



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**B N College**

- Name of the Head of the institution **Dr. Dhruba Chakrabortty**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **03662295026**
- Mobile no **9435128800**
- Registered e-mail **bncollege46@gmail.com**
- Alternate e-mail **chakraborttydhruba@gmail.com**
- Address **Ward no-15, College Road, P.O. Bidyapara Dhubri, Dist- Dhubri Assam**
- City/Town **Dhubri**
- State/UT **Assam**
- Pin Code **783324**

#### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
  
- Location **Semi-Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Susmita Sen Gupta**
- Phone No.
- Alternate phone No.
- Mobile **9435561231**
- IQAC e-mail address **bnciqac46@gmail.com**
- Alternate Email address **susmita2101@yahoo.co.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://www.bncollege.co.in/pdf/AQAR/2019-20/AQAR-2019-2020.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.bncollege.co.in/pdf/calender/Academic-Calender-2020-21.pdf>

**5.Accreditation Details**

| Cycle          | Grade     | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|-----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 1</b> | <b>B</b>  | <b>72</b>   | <b>2004</b>           | <b>04/11/2004</b> | <b>03/11/2009</b> |
| <b>Cycle 2</b> | <b>B</b>  | <b>2.82</b> | <b>2011</b>           | <b>27/03/2011</b> | <b>26/03/2016</b> |
| <b>Cycle 3</b> | <b>B+</b> | <b>2.62</b> | <b>2016</b>           | <b>05/11/2016</b> | <b>04/11/2021</b> |

**6.Date of Establishment of IQAC**

**01/03/2002**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme                                       | Funding Agency | Year of award with duration | Amount       |
|-----------------------------------|--|----------------|-----------------------------|--------------|
| B N College, Dhubri               | Infrastructure Grants to Colleges (RUSA-2.0) | RUSA           | 2020                        | 8,00,000     |
| B N College, Dhubri               | Maintenance of LDS management system         | ISRO           | 2020                        | 1,00,000     |
| B N College, Dhubri               | Salary grant                                 | Govt. of Assam | 2020-2021                   | 11,31,54,872 |
| B N College, Dhubri               | Establishment of Language lab                | NECTAR         | 2020                        | 4,97,750     |

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **06**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

- Organising webinars on various issues of Higher Education,

including NEP 2020. • Establishment of MoUs with organisation of national importance to undertake various collaborative activities. • Organising FDPs. • Publication of the annual IQAC News-letter, QUEST and 'SPECTRUM' - a compilation of the research papers of the faculty members published in different journals and edited books during the last year of the college.

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| 1. Starting of more Enrichment courses.  | Altogether 41 Add-on courses are offering                                 |
| 2. Establishment of more MOU with GOs and NGOs.  | 6 MoU with various GOs and NGOs have established                          |
| 3. The continuation of the Diagnostic test for the next academic session and maintenance of student progression through a Track Sheet along with the remedial measures to be taken against each student. | Diagnostic test for 2020-2021 was organised, track records are maintained |
| 4. Organising Hands on training programme for the science students.  | Few hands on training programme were organised                            |
| 5. Organising popular talk/scientific lecture/motivational talk for the students.  | 2 popular talks were organised  |
| 6. Continuation of the compilation of published papers of faculty members  | Done  |
| 7. Extension work in neighbouring schools and villages.  | Done  |
| 8. Procurement of more laboratory consumables/equipments.  | Procured  |
| 9. Procurement of more books, journals and e-resources.  | Procured  |
| 10. Organising classes on ICT, soft skill development, training  | Organised   |

|  |  |
|--|--|
| for competitive examination, research methodology etc.   |  |
| 11. Industrial/Institutional/Field visit by the students.  | 1 institutional and 3 field visit was organised  |
| 12.Organising few in-house programmes for faculty members and support staff.                     | Done   |
| 13.Organising activities on environmental consciousness.   | Organised  |
| 14.Celebration of few important commemorative days for promotion of universal Values and Ethics. | Few important commemorative days were celebrated |

**13.Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

| Name                                 | Date of meeting(s) |
|--------------------------------------|--------------------|
| Governing Body, B.N. College, Dhubri | 05/08/2021         |

**14.Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

|  |  |
|--|--|
| <b>1.Name of the Institution</b>                     | <b>B N College</b>   |
| • Name of the Head of the institution                | <b>Dr. Dhruba Chakrabortty</b>   |
| • Designation  | <b>Principal</b>   |
| • Does the institution function from its own campus? | <b>Yes</b>   |
| • Phone no./Alternate phone no.                      | <b>03662295026</b>   |
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| <b>2.Institutional status</b>                        |  |
| • Affiliated /Constituent                            | <b>Affiliated</b>  |
| • Type of Institution                                | <b>Co-education</b>  |
| • Location   | <b>Semi-Urban</b>  |
| • Financial Status                                   | <b>UGC 2f and 12(B)</b>  |
| • Name of the Affiliating University                 | <b>Gauhati University</b>  |
| • Name of the IQAC Coordinator                       | <b>Dr. Susmita Sen Gupta</b>   |

|   |   |
|---|---|
| • Phone No.   |   |
| • Alternate phone No.   |   |
| • Mobile  | 9435561231  |
| • IQAC e-mail address   | bnciqac46@gmail.com   |
| • Alternate Email address   | susmita2101@yahoo.co.in   |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b> | <a href="https://www.bncollege.co.in/pdf/AQAR/2019-20/AQAR-2019-2020.pdf">https://www.bncollege.co.in/pdf/AQAR/2019-20/AQAR-2019-2020.pdf</a>               |
| <b>4.Whether Academic Calendar prepared during the year?</b>            | Yes   |
| • if yes, whether it is uploaded in the Institutional website Web link: | <a href="https://www.bncollege.co.in/pdf/calender/Academic-Calender-2020-21.pdf">https://www.bncollege.co.in/pdf/calender/Academic-Calender-2020-21.pdf</a> |

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| <ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>  |  | <a href="#">View File</a> |                             |              |
| <b>9.No. of IQAC meetings held during the year</b>   |  | <b>06</b>                 |                             |              |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul> |  | <b>No</b>                 |                             |              |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   |  | <a href="#">View File</a> |                             |              |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   |  | <b>No</b>                 |                             |              |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |  |                           |                             |              |



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| 7. Extension work in neighbouring schools and villages.  | Done  |
| 8. Procurement of more laboratory  | Procured  |

|   |  |
|---|--|
| consumables/equipments.   |  |
| 9.Procurement of more books, journals and e-resources.  | Procured   |
| 10.Organising classes on ICT, soft skill development, training for competitive examination, research methodology etc.   | Organised  |
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| 13.Organising activities on environmental consciousness.  | Organised  |
| 14.Celebration of few important commemorative days for promotion of universal Values and Ethics.  | Few important commemorative days were celebrated |
| <b>13.Whether the AQAR was placed before statutory body?</b>  | <b>Yes</b>                                       |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |  |
| <b>Name</b>   | <b>Date of meeting(s)</b>                        |
| Governing Body, B.N. College, Dhubri  | 05/08/2021                                       |
| <b>14.Whether institutional data submitted to AISHE</b>   |  |
| <b>Year</b>   | <b>Date of Submission</b>                        |
| 2019-2020   | 17/02/2020                                       |
| <b>15.Multidisciplinary / interdisciplinary</b>   |  |
| Being an affiliated college under Gauhati University, B. N. College follows courses prescribed by affiliating university. College has implemented some measures in order to familiarize |  |

students with various aspects of knowledge. Various collaboration has been established with educational and research institutions at state/national level. Collaboration has also been established with government offices, NGOs, literary organisations to undertake different activities. To engage in multidisciplinary research culture and scientific innovations, Add-on courses on Electronics, Nano Science and Nano Materials, Study of Medicinal Plants, Data Analysis using SPSS, Web Designing, etc. have been started. Add-on courses introduced in Functional Hindi, Creative Writing in Assamese and English, Communication and Teaching in English to improve of language/literature and teaching pedagogy.

#### **16.Academic bank of credits (ABC):**

College adheres to the norms and guidelines prescribed by affiliating university which also issues course completion certificates to the students.

#### **17.Skill development:**

As per the guidelines of affiliating university, all students have to choose one skill development paper to appear under prescribed courses. College has offering BVOC course in Information and Technology under Gauhati University. College has also introduced skill based Add-on courses in Bee Keeping and Management, Mushroom Cultivation, Fish and Fishery, Troubleshooting and Repairing of Cell Phones, etc.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Affiliating University has incorporated some aspects of the Indian knowledge system in its revised syllabus. Degree courses are offered both in Assamese and English language. Besides, B.A. course is also offered in Sanskrit, Bengali, and Hindi. Introduction of various add-on courses, namely, Anchoring in Sanskrit, Nationalism reflected in Vedic Literature, Vedic Mathematics, etc are some of the initiatives in this regard. Establishment of Vivekananda Study Centre with an aim to spread Swamiji's ideas and thought is a significant intervention in this direction. College conducts cultural programmes regularly reflecting cultural heritage/mosaic from time to time. Apart from that, non-formal Sanskrit course under Central Sanskrit University, New Delhi has been continued since 2016-2017.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Student-centric teaching-learning method is following by the

teachers. In the beginning of academic session, orientation classes on Programme Outcome (PO), Course Outcome (CO), Programme Specific Outcome (PSO) have been conducted under the supervision of IQAC. Experiential learning, participative learning and problem solving learning methods are encouraged by the college.

#### 20.Distance education/online education:

College has introduced B N College Learning Management System to facilitate teaching-learning process for 24x7. The facility allows the students to access learning materials in the form of soft copy or video class uploaded by teachers. College always encourages students to pursue various courses under SAWYAM. Few students have successfully completed courses under SAWYAM and the enrollment number has been increasing gradually.

### Extended Profile

#### 1.Programme

|  |     |
|--|-----|
| 1.1  | 692 |
| Number of courses offered by the institution across all programs during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 2.Student

|                                    |      |
|------------------------------------|------|
| 2.1                                | 2584 |
| Number of students during the year |      |

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

|  |     |
|--|-----|
| 2.2  | 717 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |                           |
|---|---------------------------|
| 2.3   | 676                       |
| Number of outgoing/ final year students during the year           |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1   | 63                        |
| Number of full time teachers during the year                      |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 3.2   | 68                        |
| Number of sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | 31                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   | 527.155                   |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 117                       |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum delivery is imparted in many ways by which students are

able to achieve their learning goals.

