YEARLY STATUS REPORT - 2021-2022

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/2020-21/AQAR_2020_2021.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-2021-22.pdf	

5.Accreditation Details

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

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	2022	2,00,000
B N College, Dhubri	Maintenance of LDS management system	ISRO	2021	1,00,000
B N College, Dhubri	Salary grant	Govt. of Assam	2021-2022	12,23,91,977
B N College, Dhubri	Establishment of Language lab (2nd instalment)	NECTAR	2022	4,70,520
B N College, Dhubri	Covid 19 sensitization programme	Govt. of Assam	2021	17,000

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	6	
• 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 Orientation cim Induction programme for beginner • Organising Hands on training for students • Undertook Administrative audit of the college • Establishment of MoUs with organisation of national importance to undertake various collaborative activities.

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.To establish more MoUs to undertake various activities.	8 nos. of MoU were established
2. To organize FDP on teaching-learning process.	1 FDP was organised
3.To organise capacity building and skill enhancement programme for students	4 nos. of capacity building programme was organised
4.To organise multiple sports activities	Organised
5.To install more LED bulbs and other power efficient equipments	Installed
6.To organise programs on Constitutional obligations, professional ethics for students, teachers, administrators and other staff.	Organised
7.To celebrate /organize national and international commemorative days, events and festivals.	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	29/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary

College follows strictly the courses prescribed by affiliating university. However, college has implemented some measures in order to familiarize students with various aspects of knowledge. Offering various Add-on courses facilitate the multidisciplinary research culture and innovative mind of the students. Few of them are, Nano Science and Nano Materials, Study of Medicinal Plants, Data Analysis using SPSS, Web Designing, etc. To improve the language/literature and teaching pedagogy, Add-on courses, namely, Functional Hindi, Creative Writing in Assamese and English, Communication and Teaching in English are introduced. Various collaboration has been established with educational and research institutions at state/national level to undertake different activities.

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:

One skill development paper is compulsory for all undergraduate students as per prescribed courses. College has offering BVOC course in Information and Technology under Gauhati University. College has also introduced some skill-based Add-on courses, like, Bee Keeping and Management, Mushroom Cultivation, Fish and Fishery, Troubleshooting and Repairing of Cell Phones, etc. College also arranges Spoken Tutorial class in collaboration with IIT, Mumbai.

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

The revised syllabus under CBCS has incorporated some aspects of the Indian knowledge system in some of its courses. 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. To spread the Swamiji Vivekananda's ideas and thought, college has established Vivekananda Study Centre. College conducts cultural programmes regularly reflecting cultural heritage/mosaic from time to time. Moreover, college is a center for non-formal Sanskrit course under Central Sanskrit University, New Delhi since 2016-2017.

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

The academic policy of the college incorporated the student-centric teaching-learning method and accordingly experiential learning, participative learning and problem solving learning methods are in place by the college. 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.

20.Distance education/online education:

College has developed 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	[View File](#)

2.Student

2.1   **2675**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **783**

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

File Description	Documents
Data Template	[View File](#)

2.3   **690**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **63**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **68**

Number of sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2675**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**783**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**690**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**63**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**68**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**32**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**212.957**
4.3 Total number of computers on campus for academic purposes	**117**

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

College is guided by the syllabus prescribed by Gauhati University and Curriculum delivery is imparted in many ways by which students are able to achieve their learning goals.

1. Academic matters are discussed in the Staff council/Academic council meeting.

2. IQAC prepares Academic Calendar and departments prepare their Departmental Plans prior to the beginning of every semester.

3. General Routine is prepared by Routine Committee and is disseminated to departments.

4. HODs are entrusted to distribute the syllabus and assign the workload to the teachers.

5. IQAC collects Teaching Plans/Lesson plans from teachers at the

beginning of every semester. Teachers submit Monthly Progress Report for each month.

6. Each teacher is provided with Teacher's Diary to enclose their timetable, teaching units taught, academic/administrative responsibilities etc.

7. HODs are to furnish HOD's diary and is monitored by Principal on weekly basis.

8. Different teaching strategies are adopted.

9. Technology like computer, internet facility, E-resources are made available, B N College Online Learning Portal are used.

10. College provides few Add-on Courses also.

11. College organizes seminars/webinar/conferences/workshops for upgradation of subject-related knowledge.

12. IQAC collects feedback annually on curriculum from various stakeholders, 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 in accordance with the academic calendar of the affiliating university.

• IQAC prepares Academic Calendar every session.

• Academic Calendar is available in the college website and is a source of information and planner for all stakeholders.

• Teaching/Lesson plans of teachers are prepared.

• Departments prepare their own plan for organising curricular

based activities.

• **Academic Calendar provides all information regarding the total teaching days, schedules of academic activities including admission, dates of commencement of end semester examinations.**

• **Examination committee follows the dates of academic calendar for conduction of diagnostic/midterm test, internal assessment, end semester examination and dates by which the marks need to be submitted online to university.**

• **It encompasses all co-curricular/extracurricular activities, annual college week, publication of college magazine, club activities etc.**

• **Local/National holidays, celebration of commemorative days, etc also mentioned.**

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	View File
Any additional information	View File

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	<u>View File</u>
Institutional data in prescribed format (Data Template)	<u>View File</u>

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)

44

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	<u>View File</u>

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

1385

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

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 which include various cross-cutting issues. Besides these, college introduced Add-on courses, namely, Human Rights, 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, like,

1. Student participation in environmental awareness programme

2. Observing 'No fossil fuel day' on every 2nd and 4th Saturday.

3. Active student participation in conducting Green Audit and Energy Audit.

4. Establishment of Photography Club

5. Organising Bird Watching Camp, Field Trips, etc

6. Student participation in campus cleaning programme and Swachh Bharat Abhiyan

7. Organising poster making/art/debate/drama on issues related to gender sensitivity

8. Organising expert lecture programme on laws of sexual harassment/health/hygine

9. Celebration of World Day of Social Justice, Martyrs day, National Youth Day, etc nurture the values like national integration, patriotism, equality, peace and brotherhood

10. Active participation of students in activities like blood donation camps, cancer awareness programme, corona virus awareness programme, etc. inculcates the values in them.

