | 02 | National level | - | International level | - |

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

Sports : State/ University level | 01 | 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	35	30200/-
Financial support from government	63	205170/-
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 [01]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision and Mission of the College:

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

1. The college prepares academic calendar, prospectus and class routine before beginning of the session.
2. The teachers individually prepares their teaching plan keeping in view their work load.
3. Conducting unit tests and sessional examinations on time.
4. Organised educational trips for the students.
5. Organising special lecture programme for students in freshmen social and college week.

6.3.3 Examination and Evaluation

The details of the internal examination dates are published in the academic calendar which is provided to the students along with the prospectus at the time of admission. The departments fix the date and time of unit tests as per the instruction of 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 purchased one electronic lecture stand, three projectors, one smart board, one portable public addressing system, eight laptops, ten computers, one mike set as ICT equipments. For library it purchased the SQL software. Regarding physical infrastructure the floors and ceiling of the class room were constructed. Electrification to each class rooms was newly wired. More fans were fitted in the class room.

6.3.6 Human Resource Management

Human Resource of the college are managed by giving adequate motivation input in the form of yoga and meditation camps. Students are encouraged to be disciplined and to do their duty in a dedicated manner. In order to make the pupils disciplined, the college authority displayed disciplinary rules in the hoardings in the campus and also in college prospectus. The teaching and non-teaching staffs of the college were given counselling on skill development in their respective jobs.

6.3.7 Faculty and Staff recruitment

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

6.3.8   Industry Interaction / Collaboration

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

6.3.9   Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated   Nil

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

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

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

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

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

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

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

> The college does not have any autonomy to design any curriculum.

6.11 Activities and support from the Alumni Association

> The alumni of the college always keep in touch with the college and they provide helping hands to the college authority whenever necessary.

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 work for all-round development of the college. The parents of the pupils are very often invited to attend the college functions and are given opportunity to interact with the college fraternity. A congenial relationship exists between the parents and the teachers.

6.13 Development programmes for support staff

> No formal programmes are conducted by the college for development of the non-teaching staff. However, informally, the college administration provide all necessary support to them for their optimum development.

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

> Tree plantation is always encouraged in the campus. Tree plantation programme regularly features in almost all occasions of the college. Eminent personalities of the locality are invited to plant trees and to make 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. Introduction of Smart Class room.
> 2. Application of ICT equipments in teaching learning process.

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. Construction of spacious and relaxed library reading room.
2. Opening of study centre of KKHSOU and SOS.

Name : Samiran Sarma   *Name: Dr Mukunda Sarma*

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

Principal,
Bhawanipur Anchalik College
Bhawanipur.

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

Best Practice-1

1. **Title of the Practice**

   Mentoring System for Students

2. **Goal**

   To maximize the class attendance through personal counseling.

3. **The Context**

   Students hailing from backward agrarian society of Bhawanipur face various problems due to poor economic condition of their families. As a result of which they undergo stress and bunk classes frequently. Considering this problem of the students, it is fact that personal attention to the students out side the class is to be given. After serious deliberation on this burning issue, The IQAC chalked out a plan to implement Mentorship of the teachers who can form good personal relationship with the people and provide them counseling to promote confidence building, emotional stability and for all-round development.

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 to share various problems (Personal, Domestic, Academic). The teacher gathers all necessary information about his/her wards in a diary. The teacher then takes necessary steps to redress the problems of the students involving parents and the staff whenever necessary.

5. **Evidence of Success**

   Mentoring the students is an enthralling experience. Besides getting job satisfaction in this work, it brings better results in the examinations, more regular attendance, tightened teacher-students relationship and better discipline on campus.

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 situated in remote places to meet their parents. As for the resources required in this practice, the teaching staff should be dedicated and they must have the desire to help the students.

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:
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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.

3. **The Context**

   The college is located in a backward rural area and the students hail from the remote hamlet where they hardly get adequate exposure to do exceptionally well in their final examinations. Therefore, the college has introduced CCE to give a boost to the confidence and performance level of the students.

4. **The Practice**

   After the completion of two units of lessons in the syllabus in each semester, 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 on it how to improve the quality of answers to secure very good marks in the examination. This process goes on continuously and comprehensively till the End Semester final Examinations.

5. **Evidence of Success**

   This practice has become a very effective one to improve the standard of the students. Many of them have shown excellent result due to this healthy practice.