- Meeting of Staff /Academic council are convened to discuss academic matters regularly.
- Academic Calendar contains important dates of academic process/co-curricular and other activities.
- Departments prepare Departmental Plans prior to the beginning of every semester.
- General Routine is prepared and is disseminated to departments. HODs are entrusted to distribute the syllabus, assign workload to teachers as per classes/ papers/courses.
- IQAC collects Teaching Plans/Lesson plans from faculty members at the beginning of every semester. Teachers submit Monthly Progress Report for each month.
- Each teacher is provided with Teacher's Diary.
- HODs are to furnish HOD's diary on daily basis.
- Different teaching strategies are adopted.
- Technology like computer and internet facility, E-resources are made available.
- B N College Online Learning Portal are used regularly.
- Remedial teaching is arranged for slow learners, additional activities/materials are provided for advanced learners.
- College provides Add-on Courses and organizes seminars/webinar/conferences.
- Internal and end-semester examinations are carried out to evaluate the students.
- Feedback on curriculum from stakeholders are collected, analyse and report is submitted to the Governing body for further action.

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information     | Nil              |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

College has its own Academic calendar for each Academic Session (June to July) in accordance with the academic calendar of affiliating university.

- Academic Calendar is available in college website and is a source of information and planner for all stakeholders of the institute. Besides, adequate number of Academic Calendars are printed and distributed to all faculty and students.
- Faculty members prepare their teaching plans and Lesson plans (semester wise) as per Academic calendar.
- Each faculty member organise class test/unit test to evaluate the students.
- Each department prepare their own plan for organising various curricular based activities and to submit the plan to IQAC before the commencement of semester class.
- Academic Calendar incorporates all information regarding the total teaching days in a month and schedules of academic activities.
- Examination committee follows the dates of academic calendar for conduction of diagnostic test, midterm test, internal assessment and end semester examination.
- Academic calendar includes all co-curricular/extracurricular activities/annual college week/ publication of college magazine/club activities, etc.
- Local and National holidays with purposes, celebration of important/commemorative days, Freshmen Social are also mentioned.
- Academic calendar includes the starting and end days of summer and winter vacation.

However, if the affiliating university makes any changes in the programme, the college makes the necessary changes accordingly.

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information     | Nil              |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**D. Any 1 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**



| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

41

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1188

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

B N College carefully follows the syllabus prescribed by Gauhati University. There are About 80 courses that integrate cross-cutting issues into the curriculum.

Besides these prescribed courses of affiliating university, college has introduced Add on courses, namely, Human Rights, Value

Education, Environmental Ethics as reflected in Mahabharata, Moral Psychology, Women in Leadership etc to assist the students to integrate these issues in the curriculum. The college also conduct various activities/programs relevant to these cross-cutting issues.

**Environment and Sustainability:**

- Establishment of Photography Club encouraged the students to become close with nature and environment.
- Participation of students in campus cleaning programme and Swachh Bharat Abhiyan.
- Promoting environmental awareness through tree plantation, plastic-free drives etc,
- Celebration of important commemorative days, like, World Environment Day, Ozone Day etc with various students' activities.

**Gender sensitivity:**

- Organising events and competition, like poster making, art, debate, drama on issues related to gender sensitivity to aware the students.
- Organising expert lecture programme on laws of sexual harassment, health and hygiene.

**Human values and Professional Ethics:**

- Celebration of Martyrs day, National Youth Day, etc nurture the values like national integration, patriotism, peace, brotherhood, etc.
- Active participation of students in activities like blood donation camps inculcates the values in them.

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | No File Uploaded |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses  | No File Uploaded          |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

341

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **D. Any 1 of the above**

from the following stakeholders Students  
Teachers Employers Alumni

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf">https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | <a href="#">View File</a>   |
| Any additional information  | No File Uploaded  |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%202.pdf">https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%202.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**1177**

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

621

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

College conducts Diagnostic Test for newly admitted students just after one month of commencement of class to identify slow and advanced learners through the marks obtained in this test. In the successive years, mid-term tests are conducted and a Track Record is maintained for each student to know their progress upto the final year under the monitoring of IQAC.

Initiatives for slow learners:

- Availability of Question Banks.
- Extra reading material and extra practice assignments.
- Remedial teaching.
- Regular mentoring/counselling to address various issues that they encounter.

Initiatives for advanced learners:

- They are encouraged to enrol in Spoken Tutorial Courses offered by IIT-Mumbai, etc
- They are allowed to borrow additional books from library.
- College felicitates rank holders in university examination, topper in the college and Best Reader which motivates students for their future endeavour.
- Arranging coaching classes for various competitive examinations

In addition, various students clubs are taking care of both slow and advanced learners by giving them proper training in various

fields. The hand-on trainings are organised for science students, where special care are taken for slow learners.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2471               | 63                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

### Experiential learning:

- Classes/lectures by eminent academicians/scientists provides added credibility to content of the syllabus.
- Field trips for students at botanical, zoological, historical and environmentally important places.
- Students from science departments visit industries and research laboratories to bridge gap between text book knowledge and hands-on-experience.

### Participative Learning:

- Organising student's seminar improves communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence.
- Organising Peer Class (where a student takes class to his peers) helps them to motivate and to improve their communication skill

along with authority of the topic.

- Organise hands-on training on various topics.
- Use role play/dramatization technique, that allows students to explore realistic situations by interacting with other people.
- Book/literature review.
- Writing for departmental wall-magazines and college magazine help students to develop their creativity.
- Participation in various activities in Students' Clubs nurture the creativity of the students.
- Participation in science model/poster competition fosters the scientific attitude in the students.

Problem solving:

- Most of the students are assigned project work as part of their curriculum under a teacher-supervisor.
- Organising Group discussion to promote communication ability, generate ideas, interpersonal skills.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of the college are using various technology-based teaching and learning tools.

- Most of the teachers deliver their lecture in the class through power point presentation.
- Regular and optimal usage of Computer laboratories ensure practical education in the knowledge transfer process.
- B N College Learning Management System (LMS) is used by the

teachers to upload video classes and learning materials.

- Teachers also uses BN College youtube ([https://www.youtube.com/channel/UCG3QRBjUSTXAFKukQZq\\_IAA/videos](https://www.youtube.com/channel/UCG3QRBjUSTXAFKukQZq_IAA/videos)) for uploading video class.
- Both teachers and students can access e-books and e-journals through N-list (INFLIBNET) and DELNET.
- The digital wing of the central library is linked with various other higher educational institutions, where both teachers and student have their access.
- The language lab helps the students to access audio materials for English language training.
- Teachers often consult the free study materials available in ePathshala under NME-ICT. MoE, GOI.
- Teachers encourage the advanced learner to enrol in various courses under SWAYAM.
- College offers a few Add on courses on ICT, namely, Computer Application, Electronics, Web Designing, Basic of Python Programming.

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

63



| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | No File Uploaded          |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

63

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

35

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

### Mechanism For transparency:

- Tentative date of internal examination is published in Academic calendar.
- Examination committee prepares examination schedule and is communicated to students.
- The internal evaluation is undertaken as per the university rules.
- Teachers of concerned subjects submit a set of question papers to Head of the Department, who is entrusted to compile and to prepare the final question paper.
- Attendance records of students are strictly checked.
- Mobile phone in the examination hall is strictly prohibited.
- Opportunity is given to the students to reappear in internal tests, if they fail to appear due to their engagements in extra-curricular activities or personal valid reasons.
- After evaluation, answer sheets are shown to students for their information which provides transparency and accountability in the evaluation process.
- Marks are displayed on the notice board and E notice board of each department.
- Students are given timely opportunities to discuss any concerns/grievances about assessment outcomes.

**Mechanism for robustness in frequency and variety:**

- Internal examinations are compulsory for all students. Departments/teachers also conduct class tests.
- Departments conduct diagnostic test and mid-term test.
- Evaluations are done during field visit, industrial visit, institutional visit, survey works, and extension activities.
- Home assignment and students' seminar are usual practice to assess the students.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**Grievances related to Internal examination:**

- The answer scripts of Internal Examination are shown to the students after the assessment for further clarification.
- Students can apply to Grievance Redressal Committee, if require. The committee may contact the respective head of the department to resolve the issue.
- Answer scripts of unit test/class test are given back to the students and any grievance pointed out by students is looked into at the department level.
- Students can put examination related queries through suggestion box.

**Grievances related to University examination:**

- Grievances of the students are redressed within the stipulated period.
- For grievance regarding marks of a paper/course, college collects complaint from student in prescribed form and forwards to

University. As per norms of Gauhati University, if the students are not satisfied with their obtained marks in end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.

- Grievances related to the problem in marksheets regarding name/course name/ programme name are resolved by the Principal by communicating with Gauhati University.

- For errors with respect to students' attendance in the examination, college sends duly certified attendance sheet to University for correcting discrepancies.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

B N College has stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes. POs and PSOs are planned to ensure complete and comprehensive learning about the program and courses as these are key features for successful career of students in future. Whereas COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO, are based on principles of Blooms taxonomy. IQAC designed the PO of each programme, in with Vision and Mission of the Institution, following the guidelines of NAAC. Departments prepared draft version of COs and were finally approved by IQAC.

POs and COs are displayed for all stakeholders at Institute's website, college prospectus, through orientation class.

College conducts orientation programmes for newly admitted students, where, Principal make students aware with POs along with their goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in

the college. All the faculty members discuss the CO with students at the beginning of each semester. Students thus get a better understanding of the scope and possibilities of the programme, and approach it with a clear objective for higher studies and research.

| File Description  | Documents        |
|---|------------------|
| Upload any additional information                       | No File Uploaded |
| Paste link for Additional information                   | Nil              |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

College has different types of methods and mechanisms of assessment for the attainment of programme and course outcomes. The results of the assessment and evaluation of outcomes are discussed/analyzed in detail by IQAC and proper measures are taken to improve teaching-learning process and thereby to achieve the outcome to the desired level.

- College has framed its Policy Guidelines for Assessment of Programme Learning Outcomes.
- Students' performance in class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of their learning levels.
- Performance of students in various students' clubs, namely, literary, drama, dance, art and drawing, debate, electronic and photography act as a pointer for learning outcomes.
- Results of university examinations at the end of each semester are systematically analyzed by the departments concerned and other academic council in an attempt to comprehend the status of achievement of the learning outcomes.
- Details of students' progression to higher studies in the institutions of national repute are tracked and are used as a motivating tool for the enhancement of the programme outcome.
- College collects feedback from stakeholders on curriculum, is used as a tool to improve the limitation in the attainment of the

**learning outcomes.**

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional information | Nil              |

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

555

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.bncollege.co.in/pdf/AQAR/2020-21/Feedback%20I.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

6

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**B N College Innovation Council: It is a registered unit under MHRD. The council encourages, inspires and nurtures young students**

by supporting them to work with new ideas. College has framed its Innovation and Start Up Policy. Various programmes on Start-up, IPR, entrepreneurship development, industry visit, etc are organised to inculcate entrepreneurship culture among students.