11. Organised extension and outreach activities for creating a sense of empathy and social responsibility.

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	View File
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	View File

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

272

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	<u>View File</u>

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

1180

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

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

324

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 which is organised just after one month of the commencement of the class. Departments identify slow and advanced learners through the marks obtained in this test. In the successive years, mid-term tests are conducted in the same manner. The departments maintain the Track Record for each student to know their progress and monitored by IQAC.

Initiatives for slow learners:

• Remedial teaching

• Regular mentoring and counselling to address various issues that they encounter

• Availability of question banks in library and college website

• Providing extra reading material and practice assignments

Initiative for advanced learners:

• Arranging coaching classes for IAS/other competitive examinations

• Encouraged to enrol in Spoken Tutorial Courses, courses under SWAYAM, etc

• Allowed to borrow additional books

• Felicitating rank holders in university examination, topper in the college, best library reader

In addition,

• various students clubs are taking care of both slow and advanced

learners

- **various hand-on trainings are organised for science students**

- **Regular MA/ MSc entrance coaching classes are imparted**

All these efforts have resulted in students' performance at university level by getting ranks in various subjects. A good number of students cracked the PG entrance of various universities and all India examination, like, JAM.

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
2675	**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

College consciously encourages students' active participation in the learning process to so that they can experience deeper understanding of subjects. The academic policy is student centric where experiential, participatory learning and problem-solving methodologies are put into practice in the teaching-learning process.

Experiential learning:

- **Field trips**

- **Industry visits**

- **Visit to research laboratories**

- **Encouraging student to attend summer/winter camp organised by various institutions.**

- **Classes/lectures by eminent academicians/scientists**

Participative Learning:

- **Hands-on training for science students**

- **Use role play/dramatisation technique**

- **Engage students for book/literature review**

- **Writing for departmental wall-magazines and college magazine**

- **Organising student's seminar and debates**

- **Organising Peer Class**

- **Participation in various activities in Students' Clubs**

- **Participation in science model and poster competition**

Problem solving:

- **Assigned project work**

- **Organising Group discussion**

File Description	Documents
Upload any additional information	**No File Uploaded**
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

- **Most of the teachers deliver their lecture in the class through power point presentation.**
- **B N College Learning Management System (LMS) is used by the teachers to upload video classes and other learning materials. Besides, class tests are also taken through LMS.**
- **Both teachers and students can access e-books and e-journals through N-list (INFLIBNET) and DELNET.**

- A collection of more than 135 no of CDs and 10 DVDs containing free e-books are available in the digital wing of the central library.
- 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.
- The teacher also uses the BN College youtube (https://www.youtube.com/channel/UCG3QRBjUStXAFKukQZq_IAA/videos) for uploading video class.
- Teachers often consult the free study materials available in ePathshala under NME-ICT. MoE, GOI.
- Some departments organise Video Documentary Class, where video of some important issues are played and students are asked to write some observations on the video.
- Regular and optimal usage of Computer laboratories ensure practical education in the knowledge transfer process.
- College offers few Add-on courses on ICT, namely, Computer Application, Electronics, Web Designing, BigData.

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	View File
Mentor/mentee ratio	No File Uploaded

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)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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	[View File](#)
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)	[View File](#)

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

871

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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.

For transparency:

• Tentative date of internal examination is published in Academic calendar.

• Examination committee prepares the examination schedule and it is communicated to the students.

• Departments communicate/declare the syllabus and pattern of the scheduled test to the students.

• Teachers submit a set of question papers to the HODs, who is entrusted to compile and to prepare the final question paper.

• Examination is conducted on the basis of a common schedule prepared by the examination committee.

• Attendance records of students are strictly checked.

• 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 due to 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 departmental notice board.

• Students are given timely opportunities to discuss any concerns or grievances about assessment outcomes.

For robustness in frequency and variety:

• Internal examinations are compulsory for all students. In addition, departments/teachers also conduct class tests time to time.

• Departments conduct diagnostic test for the beginners and mid-term test in successive years.

• The home assignment is an important and 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

The following mechanism is followed for Grievance Redressal in evaluation,

Grievances related to University examination:

• Grievances raised by the students are redressed as early as possible 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 the end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.

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

• The grievances related to the problem in mark sheets regarding name/course/ programme name are resolved by Principal by communicating with Gauhati University.

Grievances related to Internal examination:

• Internal Examination answer scripts are shown to the students after the assessment by the concerned subject teachers for further clarification.

• In case of any grievance, the students can apply to the Grievence Redressal Committee.

• 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.

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.

For each programme, college has specified 12 POs which are aligned to the learning objectives. POs will help the graduates to think critically, communicate effectively, interact socially. COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO. They are based on the principles of Blooms taxonomy. COs are understood within the context of the discipline.