6. **Problems Encountered and Resources Required**

   Hard work, dedication and strong commitment on the part of the faculties are needed to successfully implement this practice. 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**

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BHAWANIPUR ANCHALIK COLLEGE

ACADEMIC CALENDAR & HOLIDAY LIST - 2011-12 (Semester Course)

	MONTHS	TEACHING DAYS	WORKING DAYS	SUNDAYS	HOLIDAYS	ACADEMIC ACTIVITY
First Semester	JULY 2011	16,18-23, 25-30	1-2, 4-9, 11-15, 16,18-23, 25-30	3, 10, 17, 24, 31		Classes for 1st semester be commenced from 16th July
	AUGUST 2011	1-6, 8-13, 16-17, 19-20, 23-27, 29	1-6, 8-13, 16-17, 19-20, 23-27, 29	7, 14, 21, 28	15- Independence day, 18- Tithi of Sri Sri Madhab Dev, 22- Janmastomi, 30- Tithi of Sri Sri Sankar Dev, 31- Id-Ul-Fiter	Publication of College Magazine by Last Week of Augst
	SEPTEMBER 2011	2-3, 5-10, 12-16, 19-24, 26-30	2-3, 5-10, 12-16, 19-24, 26-30	4, 11, 18, 25	1- Id-Ul-Fiter, 17- Biswakarma Puja	Student's Union Election and Sessional Examination for 1st Semester
	OCTOBER 2011	1, 12-15, 17, 19-22, 24-25, 27-29, 31	1, 12-15, 17, 19-22, 24-25, 27-29, 31	2, 9, 16, 23, 30	3-11 Durga Puja/Janmutsav of Sri Manta Sankar Dev, 18- Kati Bihu, 26- Kali Puja & Dewali	
	NOVEMBER 2011	1-5, 8-9, 11-12, 14-19, 21-26, 28	1-5, 8-9, 11-12, 14-19, 21-26, 28-30	6, 13, 20, 27	7- Id-Uz-Zuha, 10- Guru Nanak Birth Day	
	DECEMBER 2011	---	1, 3, 5, 7-10, 12-17, 19,20, 21-24, 26-31	4, 11, 18, 25	2- Asom Divas (R.H.), 6- Maharam, 25- Chirstmas Day	End Semester (1st Semester) Examination 21-31 Evaluation Period
Second Semester	JANUARY 2012	2-7, 9-13, 18-21, 23-25, 27, 30-31	2-7, 9-13, 18-21, 23-25, 27, 30-31	1, 8, 15, 22, 29	14-16 Magh Bihu, 17- Shilpi Divas, 26- Repablic Day, 28 Swaraswati Puja	Commencement of 2nd semester Classes from 2nd January, Annual College Week
	FEBRUARY 2012	1-4, 6-11, 13-18, 21-25, 27-29	1-4, 6-11, 13-18, 21-25, 27-29	5, 12, 19, 26	20- Shivaratri Puja	
	MARCH 2012	1-3, 5-7, 9-10, 12-17, 19-24, 26-31	1-3, 5-7, 9-10, 12-17, 19-24, 26-31	4, 11, 18, 25	8- Dolyatri	Sessional Examination for 2nd Semester
	APRIL 2012	2-7, 9-12, 17-21, 23-28, 30	2-7, 9-12, 17-21, 23-28, 30	1, 8, 15, 22, 29	13-16- Bohag Bihu	
	MAY 2012	1-5, 7-12	1-5, 7-12, 14-16, 18-19, 21-26, 28-31	6, 13, 20, 27	17- Budha Purnima	
	JUNE 2012	---	1-3, 5-10, 12-15, 16-17, 19-24, 26-30	4, 11, 18, 25		End Semester (2nd Semester) Examination 6-15 Evaluation Period

Summer Vacation from 16th June/2011 to 15th July/2011

Semester- I : Class Days- 96, Election/College Week- 01, Study Leave- 03, End Summer Examination-15, End Semester Evaluation time -10, Holidat(Including Summer Vacation)-59 Total: 184 days

Semester- II : Class Days- 98, Election/College Week- 06, Study Leave- 03, End Summer Examination-15, End Semester Evaluation time -10, Holidat(Including Summer Vacation)-50 Total: 182 days

Note : Teaching Days & Holidays may change as per the holiday list of the G.U., A.H.S.E.C. and the Govt. of Assam.

BHAWANIPUR ANCHALIK COLLEGE

Students Feedback Report

Session: 2011-12

Feedbacks from the students, guardians and alumni were collected and analysed as follows:

The students in their feedbacks expressed that the existing reading room adjoining to the library was too congested to accommodate the students in the peak hour. They requested the college authority to provide a spacious and well furnished reading room at the earliest. As per the feedback, the matter was discussed in the appropriate forum and necessary steps were initiated to construct a separate reading room.

The guardians and alumni in their feedbacks suggested the college administration to make provision for boys hostel in the college campus to augment the problem of the students coming from far off places. The students faced great difficulty to come to the college during the rainy season from the low lying flood affected areas.

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