**Research and Development Cell:** College has established Research and Development Cell with the aim to inculcate research culture among students and teachers. The cell organises workshops, seminars/webinars, lecture and monthly Faculty Seminar. Cell framed Code of Ethics to check malpractices and plagiarism in Research for college.

**Career Counselling and Placement Cell:** Career Counselling and Placement Cell organises various training programme/activities, lectures on Softskill, entrepreneurship development, Public speaking skill, coaching in competitive examinations, etc.

**Skill Based Add on Courses:** College has introduced various skill-based Add-on courses like Mushroom Cultivation, Electronics, Web designing, Anchoring in Sanskrit, Beekeeping, Fish and fishery, etc to provide them with a first-hand experience in those areas.

**Students clubs:** Establishment of various Students clubs facilitates students to develop their interests/hobbies in enjoyable manner.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**



| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.bncollege.co.in/research_publication_cell.php">https://www.bncollege.co.in/research_publication_cell.php</a> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <a href="#">View File</a>   |
| Any additional information   | <a href="#">View File</a>   |

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

12

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the academic session 2020-2021, the Covid-19 pandemic was in full force. Keeping that in view, the NSS unit of the college has organised an Awareness Programme on COVID-19 and Mask distribution at adopted village Raipara on 11/10/2020 and the slum areas of Dhubri on 23/10/2020.

- On 17/02/2021, NSS cadets along with other students took part in a Street Drama on Road Safety in connection with 32nd National Road Safety Month. 31 student volunteers participated in the programme.

- On the eve of Election to the Legislative Assembly of Assam, 2021, the Department of Political Science in collaboration with NNS Unit and Electoral Literacy Club of B. N. College, Dhubri has organised a programme on the topic 'Electoral Orientation programme for the New Voters' on 24th March 2021.

- On 9th November 2021, Bharat Scouts and Guides unit organized a 'Cancer Awareness Campaign, Road Rally' in connection with National Cancer Awareness Day. In this Programme total 89 no's of Students are participated.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from**

**Government/ Government recognized bodies year wise during the year**

0

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of awards for extension activities in last 5 year (Data Template) | <a href="#">View File</a> |
| e-copy of the award letters  | No File Uploaded          |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

6

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

18

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

B N College has a campus area of 64447.83 sqm. and built-up area of 35503.02 sqm.

- **Classroom:** At present 31 no of classrooms in the college, out of which 30 classrooms are provided with ICT facilities. The classrooms are of different dimensions adequate to accommodate sanctioned strengths of different courses.

- **Laboratories:** College has 15 well-equipped laboratories under various departments, and five computer laboratories for Mathematics, Physics, BVOC (IT), Computer science/BCA departments with LAN and internet facilities.

- **Computing Equipments:** There are total 144 computers, out of which 117 are for use of students. One 'E language cum multimedia lab' is also established.

- One ICT-enabled seminar hall, one conference room and one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

Some Additional physical facilities are,

- Wi-Fi enabled campus
- Installation of 70 CCTV cameras in the campus
- Software with integrated applications for e-governance
- Ramps, Divyangjan friendly washroom, reading corner
- Solar photovoltaic panel of 30 KW
- Biometric system for staff attendance
- Well-furnished library

- Primary Health Unit
- Canteen

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a Cultural and Sports Committee to felicitate various activities. The following facilities are made available to the students,

Sports, games and Gymnasium:

Indoor facilities

- Multipurpose indoor stadium with Badminton court
- Facilities for carom and table tennis
- Boys' Gymnasium with instructors
- Fitness corner at Girls' Common room

Outdoor facilities:

- Volleyball
- Football
- Basket Ball
- Kabaddi

- Playground for Athletics
- Cricket (through B N College Cricket coaching center)

#### Cultural Facilities:

The college provides necessary facilities for its budding artists.

- The auditorium hall is available for cultural activities.
- Sports and Cultural committee organizes different cultural activities.
- Sports and Cultural Committee maintained various musical instruments with music system.
- Various students' clubs are in force to inculcate the artistic talents and potential inherent in students.
- The initiatives are taken so that students can participate in different cultural activities at college and university level.
- Celebration of commemorative days, annual college week, Youth festival are organized time to time.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

527.155

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The following ICT facilities are there in the central library of the college,

- Name of ILMS software: SOUL (Software for University Libraries)
- Version: 3.0
- Updated: 2021
- Year of Automation: 2009

ILMS have modules namely, shelf management, library stock verification, library membership, membership login, etc. OPAC facility is available in the ILMS for status of a book such as



available/issue, shelf number, accession number, bibliographic information of book, etc.

**Digital wing:** A separate Digital section is available for accessing digital resources/institutional repository through DSpace. Access to online resources are available in the library.

**WEB OPAC:** One can search books, thesis and periodicals by keyword of title, author, ISBN/ISSN No., publisher, Subject and Accession number etc. at anywhere of the world through internet connection and get information about searched collection.

**Library Webpage:** Library webpage provides all information of the library which provides latest updates and display remote access facility of some database subscribe by the library.

**Computer Facility:** 10 computers with internet and Power backup facilities are available for students.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional Information | Nil              |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.41

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Audited statements of accounts   | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

49.60

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All departments, library, IQAC room and administrative sections of the college is equiped required IT infrastructure. These facilities are continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others.

Office automation exists since the year 2010. The central library of the college uses 'SOUL' software which provides a highly versatile and user-friendly OPAC for simple and advanced search. The college website is regularly maintained by professional firm. In addition, biometric attendance system for employees and CCTV surveillance system are in place.

B N College online learning portal is an initiative where teachers can take classes even on holiday or vacation from home. DELNET, INFLIBNET, CD's, Video lectures, are made available to the

learners to enhance learning capabilities.

The college has updated its IT facilities by increasing the number of computers, printers, UPS, scanners, LCD projectors, Xerox machines, online admission process, dynamic website, addition of bandwidth, and various software.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.3.2 - Number of Computers

117

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| List of Computers                 | No File Uploaded          |

#### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

50.52

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts  | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College has framed the Policy for Use of Facilities which provides a framework for optimal use of physical assets.

- Administrative office spaces are assigned to one or more individuals.
- Classroom and Laboratory scheduling enables students to attend classes and are used efficiently.
- Central Library space is classified into: reading room/stack/digital-wing/ reference-section and book-bank section.
- Sports and Culture related facilities are mainly used for training/competition/ recreation of students/faculty and staff.
- Fire Extinguishers are in place and refilled regularly.
- There are two separate common rooms for boys and girls to spend their leisure hours.
- Two separate hostels, each for boys and girls are there, with intake capacity 40 and 105 respectively.
- The health centre provides primary health services.
- College owned computer related equipments in offices/departments/library/computer-laboratories and IQAC rooms.

Policy for Maintenance of Facilities :

- Renovation/alteration/upgrading of existing academic/support buildings is decided by Principal in consultation with concerned head/in charge and is placed to Governing Body for approval.

- Sweepers are in place to maintain the cleanliness on daily basis.
- College canteen is monitored by Canteen Management Committee.
- Three security guards are appointed for 24 hours.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2383

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

209

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| Link to Institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

386

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

386

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <b>No File Uploaded</b>   |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | No File Uploaded          |
| Upload any additional information                            | No File Uploaded          |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

108

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <a href="#">View File</a> |

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as



one) during the year

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Some of the nominated students of the college are appointed as members of various Committees/Cells, namely IQAC, Anti-Ragging, Anti-Sexual Harassment, Grievances Redressal Committee, RUSA Projecting Monitoring Unit, College Hostel Committee etc. Among the students, Class Representatives are nominated in each semester. One student member is nominated as the Student In-charge to look after the activities of various Students' Club.

Apart from that, B. N. College Students' Union (BNCSU) is a representative body of student community that allows students to participate in various activities. The union consists of 12 members representing different portfolios elected by the regular students. In each academic session, the college undertakes necessary arrangements mandated by the Lyngdoh Committee of University Grants Commission to conduct students' election.

The BNCSU is entrusted to organise Annual College Week supervised by the faculty members. They are entrusted to organise the Freshers' Social to welcome the newcomers. Student body also takes part in the Youth Festivals organised in the affiliating university from time to time. The annual college magazine - Prantajyoti, which contains articles, poems, short stories of the students and the faculty members is published under the Magazine

secretary of BNCSU. BNCSU actively participates in the celebration of various commemorative days.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of the college is a registered body under Societies Registration Act XXI of 1860 (registration no: RS/DBR/250/V/20 of 2021-2022). The alumni Association has been in existence since 2015. For membership registration in Alumni Association, a alumni, a link is provided on the college website. The activities of the association are governed by an Executive Body.

The Association is an intense source for enrichment of students' network and authentically conveys the values and principles of college. Alumni are engaged in curriculum enrichment by providing their valuable feedback. Alumni who have distinguished themselves

in various walks of life are invited as resource persons/guest speakers/judges for various college events. They provide financial contribution for academic upliftment of students. Some of the alumni have been appointed as member of the college management as they are familiar with the ethos of the institution.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

B N College Governing Body (GB) is, the apex body of college. GB frames the plans and policies by involving various stake holders.

#### Vision of the college:

- is to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world.

#### Mission of the college:

B N College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,
- Nurturing emerging disciplines and creation of new knowledge in

response to a rapidly changing world,

- Inculcating deep historical knowledge of diverse cultures,
- Making effective use of emerging technological tools to create skilled manpower,

Vision and mission are reflected through the following programmes/activities:

- Various initiative are taken, namely, introduction of Add-on courses, Mentoring, Personality development programmes, Coaching classes for competitive/entrance examinations, etc
- Discipline and social responsibility are inculcated through NSS/NCC and sports activities.
- College encourages teachers to take up research activities.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A culture of decentralization and participative management is encouraged by the college.

- Governing Body has representative from educationist, nominee from affiliated university, guardians, teacher and support staff.
- Governing Body appoints Vice-Principals and departmental Heads and provided administrative/academic autonomy.
- Governing Body formed IQAC consists of principal, vice-principal, member from Governing Body/alumni/employer, few teachers, student and coordinator.
- All teaching/non-teaching staff are members of Staff Council which takes any common/general decision.

- Academic council consist of Principal, Vice-principal, Coordinator IQAC and all heads, is responsible to address the academic related issues.
- Committees are responsible for admission, timetable preparation, examination, purchases, etc and prepare working strategy for effective functioning.
- Committees have freedom to prepare their plan and decide implementation strategies.