Following steps are taken to design the PO and CO for each programme:

• IQAC designed PO of each programme, which are in line with Vision and Mission of the Institution, following the guidelines offered by NAAC.

• HODs prepared the draft version of COs with the help of faculty members and were finally approved by IQAC.

• POs and COs are displayed for all stakeholders at Institute's website, College prospectus,

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

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 outcomes and course outcomes.

• The Policy Guidelines for Assessment of Programme Learning Outcomes of the college is in place.

• University end semester results are systematically analyzed, in an attempt to comprehend the status of achievement of the learning outcomes.

• Students' performance in the regularly conducted class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of their learning levels.

• Details of students' progression to higher studies in the institutions of national repute are collected and are used as a motivating tool for the enhancement of the programme outcome.

• Performance of students in various students' clubs, namely, literary, drama, dance, art and drawing, debate, electronic and photography also act as a pointer for learning outcomes.

• College has got an effective mechanism for collecting feedback from students, teachers, employers and alumni on the curriculum, which is also used as a tool to improve the limitation in the attainment of the learning outcomes and also to chalk out corrective measures.

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

640

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
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)

Nil

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)	View File

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	View File
Institutional data in prescribed format	View File

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)	View File
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

Following are some of the initiatives undertaken to create an ecosystem for innovation,

• B N College Innovation Council: It is a registered unit under MHRD, Govt. of India. Various programmes on Start-up, IPR, entrepreneurship development in Higher Education, industry visit, etc are organised to inculcate entrepreneurship culture among students. The students actively participated all these programmes. Faculty members are acknowledged as Innovation Ambassadors and they undergo training periodically.

• Research and Publication Cell: The cell is established with the aim to inculcate research culture amongst students and teachers. Cell organises workshops/seminars/ webinars/lecture on various

issues. Cell also organises monthly Faculty Seminar to discuss the research works of the faculties with the peers.

• **Career Counselling and Placement Cell:** Cell organises various training programme/activities, lectures on Softskill/personality, workshop on Public speaking skill, etc.

• **Skill Based Add-on Courses:** Courses like Mushroom Cultivation, Electronics, Web designing, Beekeeping and their management, Budget analysis and preparation, Preparation of Common Household materials, Fish and fishery, etc are offered to provide them with a first-hand experience in those areas.

• **Students clubs:** Establishment of various Students clubs, like Debate, Drama, Music, Sports, Quiz, Literary, Creative writing, Art & Drawing, Mathematics, Electronics and Photography 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

10

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

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

7

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Apart from the extension activities undertaken, by NSS, NCC, Scout and Guides units of the college, various other extension activities are carried out to create awareness among the neighbourhood communities and to sensitize the students.

College has adopted five villages since October, 2020, under Unnat Bharat Abhiyan, GOI. The project was initiated by awareness programme on Covid-19 and distribution of mask in all the five villages. A hands-on training on Mushroom Cultivation was organised in one of the adopted villages, Asharikandi in collaboration with Technology Incubation Centre, Bodoland University, with an aim to make villagers self-reliant. A baseline survey was carried out involving students of the college to understand the socio-economic condition of the villages, as per the project guideline and report been submitted. As students were involved in all these activities, they got first hand idea about the socio-economic condition of the villages. Besides, department of Chemistry carried out water quality testing & mitigation of Arsenic from drinking water in the adopted villages.

Various programmes carried out by departments/different forums through the college students, like street-drama on Cancer-awareness, Swachch Bharat Abhiyan, voter awareness, etc has contributed significantly in making the students sensitive towards the society. College organises workshop on Waste to Wealth for farmers.

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)	View File
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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

199

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

8

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

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.

College has a campus area of 64447.83 sqm. and built-up area of 35503.02 sqm with infrastructural facilities like adequate classrooms, laboratories, computing equipments, staff rooms,

conference/seminar hall, library with adequate reading space, computer and language laboratories.

• **Classroom:** At present 38 no of classrooms in the college, out of which 32 classrooms are provided with ICT facilities. There are 06 LCD projectors in various departments used for ICT-enabled learning as per need. 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 and one conference room are used for guest lectures/seminars/ meetings/conferences. There is one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

• The campus is Divyangjan friendly with washroom, ramps and reading corner (equipped with reading software)

• Solar photovoltaic panel of 30 KW is installed

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.

Following sports and cultural facilities are made available to the students,

Sports, games and Gymnasium:

Indoor facilities

- A 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

Cultural Facilities:

• Auditorium hall is available for cultural activities. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, etc are performed in the hall.

• Seminar hall is also used for cultural programmes as and when required.

• Sports and Cultural committee organizes different cultural activities and looks after the necessary infrastructure.

• Musical instruments like Harmonium, Tabla, Dholki, Dhol, guitar, keyboards, trible etc with music system are always made available for the students.

• College introduced various students club, namely, music, dance, drama, art and drawing, literary, debate, photography to inculcate the artistic talents and potential inherent in the students.

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.

32

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

212.957

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Central library of the college is equipped with the following ICT facilities,

- Name of ILMS software: SOUL

- Version: 3.0 (Latest)

- Updated: 2021

- Nature of automation (fully or partially): Partially

- Year of Automation: 2009

- DSpace (Digital Library Software)

ILMS have modules namely, shelf management, library stock verification, library membership, membership login, issue/return item, etc. OPAC facility is available in ILMS for the status of a book. This facility helps the reader to track the books easily. Records of books are generated as Subject wise, accession number wise, author wise, publisher wise as well as ISBN wise.