#### Case Study: Green Policy

The department of Botany took a resolution in their departmental meeting held on 05/10/2020 (resolution no. 2) to adopt a 'Green Policy' and submitted the same to IQAC. The IQAC approved the same on its meeting held on 08/10/2020 (Resolution 6) and forwarded to honourable GB, B N College for further process. Subsequently the GB approved the same.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College prepared a Perspective Plan for five years from 2016-2021 for its all-round development. There are many focused areas in the plan on curriculum development/deployment, teaching-learning process, infrastructure development, governance, etc.

#### CASE STUDY: Academic and Administrative Activities through Digitization

- Accounts of college is maintained through Tally EPR 9.
- Income Tax Calculation of the employee is done with itax Software.
- Admission is done online through B.N. College Admission

**Software.**

- Student fee is collected through debit/credit card and records are maintained through Tally software.
- Scholarships are disbursed through DBT mode and records are maintained in respective portal.
- Library is partially automated through SOUL software of INFLIBNET. All books are barcoded.
- Biometric Attendance is in place to monitor the attendance and working hours of staff.
- B N College Learning Management System is developed through which teachers can upload video classes and learning materials.
- Feedback from stakeholders are taken on-line and analysed through software.
- ICT enabled classrooms, lab, Video Conference room, Language lab are there.
- Active website with e-notice board (QR Code) facility is there.
- The entire college campus is under CCTV surveillances.

| File Description                                       | Documents        |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information                  | Nil              |
| Upload any additional information                      | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Policies:** To realize the vision and mission, college has framed various policies.

**Administrative Setup:**

- Principal is at the apex of the administration and functions under Governing Body (GB).

- Vice-Principal, works under Principal and mainly looks after the academic activities.
- Head of the departments are responsible for looking after individual departments and are member of Academic Council.
- Faculties are responsible for dissemination of knowledge & skill to the students. They are also members of various committees.
- Librarian is the head of the central library and is supported by Assistant Librarian, Library Assistant and Library Bearer.
- IQAC is responsible for ensuring quality in all academic and administrative activities.
- Office of the college works under Principal with Head Assistant, Senior Assistant, Junior Assistant and Office Bearer.

**Appointment Procedure:** All appointments are made as per the rule of Department of Higher Education (DHE), Assam. Advertisements are published in leading newspapers by Principal and GB is entrusted to complete the interview process, final appointment is done by DHE.

**Service Rule:** College follows the service rules laid down by DHE.

**Procedure for Promotion:** All promotions are made as per the rules of DHE.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the institution webpage | <a href="https://www.bncollege.co.in/img/Organogram.jpg">https://www.bncollege.co.in/img/Organogram.jpg</a> |
| Upload any additional information             | No File Uploaded  |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | No File Uploaded          |
| Screen shots of user inter faces   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Pension, Gratuity, Leave Encashment Facility:** All the staff working against permanent posts are eligible for these facilities from government of Assam

- **Provident Fund:** The facility is available for the staff joined before 01/02/2005 as per Govt. norms.
- **Group Insurance Scheme:** All staff working against permanent posts are insured through Group Insurance Scheme of LIC as per Govt of Assam.
- **Medical Facilities:** Health Centre with one para medical staff is available for staff and students.
- **Leave Facility:** Staff of the college are entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.
- **Canteen** provides good quality food maintaining hygienic condition.
- **Gymnasium** facilities are provided free of cost.
- **College reserves seat** for admission of children of college staff in UG/PG classes.
- **Cognitive Support:**
  - **Seminars/Workshops/Staff Development Preprogramme** for staff.
  - **Monthly Faculty Seminar.**



o encouraged to participate in Refresher Course/Orientation Course/ Short Term Course.

o Library Facility is provided to all staff to access online/offline study materials.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

38

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

9

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded          |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### For teaching staff

1. Performance Based Appraisal System: PBAS format has been prepared by IQAC following the guidelines of UGC and Govt. of

Assam. IQAC collects API-PBAS from all faculty members. The performance of faculty is assessed by Heads, Co-ordinator-IQAC and Principal. The performance appraisal consists of three parts:

Category I: Teaching, Learning and evaluation related activities

Category II: Professional Development, Participation in Co-curricular and Extra-curricular activities

Category III: Research and Academic activities

2. Annual Confidential Report: ACR for teaching staff is prepared by Principal as per the format of Govt of Assam and submitted to the Director of Higher Education as and when directed.

3. Evaluation by the Students: Feedback on performance of teachers is collected from students, evaluated and necessary measures taken for improvement.

For Non-teaching Staff

1. Performance Appraisal of Non-teaching staff: Annual Confidential Report is prepared by IQAC as per the format of Govt of Assam and is assessed by Principal every year.

2. Student Feedback: Student Feedback taken on College Office, Library as well as the suggestions received from the students are used to evaluate the performance of non-teaching staff of the college.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Two level financial audit system are in place,

1. Audit by Chartered Accountant

## 2. Audit by Government Auditor

- Before any payment bills and vouchers are checked by the college office and certified by HOD/Teacher Representatives to Governing Body.
- Financial audit is a continuous process, carried out by Chartered Accountant. All bills, vouchers are stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the Chartered Accountant, which is placed in the Governing Body.
- Utilization certificates of the grants received from various funding agencies, like, UGC, DBT, RUSA etc are prepared as per the respective guidelines, duly checked and signed by Chartered Accountant and submitted to the corresponding authority.
- Government audit, carried out by Department of Local Audit, Govt of Assam, as per their schedule. Income-Expenditure is assessed and Receipt-Payment is checked as per government rule.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

#### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution applies different strategies for mobilization of funds from various agencies as per the standard procedure of the agency concerned. Generally, it is a three-step strategy that involves:

1. Identification of Project by IQAC/Department
2. Preparation of Project Proposal and Submission
3. Implementation of Projects

Following this strategy, various projects are either implemented or being implemented in the college during the session 2021-2022.

#### Fund Utilization:

Yearly budget is prepared by giving adequate attention for augmentation of physical/ academic infrastructure, IT facilities in teaching-learning process, extra-curricular/Co-Curricular activities, library facilities, development of staff, green initiatives, etc. Utilization of fund is monitored by various bodies, namely Governing Body, Construction and Purchase Committee, Project Monitoring Committee etc. Utilization Certificates are submitted after auditing through CA/Govt Auditor.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two examples of practices institutionalized as a result of IQAC initiatives are given as,

### (1) Establishment of Student Club

To inculcate creative qualities for holistic development of the students, various Student clubs, namely, Photography, Dance, Drama, Literary, Art and Drawing, Debate, Electronic, Music,

Sports, Mathematics, Quiz and Eco club have been established. Each club is supervised by an in-charge from college staff. In addition, a student member is assigned as student leader in each club. The club activities are also assigned in the college daily routine. Various programmes/competition are organised in relation to these club activities.

## (2) Mentor-Mentee System

The objective of the Practice is to motivate, support and guide the mentees in their academic pursuits along with facing challenges in life. The process is governed by a combined policy followed in every department and are asked to divide the mentees in groups of not more than 20 mentees. The faculty members are issued appointment letters to act as mentor. The mentors discuss academic/non-academic issues and encourage mentees to share their problems. The mentors act as guide, friend and philosopher to the mentees.

The continuous interactions between the mentor and mentees have resulted in the reduction of students dropout rates.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

## (1) Teacher's Diary

IQAC has prepared a Teacher's diary containing timetable/workload/actual teaching units/ syllabus completing summary/mentoring work/library work/research activities/extension works and other administrative responsibilities. Every teacher has to maintain the Diary regularly. Individual Teacher Diary is verified and signed by Head of the concerned departments and is then submitted to Principal for final approval. Principal monitors the overall performance of the teachers through the verification of the Diary.

**(2) Diagnostic test for beginner and maintenance of track record**

To recognize the understanding level of students admitted in first semester, IQAC initiated to take a test just after one month of initiation of class. To set question papers, emphasis are given to the conceptual knowledge of the subject taught to identify the academic level of students. After the identification, teachers take necessary measures. IQAC also have taken initiative to maintain a track record of the student by taking mid-term test in the next consecutive years to monitor the improvement of the students by taking proper measure.

**Post-accreditation quality initiatives:**

College is trying for incremental improvements in quality initiatives in various vertices, namely, construction/renovation of infrastructure, teaching-learning process, research and extension, staff development, etc.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college believes in simultaneous development and progress of all the genders for the overall development of the institute as well as the society. Keeping that in view, the college follows its Annual Gender Sensitization Action Plan and undertakes various initiatives to promote the gender equity.

College has committees, namely, Anti-Ragging Committee, Internal Complaint Committee, etc and necessary interventions to ensure safety. It has Women Forum, Women Cell, a sister organization of B N College Teachers' Association. Invited talks by renowned speakers are regularly organized to aware about equality, human dignity, Legal Rights etc.

The safety and security are the priority of the college and all such issues related to safety and security of the students as well as the staff of the college. The campus is under security guards and CCTV surveillance placed at strategic points to monitor the campus.

The college has well-furnished Common Room for boys & girls equipped with Study and Fitness Corner and separate washrooms and Sanitary Napkin Vending Machine in Girls' Common Room.



| File Description   | Documents |
|--|-----------|
| Annual gender sensitization action plan  | Nil       |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil       |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

B N College has taken the policy to set an example of eco-restoration and sustainable development for the visitors and the society. Separate waste bins for bio-degradable (Green Bins) and non biodegradable waste (Blue Bins) materials are placed inside the campus for their segregation at source. The college strictly prohibits single used plastics viz., polythene bags, plastic cups, straws etc. in the campus. The college has a MoUs with the local Scrapper, Municipal Board. The college use to manage the bio degradable wastes of the campus by converting them in to bio fertilizer (Waste into Wealth). For this it has functioning Bio Composting Unit to undertake microbial composting as well as vermi composting. The college has functioning incinerators in the campus for disposing off used sanitary napkins.

It has Liquid waste treatment plants in laboratories of departments of Chemistry, Botany and Zoology. It has MoU with Jeet Tech, a Computer Hardware and Software Solution Centre to undertake E Waste management works. Every effort is made to keep e-

waste to a minimum by fixing the systems with the reusable parts of dead systems in the e waste stock of the college.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** A. Any 4 or all of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | No File Uploaded          |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

To inculcate the spirit of "Unity in Diversity" among the students / staff and provide an inclusive campus in the college, the institution provides free access to all the sections of the society irrespective of caste, creed, religion, language etc. It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free / fee waived admission. It also promotes Government scholarships etc. It also provides on its own scholarships to the poor and meritorious students from the Students' Aid Fund of the college.

It is fed mostly from vernacular medium schools and the students, who are pursuing different programmes in English medium face linguistic difficulties in understanding the subjects. Hence, the Teachers adopt bi-lingual media (Mother Tongue and English) in teaching learning process. It has a language lab to assist students in spoken English training. The institution endeavors to inculcate communal harmony and tolerance by organizing various cultural programmes time to time. It offers Add On Course on 'Folk and Performing Arts' to inculcate the knowledge of Goalpariya folk culture. It also organizes cultural procession every year.

| File Description   | Documents        |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information   | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes activities that sensitize the students and the staff about our constitutional obligations (values, rights, duties and responsibilities as a citizen). It observes important commemorative days (National and International) in the campus where all the stakeholders participate spontaneously. Every year, the college cherishes patriotism, sovereignty and democracy by organizing various programmes in connection with the commemoration of Constitution Day, Voter's Day, Martyr's Day, Nation's Independence Day, Republic Day, etc. It facilitates its students for enrolling in various organizations like National Service Scheme (NSS), National Cadet Corps (NCC) and Bharat Scouts and

Guides etc. that foster values of nationalism, patriotism and humanity among the students. The NSS, NCC and Bharat Scouts and Guides of the college arrange various programmes and activities to inculcate constitutional obligations, duties and responsibilities among the students. The college sensitizes and inspires the students regarding their duties to the society, need of Swachchaata and pollution free environment in the society, etc. This is undertaken by adopting awareness programmes in society, schools and villages.

| File Description   | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil       |
| Any other relevant information   | Nil       |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** A. All of the above

**4. Annual awareness programmes on Code of Conduct are organized**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution facilitates in organizing programs in connection with celebration / observation of notable commemorative days of National and International interest. Amidst the hectic academic schedule, every year, the college celebrates such commemorative days / events / festivals with pride and enthusiasm by involving all the staff members, governing body members and the students of the institution. The aim and objective of observing / celebrating such commemorative days by the institution is to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible global citizen. While celebrating the commemorative days, the institution organizes different activities and competitions like quiz competition, speech competition, song and dance competition, staging of drama, poster presentation and model competition etc. related to the event to be observed. Some of such days are National Science Day, Republic Day, Independence Day, Constitutional Day, Gandhi Jayanthi, Librarian's Day, College Foundation Day, Sanskrit Day, National Voter's Day, National Sports Day, Birth Anniversary of Netaji Subhash Chandra Bose, Anti-Tobacco day, National Statistics Day, Rashtriya Ekta Divas, National Pollution Control Day etc.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

#### Students' Club

**Title:** Establishment of 'Students Club'

**Objective:** Nurturing creativity of students.

**Context:** Ensure all-round development of students.

**Practice:** College has established various Students' club, headed by a faculty member. In-charges plan different activities/competition, and organize workshop/training by inviting resource persons. Practice classes/interactive sessions are held as per the routine. Club-membership is free of cost and teachers offer voluntarily service.

**Evidence of Success:** Students' clubs have attracted the students, who enthusiastically participate the club programmes. Activities have been appreciated by different stakeholders.

**Resources:** Infrastructure available in the college is used for interactive session/practice classes.

## Best Practice 2

**Title:** Literature review: Basic tool for starting a research project.

**Objective:** Students always go through an extensive literature study before undertaking their projects and accordingly carry out the works.

**Context:** Current updates of research work is possible to know only through literature review.

**Practice:** College subscribes various scientific magazines/journals/news bulletins and internet sources to get access the database like, INFLIBNET/ScienceDirect/RSC, etc. Students regularly visit the library to get the access.

**Evidence of Success:** Students have successfully completed their project works based on literature study.

**Problems Encountered and Resources Required:** Procurement of advanced search tools like Scifinder, Web-of-Science etc. are necessary.

| File Description                            | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil       |
| Any other relevant information              | Nil       |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Dhubri is an aspirational district categorized by the NITI Aayog. The B.N. College as an institution of higher education plays a key role in the 'quick and effective' transformation of the district conforming to the broad objective of the NITI Aayog.

With a Vision to impart quality higher education and to 'inspire, prepare and empower' the students; college has initiated different courses/programmes from time to time and has started vocational course in Information Technology (IT) at undergraduate level. College has introduced Add-On courses on different skill-based subjects, namely, Entrepreneurship Development, Mushroom Cultivation, Electronics, Communicative English, Food Adulterants in Common Food Stuff, Bee Keeping are few of them. Besides, college also offers courses on Folk and Performing art, Human Rights, Value Education to inculcate ethical values among the students. Moreover, college has introduced different students' clubs related to Art, Debate, Music, Drama etc. to engage students in various activities. College has started students exchange programme with neighbouring colleges. The objective behind the introduction of the enrichment courses, other classroom activities, MoU and linkage programmes are to help the students to develop advanced skills and inculcate human values. This will empower the students in earning their livelihood and simultaneously work for a harmonious and peaceful society.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Curriculum delivery is imparted in many ways by which students are able to achieve their learning goals.

- Meeting of Staff /Academic council are convened to discuss academic matters regularly.
- Academic Calendar contains important dates of academic process/co-curricular and other activities.
- Departments prepare Departmental Plans prior to the beginning of every semester.
- General Routine is prepared and is disseminated to departments. HODs are entrusted to distribute the syllabus, assign workload to teachers as per classes/ papers/courses.
- IQAC collects Teaching Plans/Lesson plans from faculty members at the beginning of every semester. Teachers submit Monthly Progress Report for each month.
- Each teacher is provided with Teacher's Diary.
- HODs are to furnish HOD's diary on daily basis.
- Different teaching strategies are adopted.
- Technology like computer and internet facility, E-resources are made available.
- B N College Online Learning Portal are used regularly.
- Remedial teaching is arranged for slow learners, additional activities/materials are provided for advanced learners.
- College provides Add-on Courses and organizes seminars/webinar/conferences.

- Internal and end-semester examinations are carried out to evaluate the students.
- Feedback on curriculum from stakeholders are collected, analyse and report is submitted to the Governing body for further action.

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information     | Nil              |

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

College has its own Academic calendar for each Academic Session (June to July) in accordance with the academic calendar of affiliating university.

- Academic Calendar is available in college website and is a source of information and planner for all stakeholders of the institute. Besides, adequate number of Academic Calendars are printed and distributed to all faculty and students.
- Faculty members prepare their teaching plans and Lesson plans (semester wise) as per Academic calendar.
- Each faculty member organise class test/unit test to evaluate the students.
- Each department prepare their own plan for organising various curricular based activities and to submit the plan to IQAC before the commencement of semester class.
- Academic Calendar incorporates all information regarding the total teaching days in a month and schedules of academic activities.
- Examination committee follows the dates of academic calendar for conduction of diagnostic test, midterm test, internal assessment and end semester examination.
- Academic calendar includes all co-curricular/extracurricular activities/annual college week/ publication of college

magazine/club activities, etc.

- Local and National holidays with purposes, celebration of important/commemorative days, Freshmen Social are also mentioned.

- Academic calendar includes the starting and end days of summer and winter vacation.

However, if the affiliating university makes any changes in the programme, the college makes the necessary changes accordingly.

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information     | Nil              |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

D. Any 1 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

23

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

41

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

1188

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

B N College carefully follows the syllabus prescribed by Gauhati University. There are About 80 courses that integrate

cross-cutting issues into the curriculum.

Besides these prescribed courses of affiliating university, college has introduced Add on courses, namely, Human Rights, Value Education, Environmental Ethics as reflected in Mahabharata, Moral Psychology, Women in Leadership etc to assist the students to integrate these issues in the curriculum. The college also conduct various activities/programs relevant to these cross-cutting issues.

Environment and Sustainability:

- Establishment of Photography Club encouraged the students to become close with nature and environment.
- Participation of students in campus cleaning programme and Swachh Bharat Abhiyan.
- Promoting environmental awareness through tree plantation, plastic-free drives etc,
- Celebration of important commemorative days, like, World Environment Day, Ozone Day etc with various students' activities.

Gender sensitivity:

- Organising events and competition, like poster making, art, debate, drama on issues related to gender sensitivity to aware the students.
- Organising expert lecture programme on laws of sexual harassment, health and hygiene.

Human values and Professional Ethics:

- Celebration of Martyrs day, National Youth Day, etc nurture the values like national integration, patriotism, peace, brotherhood, etc.
- Active participation of students in activities like blood donation camps inculcates the values in them.

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | No File Uploaded |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

17

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses  | No File Uploaded          |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

341

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

D. Any 1 of the above

|   |  |
|---|--|
| <b>institution from the following stakeholders</b><br><b>Students Teachers Employers Alumni</b> |  |
|---|--|

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf">https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | <a href="#">View File</a>   |
| Any additional information  | No File Uploaded  |

|   |   |
|---|---|
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b> | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b> |
|---|---|

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf">https://www.bncollege.co.in/pdf/AOAR/2020-21/Feedback%20I.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1177

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

621

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

College conducts Diagnostic Test for newly admitted students just after one month of commencement of class to identify slow and advanced learners through the marks obtained in this test. In the successive years, mid-term tests are conducted and a Track Record is maintained for each student to know their progress upto the final year under the monitoring of IQAC.

Initiatives for slow learners:

- Availability of Question Banks.
- Extra reading material and extra practice assignments.
- Remedial teaching.
- Regular mentoring/counselling to address various issues that they encounter.

Initiatives for advanced learners:

- They are encouraged to enrol in Spoken Tutorial Courses offered by IIT-Mumbai, etc
- They are allowed to borrow additional books from library.
- College felicitates rank holders in university examination, topper in the college and Best Reader which motivates students for their future endeavour.
- Arranging coaching classes for various competitive examinations

In addition, various students clubs are taking care of both



slow and advanced learners by giving them proper training in various fields. The hand-on trainings are organised for science students, where special care are taken for slow learners.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2471               | 63                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

#### Experiential learning:

- Classes/lectures by eminent academicians/scientists provides added credibility to content of the syllabus.
- Field trips for students at botanical, zoological, historical and environmentally important places.
- Students from science departments visit industries and research laboratories to bridge gap between text book knowledge and hands-on-experience.

#### Participative Learning:

- Organising student's seminar improves communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence.
- Organising Peer Class (where a student takes class to his

peers) helps them to motivate and to improve their communication skill along with authority of the topic.

- Organise hands-on training on various topics.
- Use role play/dramatization technique, that allows students to explore realistic situations by interacting with other people.
- Book/literature review.
- Writing for departmental wall-magazines and college magazine help students to develop their creativity.
- Participation in various activities in Students' Clubs nurture the creativity of the students.
- Participation in science model/poster competition fosters the scientific attitude in the students.

Problem solving:

- Most of the students are assigned project work as part of their curriculum under a teacher-supervisor.
- Organising Group discussion to promote communication ability, generate ideas, interpersonal skills.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of the college are using various technology-based teaching and learning tools.