Digital wing:A separate Digital section is available for accessing digital resources/institutional repository through DSpace. Library has a soft copy Corner where various CDs/DVDs are available users. Access to online resources, like, N-LIST/DELNET/World Ebook Library are available.

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

Question Bank facility:University end-semester examination question papers are collected and kept in this section (print and digital). This provides an opportunity to the students to improve their learning and answering skills.

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- A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

2.20

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

45.21

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

IT infrastructure is spread over all departments, library, IQAC room and administrative sections. These facilities are

continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others. Teaching-learning process is enhanced by incorporating ICT tools and e-resources. B N College online learning portal is an initiative where teachers can take classes even on holiday or vacation from home.

Office automation exists since the year 2010. Central library uses 'SOUL' (Version-3.0) software which provides a highly versatile and user-friendly Online Public Access Catalogue (OPAC) for simple and advanced search. College has had an active website for last few years. With greater demand for dynamism, the website was handed over to a professional agency for maintenance. In addition, biometric attendance system for employees and CCTV surveillance system has been augmented.

Sl.No

Particulars of upgradation

Year of upgradation

1.

Internet bandwidth

2020

2.

Website development and designing

2021

3.

Online admission software

2019

4.

LCD projectors

2021-2022

5.

Regular Upgradation of Configuration of PC

2010 to till date

6.

Regular Upgradation of OPAC

2021

7.

Regular Upgradation of Library software

2021

8.

Regular Upgradation of Windows

2010 to till date

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	<u>View File</u>
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	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

22.15

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Policy for Use of Facilities:

• Allocation/usage of classrooms are decided by Class Routine committee. Timetable is designed in such a way that there is the optimal use of classroom space.

• Schedule of laboratory is decided by Class Routine committee with the help of the HODs who are also responsible to allocate the laboratory equipment/consumables.

• Administrative office spaces (rooms/cabinets) are assigned to one or more individuals on a regular basis by the principal.

• Library space is classified into: reading room, stack, digital wing, reference section and book bank section and is allocated by the Librarian.

- All sports/cultural facilities are used for training/competition/ recreation of student/staff.

- There are two separate common rooms for boys and girls where they can spend their leisure hours.

- Two separate hostels, each for boys and girls are there in the college campus, with intake capacity 40 and 105 respectively.

Policy for Maintenance of Facilities:

- Maintenance of physical/academic/support facilities are monitored by various committees.

- Renovation/alteration/upgrading of existing academic/support buildings is decided by Principal in consultation with concerned head/in-charge.

- IT infrastructure is maintained by various farms/parties.

- Heads/faculties are accountable for proper use of laboratory equipment.

- Employees are in place to maintain the cleanliness/hygiene in the campus on daily basis.

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

2394

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

185

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

200

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

200

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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)	View File

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

195

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 unive rsity/state/national/international level (During the year) (Data Template)	View File

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)

The 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 (UGC) 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.

Some of the nominated students 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.

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

18

File Description	Documents
Report of the event	View File
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)	View File

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 of the college are very important stakeholders in the process of development of the college. Conscious efforts are made to strengthen the relationship between the institution and alumni. One of the main purposes of Alumni Association is to support a network of former graduates who will in turn help to raise the profile of the college. 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 (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.

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 2016-2022 for its all-round development. There are many focused areas in the plan on curriculum development and deployment, teaching-learning process, infrastructure development, governance, research, staff and student development, 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, like Academic policy, Green campus Policy, Staff and Student development policy, etc.

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, Assam.

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

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
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   **A. All of the above**

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following effective measures for teaching and non-teaching staff are in place,

• 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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

1

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

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

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution has annual performance appraisal system for all 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)	[View File](#)

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: (i) Identification of Project by IQAC and/or Departments (ii) Preparation of Project Proposal and Submission and (iii) Implementation of Projects.Following this strategy, various projects are either implemented or being implemented in the college during the session 2021-2022.

Fund Utilization:

College prepares the Yearly budget for financial year 2021-2022 by giving adequate attention for augmentation of physical/ academic infrastructure, augmentation of IT facilities in teaching-learning process, maintenance of physical and academic infrastructure, extra-curricular/Co-Curricular activities, library facilities, development of staff, green initiatives, etc. Utilization of fund is monitored by various authorized 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

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

(1) QR Code

IQAC has taken the initiatives to develop QR Code or e-Notice for each department. The QR code comprises various details of the departments, namely, departmental activities in connection with student-centric learning, news, students' achievements, practical manuals, old university question papers, etc. This information are easily assessable by all the stakeholders including students of the college.

(2) 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.

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) HOD's Diary

IQAC has prepared a HOD's diary which has to be maintained by all the Heads of the department. HODs are to maintain the details of classes taken by all the faculty members on daily basis. The classes, semesters, allotted periods and actual classes taken are to be mentioned. Apart from that, various activities related to student centric learning methods are noted in the diary. The individual HOD's Diary is submitted to IQAC and verified by IQAC Coordinator. The Principal monitors the overall performance of the

department through the verification of the Diary.

(2) Regular Class test

As a part of continuous Internal evaluation, IQAC has taken the initiatives to introduce regular class test for all the classes. All the faculty members are to take class test during the regular class hour. It is preferable that the questions of these tests are on conceptual type, so that the concerned faculty members can change his/her teaching methods, if required. After the evaluation, the answer scripts are shown to the students. The marks sheet along with the question papers of each tests are to be submitted to IQAC.