- Most of the teachers deliver their lecture in the class through power point presentation.
- Regular and optimal usage of Computer laboratories ensure practical education in the knowledge transfer process.

- B N College Learning Management System (LMS) is used by the teachers to upload video classes and learning materials.
- Teachers also uses BN College youtube ([https://www.youtube.com/channel/UCG3QRBjUStXAFKukQZq\\_IAA/videos](https://www.youtube.com/channel/UCG3QRBjUStXAFKukQZq_IAA/videos)) for uploading video class.
- Both teachers and students can access e-books and e-journals through N-list (INFLIBNET) and DELNET.
- The digital wing of the central library is linked with various other higher educational institutions, where both teachers and student have their access.
- The language lab helps the students to access audio materials for English language training.
- Teachers often consult the free study materials available in ePathshala under NME-ICT. MoE, GOI.
- Teachers encourage the advanced learner to enrol in various courses under SWAYAM.
- College offers a few Add on courses on ICT, namely, Computer Application, Electronics, Web Designing, Basic of Python Programming.

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

63

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | No File Uploaded          |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

63

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

35

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

### Mechanism For transparency:

- Tentative date of internal examination is published in Academic calendar.
- Examination committee prepares examination schedule and is communicated to students.
- The internal evaluation is undertaken as per the university rules.
- Teachers of concerned subjects submit a set of question papers to Head of the Department, who is entrusted to compile and to prepare the final question paper.
- Attendance records of students are strictly checked.
- Mobile phone in the examination hall is strictly prohibited.
- Opportunity is given to the students to reappear in internal tests, if they fail to appear due to their engagements in extra-curricular activities or personal valid reasons.
- After evaluation, answer sheets are shown to students for their information which provides transparency and accountability in the evaluation process.
- Marks are displayed on the notice board and E notice board of each department.
- Students are given timely opportunities to discuss any concerns/grievances about assessment outcomes.

**Mechanism for robustness in frequency and variety:**

- Internal examinations are compulsory for all students. Departments/teachers also conduct class tests.
- Departments conduct diagnostic test and mid-term test.
- Evaluations are done during field visit, industrial visit, institutional visit, survey works, and extension activities.
- Home assignment and students' seminar are usual practice to assess the students.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

**Grievances related to Internal examination:**

- The answer scripts of Internal Examination are shown to the students after the assessment for further clarification.
- Students can apply to Grievance Redressal Committee, if require. The committee may contact the respective head of the department to resolve the issue.
- Answer scripts of unit test/class test are given back to the students and any grievance pointed out by students is looked into at the department level.
- Students can put examination related queries through suggestion box.

**Grievances related to University examination:**

- Grievances of the students are redressed within the stipulated period.
- For grievance regarding marks of a paper/course, college collects complaint from student in prescribed form and forwards

to University. As per norms of Gauhati University, if the students are not satisfied with their obtained marks in end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.

- Grievances related to the problem in marksheets regarding name/course name/ programme name are resolved by the Principal by communicating with Gauhati University.

- For errors with respect to students' attendance in the examination, college sends duly certified attendance sheet to University for correcting discrepancies.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

B N College has stated Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all academic programmes. POs and PSOs are planned to ensure complete and comprehensive learning about the program and courses as these are key features for successful career of students in future. Whereas COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO, are based on principles of Blooms taxonomy. IQAC designed the PO of each programme, in with Vision and Mission of the Institution, following the guidelines of NAAC. Departments prepared draft version of COs and were finally approved by IQAC.

POs and COs are displayed for all stakeholders at Institute's website, college prospectus, through orientation class.

College conducts orientation programmes for newly admitted students, where, Principal make students aware with POs along with their goals and objectives, code of conduct, classroom

attendance, examination and evaluation system and the amenities available in the college. All the faculty members discuss the CO with students at the beginning of each semester. Students thus get a better understanding of the scope and possibilities of the programme, and approach it with a clear objective for higher studies and research.

| File Description  | Documents        |
|---|------------------|
| Upload any additional information                       | No File Uploaded |
| Paste link for Additional information                   | Nil              |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

College has different types of methods and mechanisms of assessment for the attainment of programme and course outcomes. The results of the assessment and evaluation of outcomes are discussed/analyzed in detail by IQAC and proper measures are taken to improve teaching-learning process and thereby to achieve the outcome to the desired level.

- College has framed its Policy Guidelines for Assessment of Programme Learning Outcomes.
- Students' performance in class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of their learning levels.
- Performance of students in various students' clubs, namely, literary, drama, dance, art and drawing, debate, electronic and photography act as a pointer for learning outcomes.
- Results of university examinations at the end of each semester are systematically analyzed by the departments concerned and other academic council in an attempt to comprehend the status of achievement of the learning outcomes.
- Details of students' progression to higher studies in the institutions of national repute are tracked and are used as a motivating tool for the enhancement of the programme outcome.



- College collects feedback from stakeholders on curriculum, is used as a tool to improve the limitation in the attainment of the learning outcomes.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional information | Nil              |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

555

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.bncollege.co.in/pdf/AQAR/2020-21/Feedback%20I.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

6

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**B N College Innovation Council:** It is a registered unit under MHRD. The council encourages, inspires and nurtures young students by supporting them to work with new ideas. College has framed its Innovation and Start Up Policy. Various programmes on Start-up, IPR, entrepreneurship development, industry visit, etc are organised to inculcate entrepreneurship culture among students.

**Research and Development Cell:** College has established Research and Development Cell with the aim to inculcate research culture among students and teachers. The cell organises workshops, seminars/webinars, lecture and monthly Faculty Seminar. Cell framed Code of Ethics to check malpractices and plagiarism in Research for college.

**Career Counselling and Placement Cell:** Career Counselling and Placement Cell organises various training programme/activities, lectures on Softskill, entrepreneurship development, Public speaking skill, coaching in competitive examinations, etc.

**Skill Based Add on Courses:** College has introduced various skill-based Add-on courses like Mushroom Cultivation, Electronics, Web designing, Anchoring in Sanskrit, Beekeeping, Fish and fishery, etc to provide them with a first-hand experience in those areas.

**Students clubs:** Establishment of various Students clubs facilitates students to develop their interests/hobbies in enjoyable manner.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,**

**Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

16

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

6

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.bncollege.co.in/research_publication_cell.php">https://www.bncollege.co.in/research_publication_cell.php</a> |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <a href="#">View File</a>   |
| Any additional information   | <a href="#">View File</a>   |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers**

**published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

12

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the academic session 2020-2021, the Covid-19 pandemic was in full force. Keeping that in view, the NSS unit of the college has organised an Awareness Programme on COVID-19 and Mask distribution at adopted village Raipara on 11/10/2020 and the slum areas of Dhubri on 23/10/2020.

- On 17/02/2021, NSS cadets along with other students took part in a Street Drama on Road Safety in connection with 32nd National Road Safety Month. 31 student volunteers participated in the programme.

- On the eve of Election to the Legislative Assembly of Assam, 2021, the Department of Political Science in collaboration with NNS Unit and Electoral Literacy Club of B. N. College, Dhubri has organised a programme on the topic 'Electoral Orientation programme for the New Voters' on 24th March 2021.

- On 9th November 2021, Bharat Scouts and Guides unit organized a 'Cancer Awareness Campaign, Road Rally' in connection with National Cancer Awareness Day. In this Programme total 89 no's of Students are participated.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of awards for extension activities in last 5 year (Data Template) | <a href="#">View File</a> |
| e-copy of the award letters  | No File Uploaded          |

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

18

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

B N College has a campus area of 64447.83 sqm. and built-up area of 35503.02 sqm.

- **Classroom:** At present 31 no of classrooms in the college, out of which 30 classrooms are provided with ICT facilities. The classrooms are of different dimensions adequate to accommodate sanctioned strengths of different courses.

- **Laboratories:** College has 15 well-equipped laboratories under various departments, and five computer laboratories for Mathematics, Physics, BVOC (IT), Computer science/BCA departments with LAN and internet facilities.

- **Computing Equipments:** There are total 144 computers, out of which 117 are for use of students. One 'E language cum multimedia lab' is also established.

- One ICT-enabled seminar hall, one conference room and one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

Some Additional physical facilities are,

- Wi-Fi enabled campus
- Installation of 70 CCTV cameras in the campus
- Software with integrated applications for e-governance
- Ramps, Divyangjan friendly washroom, reading corner
- Solar photovoltaic panel of 30 KW
- Biometric system for staff attendance
- Well-furnished library



- Primary Health Unit
- Canteen

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a Cultural and Sports Committee to felicitate various activities. The following facilities are made available to the students,

Sports, games and Gymnasium:

Indoor facilities

- Multipurpose indoor stadium with Badminton court
- Facilities for carom and table tennis
- Boys' Gymnasium with instructors
- Fitness corner at Girls' Common room

Outdoor facilities:

- Volleyball
- Football
- Basket Ball
- Kabaddi

- Playground for Athletics
- Cricket (through B N College Cricket coaching center)

#### Cultural Facilities:

The college provides necessary facilities for its budding artists.

- The auditorium hall is available for cultural activities.
- Sports and Cultural committee organizes different cultural activities.
- Sports and Cultural Committee maintained various musical instruments with music system.
- Various students' clubs are in force to inculcate the artistic talents and potential inherent in students.
- The initiatives are taken so that students can participate in different cultural activities at college and university level.
- Celebration of commemorative days, annual college week, Youth festival are organized time to time.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

527.155

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The following ICT facilities are there in the central library of the college,

- Name of ILMS software: SOUL (Software for University Libraries)
- Version: 3.0
- Updated: 2021
- Year of Automation: 2009

ILMS have modules namely, shelf management, library stock verification, library membership, membership login, etc. OPAC

facility is available in the ILMS for status of a book such as available/issue, shelf number, accession number, bibliographic information of book, etc.

**Digital wing:** A separate Digital section is available for accessing digital resources/institutional repository through DSpace. Access to online resources are available in the library.

**WEB OPAC:** One can search books, thesis and periodicals by keyword of title, author, ISBN/ISSN No., publisher, Subject and Accession number etc. at anywhere of the world through internet connection and get information about searched collection.

**Library Webpage:** Library webpage provides all information of the library which provides latest updates and display remote access facility of some database subscribe by the library.

**Computer Facility:** 10 computers with internet and Power backup facilities are available for students.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for Additional Information | Nil              |

|  |                                      |
|--|--------------------------------------|
| <b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b> | <b>A. Any 4 or more of the above</b> |
|--|--------------------------------------|

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.41

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Audited statements of accounts   | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

49.60

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

All departments, library, IQAC room and administrative sections of the college is equipped required IT infrastructure. These facilities are continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others.