Post-accreditation quality initiatives:

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

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

For overall development of the college in particular and society in general, the simultaneous development and progress of all genders are of utmost important. Keeping that in view, the college follows its Annual Gender Sensitization Action Plan and undertakes various initiatives to promote the gender equity. Various units of the college, viz., Women Forum, Women Cell, Ani-sexual harassment, etc organise activities/programmes. Invited talks by renowned speakers are regularly organized to aware about equality, human dignity, Legal Rights etc. Anti-Ragging Committee and Internal Complaint Committee are in force. The college has a functional MoU with Psychologist / counselor to deal with the psychological issues of the student and staff.

The issues related to safety and security of the students and staff of the college are addressed in time. Three security guards are appointed in the college campus. In addition, ehe whole campus is under CCTV surveillance.

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

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	[View File](#)
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

The scientific waste management and eco-restoration is a part of the Green Campus Policy of the college. For the segregation of waste materials at source, separate waste bins for bio-degradable (Green Bins) and non-biodegradable waste (Blue Bins) materials are placed inside the campus at carious corners. Use of single used plastics viz., polythene bags, plastic cups, straws etc. in the campus are strictly prohibited.

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. College has installed incinerators in the campus for disposing off used sanitary napkins.

The Liquid waste treatment plants are attached with the laboratories of Chemistry, Botany and Zoology departments. 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. The MoU with Jeet Tech, a Computer Hardware and Software Solution Centre is in placed to undertake E Waste management.

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	View File
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	View File
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	<u>View File</u>
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	<u>View File</u>
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).

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 of staff as well as admission procedure of students to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free / fee waived admission as per state Govt rule. College also promotes and helps the students for applying in various Government scholarships.. It has the policy to provide scholarships to the poor and meritorious students from the Students' Aid Fund of the college.

The college adopts bi-lingual media (Mother Tongue and English) in teaching learning process, as most of the students are from vernacular medium schools, pursuing different programmes in English medium face linguistic difficulties in understanding the subjects. The facilities of language lab assist students in spoken English training.

To inculcate communal harmony and tolerance among the stakeholders, college organizes various cultural programmes time to time.

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 has its view and aim not only to provide quality higher education to its students, but at the same time to cultivate efforts to develop them into independent minded responsible global citizens too. The college organizes activities to sensitize the students and staff about the constitutional obligations, namely, values, rights, duties and responsibilities as a citizen. College observes/celebrates important national and international commemorative days in the campus where all the stakeholders participate spontaneously. College cherishes patriotism, sovereignty and democracy by organizing various

programmes in connection with the commemoration of Nation's Independence Day, Republic Day, Constitution Day, Voter's Day, Martyr's Day etc.

College encourages the students to enroll in 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	[View File](#)
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 college organizes programs/activities in connection with celebration/observation of important National and International commemorative days. College celebrates such commemorative days, events and festivals with pride and enthusiasm. The aim and objective of observing and 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. All staff members, governing body members and the students of the institution participated in these programmes.

While celebrating the commemorative days, institution organizes different activities and competitions like quiz, speech, song and dance, staging of drama, poster presentation and model competition etc. related to the event to be observed. Some of such days are Republic Day, Independence Day, Gandhi Jayanthi, Constitutional Day, Birth Anniversary of Netaji Subhash Chandra Bose, Birth Anniversary of Rabindranath Tagore, Anti-Tobacco Day, National Statistics Day, Rashtriya Ekta Divas, National Science Day, Librarian's Day, College Foundation Day, Sanskrit Day, National Voter's Day, National Sports Day, National Pollution Control Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
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

Title: Add-on Course on Data analysis using SPSS

Objectives:

a) To create interest among students to undertake various research projects.

b) To acquaint students with statistical software package

Context:

a) with the explosion of big data, organizations are generating/collecting vast amounts of data that need to be analysed and interpreted. Data scientist have the skills and knowledge to handle this data and extract insights.

Practice:

• **Course is open to any undergraduate students of the College**

• **The practical part is conducted through hands-on-training.**

Constraints:

• **Original version of SPSS is needed to be purchased**

• **Some of the students do not have basic knowledge of computer, is**

a constraint for the course.

 Evidence of Success:

• Two students have published research papers in scopus indexed journal

Best Practice 2

Title: 'LIKHATU SAMSKRITAM' (Write Sanskrit)

Objectives:

• To popularise Sanskrit language/Culture

• To bring awareness among the people that Sanskrit is not too difficult to learn.

Context: All the regional languages have been originated from Sanskrit. But lack of practice has created many misconceptions about Sanskrit.

Practice:

• Initiative has been taken to write the Sanskrit words in an alphabetic ORDER.

• The sheet is produced before the people by the students of the Department.

Evidence of Success:

• Majority of respondents have given a positive response.

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

B N College is committed to a culture of quality enhancement through a continuous process in all its endeavours for the benefit of students. Following are the arenas of Student Centric culture that makes it distinctive.

• College follows OBE practice and evaluation of Learning Outcome and Course Outcome by holding Quizzing/Seminar/Internal Assessment etc periodically.

• College provides ICT Based teaching-learning (through B N College Learning Management System/Online Resource/DELNET/INFLIBNET/Language Lab, etc).

• Career Counselling and Placement Cell, Institutional Innovation Council, Govt. aided UPSC Coaching Centre are there to aware students of different avenues of career and placement field, entrepreneurship skills, and organising motivational programme to become an entrepreneur.

• The partially automated Central Library facilitates the effective teaching-learning process.

• A separate Digital section is available in the central library for accessing digital resources/institutional repository through DSpace. Students can access online resources (remote access) such as, N-LIST, DELNET and World Ebook Library.

• The creativity and innovative minds of the students are nurtured through various Students' club activities, namely, Drama, Dance, Music, Debate, Electronic, Literary, Photography, Quiz, Sports, Creative Writing, Art and Drawing, Mathematics and Electoral Literacy Club. Club activities are undertaken by the charge ship of faculty members and staff.

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

College is guided by the syllabus prescribed by Gauhati University and Curriculum delivery is imparted in many ways by which students are able to achieve their learning goals.

1. Academic matters are discussed in the Staff council/Academic council meeting.

2. IQAC prepares Academic Calendar and departments prepare their Departmental Plans prior to the beginning of every semester.

3. General Routine is prepared by Routine Committee and is disseminated to departments.

4. HODs are entrusted to distribute the syllabus and assign the workload to the teachers.

5. IQAC collects Teaching Plans/Lesson plans from teachers at the beginning of every semester. Teachers submit Monthly Progress Report for each month.

6. Each teacher is provided with Teacher's Diary to enclose their timetable, teaching units taught, academic/administrative responsibilities etc.

7. HODs are to furnish HOD's diary and is monitored by Principal on weekly basis.

8. Different teaching strategies are adopted.

9. Technology like computer, internet facility, E-resources are made available, B N College Online Learning Portal are used.

10. College provides few Add-on Courses also.

11. College organizes seminars/webinar/conferences/workshops for upgradation of subject-related knowledge.

12. IQAC collects feedback annually on curriculum from various stakeholders, 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 in accordance with the academic calendar of the affiliating university.

- **IQAC prepares Academic Calendar every session.**

- **Academic Calendar is available in the college website and is a source of information and planner for all stakeholders.**

- **Teaching/Lesson plans of teachers are prepared.**

- **Departments prepare their own plan for organising curricular based activities.**

- **Academic Calendar provides all information regarding the total teaching days, schedules of academic activities including admission, dates of commencement of end semester examinations.**

- **Examination committee follows the dates of academic calendar for conduction of diagnostic/midterm test, internal assessment, end semester examination and dates by which the marks need to be submitted online to university.**

- **It encompasses all co-curricular/extracurricular activities, annual college week, publication of college magazine, club activities etc.**

- **Local/National holidays, celebration of commemorative days, etc also mentioned.**

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	[View File](#)
Any additional information	[View File](#)

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	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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)

44

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1385

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 which include various cross-cutting issues. Besides these, college introduced Add-on courses, namely, Human Rights, 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, like,

1. Student participation in environmental awareness programme

2. Observing 'No fossil fuel day' on every 2nd and 4th Saturday.

3. Active student participation in conducting Green Audit and Energy Audit.

4. Establishment of Photography Club

5. Organising Bird Watching Camp, Field Trips, etc

6. Student participation in campus cleaning programme and Swachh Bharat Abhiyan

7. Organising poster making/art/debate/drama on issues related to gender sensitivity

8. Organising expert lecture programme on laws of sexual harassment/health/hygine

9. Celebration of World Day of Social Justice, Martyrs day, National Youth Day, etc nurture the values like national integration, patriotism, equality, peace and brotherhood

10. Active participation of students in activities like blood donation camps, cancer awareness programme, corona virus awareness programme, etc. inculcates the values in them.

11. Organised extension and outreach activities for creating a sense of empathy and social responsibility.

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	View File
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	View File

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

272

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

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

1180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

324

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 which is organised just after one month of the commencement of the class. Departments identify slow and advanced learners through the marks obtained in this test. In the successive

years, mid-term tests are conducted in the same manner. The departments maintain the Track Record for each student to know their progress and monitored by IQAC.

Initiatives for slow learners:

• Remedial teaching

• Regular mentoring and counselling to address various issues that they encounter

• Availability of question banks in library and college website

• Providing extra reading material and practice assignments

Initiative for advanced learners:

• Arranging coaching classes for IAS/other competitive examinations

• Encouraged to enrol in Spoken Tutorial Courses, courses under SWAYAM, etc

• Allowed to borrow additional books

• Felicitating rank holders in university examination, topper in the college, best library reader

In addition,

• various students clubs are taking care of both slow and advanced learners

• various hand-on trainings are organised for science students

• Regular MA/ MSc entrance coaching classes are imparted

All these efforts have resulted in students' performance at university level by getting ranks in various subjects. A good number of students cracked the PG entrance of various universities and all India examination, like, JAM.

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
2675	**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

College consciously encourages students' active participation in the learning process to so that they can experience deeper understanding of subjects. The academic policy is student centric where experiential, participatory learning and problem-solving methodologies are put into practice in the teaching-learning process.