Office automation exists since the year 2010. The central library of the college uses 'SOUL' software which provides a highly versatile and user-friendly OPAC for simple and advanced search. The college website is regularly maintained by professional firm. In addition, biometric attendance system for employees and CCTV surveillance system are in place.

B N College online learning portal is an initiative where

teachers can take classes even on holiday or vacation from home. DELNET, INFLIBNET, CD's, Video lectures, are made available to the learners to enhance learning capabilities.

The college has updated its IT facilities by increasing the number of computers, printers, UPS, scanners, LCD projectors, Xerox machines, online admission process, dynamic website, addition of bandwidth, and various software.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

#### 4.3.2 - Number of Computers

117

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| List of Computers                 | No File Uploaded          |

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

50.52

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts  | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

College has framed the Policy for Use of Facilities which provides a framework for optimal use of physical assets.

- Administrative office spaces are assigned to one or more individuals.
- Classroom and Laboratory scheduling enables students to attend classes and are used efficiently.
- Central Library space is classified into: reading room/stack/digital-wing/ reference-section and book-bank section.
- Sports and Culture related facilities are mainly used for training/competition/ recreation of students/faculty and staff.
- Fire Extinguishers are in place and refilled regularly.
- There are two separate common rooms for boys and girls to spend their leisure hours.
- Two separate hostels, each for boys and girls are there, with intake capacity 40 and 105 respectively.
- The health centre provides primary health services.
- College owned computer related equipments in offices/departments/library/computer-laboratories and IQAC rooms.

Policy for Maintenance of Facilities :

- Renovation/alteration/upgrading of existing academic/support buildings is decided by Principal in consultation with concerned head/in charge and is placed to Governing Body for approval.
- Sweepers are in place to maintain the cleanliness on daily basis.
- College canteen is monitored by Canteen Management Committee.
- Three security guards are appointed for 24 hours.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| Paste link for additional information | Nil              |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2383



| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

209

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| Link to Institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

386

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

386

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | No File Uploaded          |
| Upload any additional information                            | No File Uploaded          |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

108

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <a href="#">View File</a> |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Some of the nominated students of the college are appointed as members of various Committees/Cells, namely IQAC, Anti-Ragging, Anti-Sexual Harassment, Grievances Redressal Committee, RUSA Projecting Monitoring Unit, College Hostel Committee etc. Among the students, Class Representatives are nominated in each semester. One student member is nominated as the Student In-charge to look after the activities of various Students' Club.

Apart from that, B. N. College Students' Union (BNCSU) is a representative body of student community that allows students to participate in various activities. The union consists of 12 members representing different portfolios elected by the regular students. In each academic session, the college undertakes necessary arrangements mandated by the Lyngdoh Committee of University Grants Commission to conduct students' election.

The BNCSU is entrusted to organise Annual College Week

supervised by the faculty members. They are entrusted to organise the Freshers' Social to welcome the newcomers. Student body also takes part in the Youth Festivals organised in the affiliating university from time to time. The annual college magazine - Prantajyoti, which contains articles, poems, short stories of the students and the faculty members is published under the Magazine secretary of BNCSU. BNCSU actively participates in the celebration of various commemorative days.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of the college is a registered body under Societies Registration Act XXI of 1860 (registration no: RS/DBR/250/V/20 of 2021-2022). The alumni Association has been in existence since 2015. For membership registration in Alumni Association, a link is provided on the college website. The activities of the association are governed by an

**Executive Body.**

The Association is an intense source for enrichment of students' network and authentically conveys the values and principles of college. Alumni are engaged in curriculum enrichment by providing their valuable feedback. Alumni who have distinguished themselves in various walks of life are invited as resource persons/guest speakers/judges for various college events. They provide financial contribution for academic upliftment of students. Some of the alumni have been appointed as member of the college management as they are familiar with the ethos of the institution.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

B N College Governing Body (GB) is, the apex body of college. GB frames the plans and policies by involving various stake holders.

**Vision of the college:**

- is to provide quality higher education with an attempt to inspire, prepare, and empower students of its catchment area to succeed in a changing world.

**Mission of the college:**

B N College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,
- Nurturing emerging disciplines and creation of new knowledge in response to a rapidly changing world,
- Inculcating deep historical knowledge of diverse cultures,
- Making effective use of emerging technological tools to create skilled manpower,

Vision and mission are reflected through the following programmes/activities:

- Various initiative are taken, namely, introduction of Add-on courses, Mentoring, Personality development programmes, Coaching classes for competitive/entrance examinations, etc
- Discipline and social responsibility are inculcated through NSS/NCC and sports activities.
- College encourages teachers to take up research activities.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

A culture of decentralization and participative management is encouraged by the college.

- Governing Body has representative from educationist, nominee from affiliated university, guardians, teacher and support staff.
- Governing Body appoints Vice-Principals and departmental

Heads and provided administrative/academic autonomy.

- Governing Body formed IQAC consists of principal, vice-principal, member from Governing Body/alumni/employer, few teachers, student and coordinator.
- All teaching/non-teaching staff are members of Staff Council which takes any common/general decision.
- Academic council consist of Principal, Vice-principal, Coordinator IQAC and all heads, is responsible to address the academic related issues.
- Committees are responsible for admission, timetable preparation, examination, purchases, etc and prepare working strategy for effective functioning.
- Committees have freedom to prepare their plan and decide implementation strategies.

#### Case Study: Green Policy

The department of Botany took a resolution in their departmental meeting held on 05/10/2020 (resolution no. 2) to adopt a 'Green Policy' and submitted the same to IQAC. The IQAC approved the same on its meeting held on 08/10/2020 (Resolution 6) and forwarded to honourable GB, B N College for further process. Subsequently the GB approved the same.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College prepared a Perspective Plan for five years from 2016-2021 for its all-round development. There are many focused areas in the plan on curriculum development/deployment, teaching-learning process, infrastructure development, governance, etc.



**CASE STUDY: Academic and Administrative Activities through Digitization**

- Accounts of college is maintained through Tally EPR 9.
- Income Tax Calculation of the employee is done with itax Software.
- Admission is done online through B.N. College Admission Software.
- Student fee is collected through debit/credit card and records are maintained through Tally software.
- Scholarships are disbursed through DBT mode and records are maintained in respective portal.
- Library is partially automated through SOUL software of INFLIBNET. All books are barcoded.
- Biometric Attendance is in place to monitor the attendance and working hours of staff.
- B N College Learning Management System is developed through which teachers can upload video classes and learning materials.
- Feedback from stakeholders are taken on-line and analysed through software.
- ICT enabled classrooms, lab, Video Conference room, Language lab are there.
- Active website with e-notice board (QR Code) facility is there.
- The entire college campus is under CCTV surveillances.

| File Description                                       | Documents        |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information                  | Nil              |
| Upload any additional information                      | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Policies:** To realize the vision and mission, college has framed various policies.

**Administrative Setup:**

- Principal is at the apex of the administration and functions under Governing Body (GB).
- Vice-Principal, works under Principal and mainly looks after the academic activities.
- Head of the departments are responsible for looking after individual departments and are member of Academic Council.
- Faculties are responsible for dissemination of knowledge & skill to the students. They are also members of various committees.
- Librarian is the head of the central library and is supported by Assistant Librarian, Library Assistant and Library Bearer.
- IQAC is responsible for ensuring quality in all academic and administrative activities.
- Office of the college works under Principal with Head Assistant, Senior Assistant, Junior Assistant and Office Bearer.

**Appointment Procedure:** All appointments are made as per the rule of Department of Higher Education (DHE), Assam.

Advertisements are published in leading newspapers by Principal and GB is entrusted to complete the interview process, final appointment is done by DHE.

**Service Rule:** College follows the service rules laid down by DHE.

**Procedure for Promotion:** All promotions are made as per the rules of DHE.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the institution webpage | <a href="https://www.bncollege.co.in/img/Organogram.jpg">https://www.bncollege.co.in/img/Organogram.jpg</a> |
| Upload any additional information             | No File Uploaded  |

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | No File Uploaded          |
| Screen shots of user interfaces  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

**Pension, Gratuity, Leave Encashment Facility:** All the staff working against permanent posts are eligible for these facilities from government of Assam

- **Provident Fund:** The facility is available for the staff joined before 01/02/2005 as per Govt. norms.
- **Group Insurance Scheme:** All staff working against permanent posts are insured through Group Insurance Scheme of LIC as per Govt of Assam.
- **Medical Facilities:** Health Centre with one para medical staff is available for staff and students.
- **Leave Facility:** Staff of the college are entitled for Study

Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

- Canteen provides good quality food maintaining hygienic condition.
- Gymnasium facilities are provided free of cost.
- College reserves seat for admission of children of college staff in UG/PG classes.
- Cognitive Support:
  - o Seminars/Workshops/Staff Development Preprogramme for staff.
  - o Monthly Faculty Seminar.
  - o encouraged to participate in Refresher Course/Orientation Course/ Short Term Course.
  - o Library Facility is provided to all staff to access online/offline study materials.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

38

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

9

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded          |
| Reports of Academic Staff College or similar centers   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | No File Uploaded          |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

#### For teaching staff

1. **Performance Based Appraisal System:** PBAS format has been prepared by IQAC following the guidelines of UGC and Govt. of Assam. IQAC collects API-PBAS from all faculty members. The performance of faculty is assessed by Heads, Co-ordinator-IQAC and Principal. The performance appraisal consists of three parts:

**Category I: Teaching, Learning and evaluation related activities**

**Category II: Professional Development, Participation in Co-curricular and Extra-curricular activities**

**Category III: Research and Academic activities**

2. **Annual Confidential Report:** ACR for teaching staff is prepared by Principal as per the format of Govt of Assam and submitted to the Director of Higher Education as and when directed.

3. **Evaluation by the Students:** Feedback on performance of teachers is collected from students, evaluated and necessary measures taken for improvement.

#### For Non-teaching Staff

1. Performance Appraisal of Non-teaching staff: Annual Confidential Report is prepared by IQAC as per the format of Govt of Assam and is assessed by Principal every year.

2. Student Feedback: Student Feedback taken on College Office, Library as well as the suggestions received from the students are used to evaluate the performance of non-teaching staff of the college.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Two level financial audit system are in place,

1. Audit by Chartered Accountant

2. Audit by Government Auditor

- Before any payment bills and vouchers are checked by the college office and certified by HOD/Teacher Representatives to Governing Body.

- Financial audit is a continuous process, carried out by Chartered Accountant. All bills, vouchers are stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the Chartered Accountant, which is placed in the Governing Body.

- Utilization certificates of the grants received from various funding agencies, like, UGC, DBT, RUSA etc are prepared as per the respective guidelines, duly checked and signed by Chartered Accountant and submitted to the corresponding authority.