Experiential learning:

- **Field trips**

- **Industry visits**

- **Visit to research laboratories**

- **Encouraging student to attend summer/winter camp organised by various institutions.**

- **Classes/lectures by eminent academicians/scientists**

Participative Learning:

- **Hands-on training for science students**

- **Use role play/dramatisation technique**

- **Engage students for book/literature review**

- **Writing for departmental wall-magazines and college magazine**

- **Organising student's seminar and debates**

- **Organising Peer Class**

- **Participation in various activities in Students' Clubs**

- **Participation in science model and poster competition**

Problem solving:

- **Assigned project work**

- **Organising Group discussion**

File Description	Documents
Upload any additional information	**No File Uploaded**
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

- **Most of the teachers deliver their lecture in the class through power point presentation.**
- **B N College Learning Management System (LMS) is used by the teachers to upload video classes and other learning materials. Besides, class tests are also taken through LMS.**
- **Both teachers and students can access e-books and e-journals through N-list (INFLIBNET) and DELNET.**
- **A collection of more than 135 no of CDs and 10 DVDs containing free e-books are available in the digital wing of the central library.**
- **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.**
- **The teacher also uses the BN College youtube (https://www.youtube.com/channel/UCG3QRBjUStXAFKukQZq_IAA/videos) for**

uploading video class.
- Teachers often consult the free study materials available in ePathshala under NME-ICT. MoE, GOI.
- Some departments organise Video Documentary Class, where video of some important issues are played and students are asked to write some observations on the video.
- Regular and optimal usage of Computer laboratories ensure practical education in the knowledge transfer process.
- College offers few Add-on courses on ICT, namely, Computer Application, Electronics, Web Designing, BigData.

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	View File
Mentor/mentee ratio	No File Uploaded

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)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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	View File
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)	View File

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

871

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

For transparency:

• Tentative date of internal examination is published in Academic calendar.

• Examination committee prepares the examination schedule and it is communicated to the students.

• Departments communicate/declare the syllabus and pattern of the scheduled test to the students.

• Teachers submit a set of question papers to the HODs, who is entrusted to compile and to prepare the final question paper.

• Examination is conducted on the basis of a common schedule prepared by the examination committee.

• Attendance records of students are strictly checked.

• 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 due to 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 departmental notice board.

• Students are given timely opportunities to discuss any concerns or grievances about assessment outcomes.

For robustness in frequency and variety:

• Internal examinations are compulsory for all students. In addition, departments/teachers also conduct class tests time to time.

• Departments conduct diagnostic test for the beginners and mid-term test in successive years.

• The home assignment is an important and 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

The following mechanism is followed for Grievance Redressal in evaluation,

Grievances related to University examination:

• Grievances raised by the students are redressed as early as possible 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 the end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees.

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

• The grievances related to the problem in mark sheets regarding name/course/ programme name are resolved by Principal by communicating with Gauhati University.

Grievances related to Internal examination:

• Internal Examination answer scripts are shown to the students after the assessment by the concerned subject teachers for further clarification.

• In case of any grievance, the students can apply to the Grievence Redressal Committee.

• 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.

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.

For each programme, college has specified 12 POs which are aligned to the learning objectives. POs will help the graduates to think critically, communicate effectively, interact socially. COs are designed by identifying which courses, portions of courses, or series of courses fulfil each PO. They are based on the principles of Blooms taxonomy. COs are understood within the context of the discipline.

Following steps are taken to design the PO and CO for each programme:

• IQAC designed PO of each programme, which are in line with Vision and Mission of the Institution, following the guidelines offered by NAAC.

• HODs prepared the draft version of COs with the help of faculty members and were finally approved by IQAC.

• POs and COs are displayed for all stakeholders at Institute's website, College prospectus,

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

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 outcomes and course outcomes.

• The Policy Guidelines for Assessment of Programme Learning Outcomes of the college is in place.

• University end semester results are systematically analyzed, in an attempt to comprehend the status of achievement of the learning outcomes.

• Students' performance in the regularly conducted class tests, seminars, group discussion, debate, etc is also used as a measure to assess the attainment of their learning levels.

• Details of students' progression to higher studies in the institutions of national repute are collected and are used as a motivating tool for the enhancement of the programme outcome.

• Performance of students in various students' clubs, namely, literary, drama, dance, art and drawing, debate, electronic and photography also act as a pointer for learning outcomes.

• College has got an effective mechanism for collecting feedback from students, teachers, employers and alumni on the curriculum, which is also used as a tool to improve the limitation in the attainment of the learning outcomes and also to chalk out corrective measures.

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

640

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
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)

[Nil](#)

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)	View File

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	View File
Institutional data in prescribed format	View File

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)	View File
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

Following are some of the initiatives undertaken to create an ecosystem for innovation,

• B N College Innovation Council: It is a registered unit under MHRD, Govt. of India. Various programmes on Start-up, IPR, entrepreneurship development in Higher Education, industry visit, etc are organised to inculcate entrepreneurship culture among students. The students actively participated all these programmes. Faculty members are acknowledged as Innovation Ambassadors and they undergo training periodically.

• Research and Publication Cell: The cell is established with the aim to inculcate research culture amongst students and teachers. Cell organises workshops/seminars/ webinars/lecture on various issues. Cell also organises monthly Faculty Seminar to discuss the research works of the faculties with the peers.

• Career Counselling and Placement Cell: Cell organises various training programme/activities, lectures on Softskill/personality, workshop on Public speaking skill, etc.

• Skill Based Add-on Courses: Courses like Mushroom Cultivation, Electronics, Web designing, Beekeeping and their management, Budget analysis and preparation, Preparation of Common Household materials, Fish and fishery, etc are offered to provide them with a first-hand experience in those areas.

• Students clubs: Establishment of various Students clubs, like Debate, Drama, Music, Sports, Quiz, Literary, Creative writing, Art & Drawing, Mathematics, Electronics and Photography 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

10

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

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

7

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Apart from the extension activities undertaken, by NSS, NCC, Scout and Guides units of the college, various other extension activities are carried out to create awareness among the neighbourhood communities and to sensitize the students.