- Government audit, carried out by Department of Local Audit, Govt of Assam, as per their schedule. Income-Expenditure is assessed and Receipt-Payment is checked as per government rule.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution applies different strategies for mobilization of funds from various agencies as per the standard procedure of the agency concerned. Generally, it is a three-step strategy that involves:

1. Identification of Project by IQAC/Department
2. Preparation of Project Proposal and Submission
3. Implementation of Projects

Following this strategy, various projects are either implemented or being implemented in the college during the session 2021-2022.

**Fund Utilization:**

Yearly budget is prepared by giving adequate attention for



augmentation of physical/ academic infrastructure, IT facilities in teaching-learning process, extra-curricular/Co-Curricular activities, library facilities, development of staff, green initiatives, etc. Utilization of fund is monitored by various bodies, namely Governing Body, Construction and Purchase Committee, Project Monitoring Committee etc. Utilization Certificates are submitted after auditing through CA/Govt Auditor.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The two examples of practices institutionalized as a result of IQAC initiatives are given as,

### (1) Establishment of Student Club

To inculcate creative qualities for holistic development of the students, various Student clubs, namely, Photography, Dance, Drama, Literary, Art and Drawing, Debate, Electronic, Music, Sports, Mathematics, Quiz and Eco club have been established. Each club is supervised by an in-charge from college staff. In addition, a student member is assigned as student leader in each club. The club activities are also assigned in the college daily routine. Various programmes/competition are organised in relation to these club activities.

### (2) Mentor-Mentee System

The objective of the Practice is to motivate, support and guide the mentees in their academic pursuits along with facing challenges in life. The process is governed by a combined policy followed in every department and are asked to divide the mentees in groups of not more than 20 mentees. The faculty members are issued appointment letters to act as mentor. The mentors discuss academic/non-academic issues and encourage

mentees to share their problems. The mentors act as guide, friend and philosopher to the mentees.

The continuous interactions between the mentor and mentees have resulted in the reduction of students dropout rates.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

#### (1) Teacher's Diary

IQAC has prepared a Teacher's diary containing timetable/workload/actual teaching units/ syllabus completing summary/mentoring work/library work/research activities/extension works and other administrative responsibilities. Every teacher has to maintain the Diary regularly. Individual Teacher Diary is verified and signed by Head of the concerned departments and is then submitted to Principal for final approval. Principal monitors the overall performance of the teachers through the verification of the Diary.

#### (2) Diagnostic test for beginner and maintenance of track record

To recognize the understanding level of students admitted in first semester, IQAC initiated to take a test just after one month of initiation of class. To set question papers, emphasis are given to the conceptual knowledge of the subject taught to identify the academic level of students. After the identification, teachers take necessary measures. IQAC also have taken initiative to maintain a track record of the student by taking mid-term test in the next consecutive years to monitor the improvement of the students by taking proper measure.

**Post-accreditation quality initiatives:**

College is trying for incremental improvements in quality initiatives in various vertices, namely, construction/renovation of infrastructure, teaching-learning process, research and extension, staff development, etc.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college believes in simultaneous development and progress of all the genders for the overall development of the institute

as well as the society. Keeping that in view, the college follows its Annual Gender Sensitization Action Plan and undertakes various initiatives to promote the gender equity.

College has committees, namely, Anti-Ragging Committee, Internal Complaint Committee, etc and necessary interventions to ensure safety. It has Women Forum, Women Cell, a sister organization of B N College Teachers' Association. Invited talks by renowned speakers are regularly organized to aware about equality, human dignity, Legal Rights etc.

The safety and security are the priority of the college and all such issues related to safety and security of the students as well as the staff of the college. The campus is under security guards and CCTV surveillance placed at strategic points to monitor the campus.

The college has well-furnished Common Room for boys & girls equipped with Study and Fitness Corner and separate washrooms and Sanitary Napkin Vending Machine in Girls' Common Room.

| File Description   | Documents |
|--|-----------|
| Annual gender sensitization action plan  | Nil       |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil       |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

B. Any 3 of the above

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

B N College has taken the policy to set an example of eco-restoration and sustainable development for the visitors and the society. Separate waste bins for bio-degradable (Green Bins) and non biodegradable waste (Blue Bins) materials are placed inside the campus for their segregation at source. The college strictly prohibits single used plastics viz., polythene bags, plastic cups, straws etc. in the campus. The college has a MoUs with the local Scrapper, Municipal Board. The college use to manage the bio degradable wastes of the campus by converting them in to bio fertilizer (Waste into Wealth). For this it has functioning Bio Composting Unit to undertake microbial composting as well as vermi composting. The college has functioning incinerators in the campus for disposing off used sanitary napkins.

It has Liquid waste treatment plants in laboratories of departments of Chemistry, Botany and Zoology. It has MoU with Jeet Tech, a Computer Hardware and Software Solution Centre to undertake E Waste management works. Every effort is made to keep e-waste to a minimum by fixing the systems with the reusable parts of dead systems in the e waste stock of the college.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | No File Uploaded          |

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To inculcate the spirit of "Unity in Diversity" among the students / staff and provide an inclusive campus in the college, the institution provides free access to all the sections of the society irrespective of caste, creed, religion,

language etc. It strictly follows the state reservation guideline in appointments and admission procedure to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free / fee waived admission. It also promotes Government scholarships etc. It also provides on its own scholarships to the poor and meritorious students from the Students' Aid Fund of the college.

It is fed mostly from vernacular medium schools and the students, who are pursuing different programmes in English medium face linguistic difficulties in understanding the subjects. Hence, the Teachers adopt bi-lingual media (Mother Tongue and English) in teaching learning process. It has a language lab to assist students in spoken English training. The institution endeavors to inculcate communal harmony and tolerance by organizing various cultural programmes time to time. It offers Add On Course on 'Folk and Performing Arts' to inculcate the knowledge of Goalpariya folk culture. It also organizes cultural procession every year.

| File Description   | Documents        |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information   | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes activities that sensitize the students and the staff about our constitutional obligations (values, rights, duties and responsibilities as a citizen). It observes important commemorative days (National and International) in the campus where all the stakeholders participate spontaneously. Every year, the college cherishes patriotism, sovereignty and democracy by organizing various programmes in connection with the commemoration of Constitution Day, Voter's Day, Martyr's Day, Nation's Independence Day, Republic Day, etc. It facilitates its students for enrolling in various organizations like National Service Scheme (NSS), National Cadet Corps (NCC) and Bharat Scouts and Guides etc. that foster values of nationalism, patriotism and humanity among the students. The NSS, NCC and Bharat Scouts and Guides of the college arrange various programmes and activities to inculcate



constitutional obligations, duties and responsibilities among the students. The college sensitizes and inspires the students regarding their duties to the society, need of Swachchaata and pollution free environment in the society, etc. This is undertaken by adopting awareness programmes in society, schools and villages.

| File Description   | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil       |
| Any other relevant information   | Nil       |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**  
**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution facilitates in organizing programs in

connection with celebration / observation of notable commemorative days of National and International interest. Amidst the hectic academic schedule, every year, the college celebrates such commemorative days / events / festivals with pride and enthusiasm by involving all the staff members, governing body members and the students of the institution. The aim and objective of observing / celebrating such commemorative days by the institution is to inculcate values and morals, duties and responsibilities; inspiration for the holistic development and empowerment of students to become a responsible global citizen. While celebrating the commemorative days, the institution organizes different activities and competitions like quiz competition, speech competition, song and dance competition, staging of drama, poster presentation and model competition etc. related to the event to be observed. Some of such days are National Science Day, Republic Day, Independence Day, Constitutional Day, Gandhi Jayanthi, Librarian's Day, College Foundation Day, Sanskrit Day, National Voter's Day, National Sports Day, Birth Anniversary of Netaji Subhash Chandra Bose, Anti-Tobacco day, National Statistics Day, Rashtriya Ekta Divas, National Pollution Control Day etc.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

#### Students' Club

**Title:** Establishment of 'Students Club'

**Objective:** Nurturing creativity of students.

**Context:** Ensure all-round development of students.

**Practice:** College has established various Students' club, headed by a faculty member. In-charges plan different activities/competition, and organize workshop/training by inviting resource persons. Practice classes/interactive sessions are held as per the routine. Club-membership is free of cost and teachers offer voluntarily service.

**Evidence of Success:** Students' clubs have attracted the students, who enthusiastically participate the club programmes. Activities have been appreciated by different stakeholders.

**Resources:** Infrastructure available in the college is used for interactive session/practice classes.

## Best Practice 2

**Title:** Literature review: Basic tool for starting a research project.

**Objective:** Students always go through an extensive literature study before undertaking their projects and accordingly carry out the works.

**Context:** Current updates of research work is possible to know only through literature review.

**Practice:** College subscribes various scientific magazines/journals/news bulletins and internet sources to get access the database like, INFLIBNET/ScienceDirect/RSC, etc. Students regularly visit the library to get the access.

**Evidence of Success:** Students have successfully completed their project works based on literature study.

**Problems Encountered and Resources Required:** Procurement of advanced search tools like Scifinder, Web-of-Science etc. are necessary.

| File Description                            | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil       |
| Any other relevant information              | Nil       |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Dhubri is an aspirational district categorized by the NITI Aayog. The B.N. College as an institution of higher education plays a key role in the 'quick and effective' transformation of the district conforming to the broad objective of the NITI Aayog.

With a Vision to impart quality higher education and to 'inspire, prepare and empower' the students; college has initiated different courses/programmes from time to time and has started vocational course in Information Technology (IT) at undergraduate level. College has introduced Add-On courses on different skill-based subjects, namely, Entrepreneurship Development, Mushroom Cultivation, Electronics, Communicative English, Food Adulterants in Common Food Stuff, Bee Keeping are few of them. Besides, college also offers courses on Folk and Performing art, Human Rights, Value Education to inculcate ethical values among the students. Moreover, college has introduced different students' clubs related to Art, Debate, Music, Drama etc. to engage students in various activities. College has started students exchange programme with neighbouring colleges. The objective behind the introduction of the enrichment courses, other classroom activities, MoU and linkage programmes are to help the students to develop advanced skills and inculcate human values. This will empower the students in earning their livelihood and simultaneously work for a harmonious and peaceful society.

| File Description                             | Documents        |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information               | No File Uploaded |

7.3.2 - Plan of action for the next academic year

Future plan for 2021-2022:

1. To establish more MoUs to undertake various activities.
2. To organize FDP on teaching-learning process.
3. To organise capacity building and skill enhancement programme for students
4. To organise multiple sports activities
5. To install more LED bulbs and other power efficient equipments
6. To organise programs on Constitutional obligations, professional ethics for students, teachers, administrators and other staff.
7. To celebrate /organize national and international commemorative days, events and festivals.