College has adopted five villages since October, 2020, under Unnat Bharat Abhiyan, GOI. The project was initiated by awareness programme on Covid-19 and distribution of mask in all the five villages. A hands-on training on Mushroom Cultivation was organised in one of the adopted villages, Asharikandi in collaboration with Technology Incubation Centre, Bodoland University, with an aim to make villagers self-reliant. A baseline survey was carried out involving students of the college to understand the socio-economic condition of the villages, as per the project guideline and report been submitted. As students were involved in all these activities, they got first hand idea about the socio-economic condition of the villages. Besides, department of Chemistry carried out water quality testing & mitigation of Arsenic from drinking water in the adopted villages.

Various programmes carried out by departments/different forums through the college students, like street-drama on Cancer-awareness, Swachch Bharat Abhiyan, voter awareness, etc has contributed significantly in making the students sensitive towards the society. College organises workshop on Waste to Wealth for farmers.

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)	<u>View File</u>
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

4

File Description	Documents
Reports of the event organized	<u>View File</u>
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<u>View File</u>

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

`199`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

`5`

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

`8`

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

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.

College has a campus area of 64447.83 sqm. and built-up area of 35503.02 sqm with infrastructural facilities like adequate classrooms, laboratories, computing equipments, staff rooms, conference/seminar hall, library with adequate reading space, computer and language laboratories.

• Classroom: At present 38 no of classrooms in the college, out of which 32 classrooms are provided with ICT facilities. There are 06 LCD projectors in various departments used for ICT-enabled learning as per need. 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 and one conference room are used for guest lectures/seminars/ meetings/conferences. There is one Video conference room to provide exposure to the students with the class/lecture given by eminent personalities from national/international institutions.

• The campus is Divyangjan friendly with washroom, ramps and

reading corner (equipped with reading software)

- **Solar photovoltaic panel of 30 KW is installed**

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.

Following sports and cultural facilities are made available to the students,

Sports, games and Gymnasium:

Indoor facilities

- **A 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**

Cultural Facilities:

- **Auditorium hall is available for cultural activities.**

Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, etc are performed in the hall.

• Seminar hall is also used for cultural programmes as and when required.

• Sports and Cultural committee organizes different cultural activities and looks after the necessary infrastructure.

• Musical instruments like Harmonium, Tabla, Dholki, Dhol, guitar, keyboards, trible etc with music system are always made available for the students.

• College introduced various students club, namely, music, dance, drama, art and drawing, literary, debate, photography to inculcate the artistic talents and potential inherent in the students.

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.

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

212.957

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Central library of the college is equipped with the following ICT facilities,

- **Name of ILMS software: SOUL**

- **Version: 3.0 (Latest)**

- **Updated: 2021**

- **Nature of automation (fully or partially): Partially**

- **Year of Automation: 2009**

- **DSpace (Digital Library Software)**

ILMS have modules namely, shelf management, library stock verification, library membership, membership login, issue/return item, etc. OPAC facility is available in ILMS for the status of a book. This facility helps the reader to track the books easily. Records of books are generated as Subject wise, accession number wise, author wise, publisher wise as well as ISBN wise.

Digital wing:A separate Digital section is available for accessing digital resources/institutional repository through

DSpace. Library has a soft copy Corner where various CDs/DVDs are available users. Access to online resources, like, N-LIST/DELNET/World Ebook Library are available.

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

Question Bank facility:University end-semester examination question papers are collected and kept in this section (print and digital). This provides an opportunity to the students to improve their learning and answering skills.

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

2.20

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

45.21

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

IT infrastructure is spread over all departments, library, IQAC room and administrative sections. These facilities are continuously upgraded to meet the demands generated due to introduction of new curriculum, library, office management software, and others. Teaching-learning process is enhanced by incorporating ICT tools and e-resources. B N College online learning portal is an initiative where teachers can take classes even on holiday or vacation from home.

Office automation exists since the year 2010. Central library uses 'SOUL' (Version-3.0) software which provides a highly versatile and user-friendly Online Public Access Catalogue (OPAC) for simple and advanced search. College has had an active website for last few years. With greater demand for dynamism, the website was handed over to a professional agency for maintenance. In addition, biometric attendance system for employees and CCTV surveillance system has been augmented.

Sl.No

Particulars of upgradation

Year of upgradation

1.

Internet bandwidth

2020

2.

Website development and designing

2021

3.

Online admission software

2019

4.

LCD projectors

2021-2022

5.

Regular Upgradation of Configuration of PC

2010 to till date

6.

Regular Upgradation of OPAC

2021

7.

Regular Upgradation of Library software

2021

8.

10-04-2024 02:48:08

Regular Upgradation of Windows

2010 to till date

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	[View File](#)
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	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

22.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Policy for Use of Facilities:

• **Allocation/usage of classrooms are decided by Class Routine committee. Timetable is designed in such a way that there is the optimal use of classroom space.**

• **Schedule of laboratory is decided by Class Routine committee with the help of the HODs who are also responsible to allocate the laboratory equipment/consumables.**

• **Administrative office spaces (rooms/cabinets) are assigned to one or more individuals on a regular basis by the principal.**

• **Library space is classified into: reading room, stack, digital wing, reference section and book bank section and is allocated by the Librarian.**

• **All sports/cultural facilities are used for training/competition/ recreation of student/staff.**

• **There are two separate common rooms for boys and girls where they can spend their leisure hours.**

• **Two separate hostels, each for boys and girls are there in the college campus, with intake capacity 40 and 105 respectively.**

Policy for Maintenance of Facilities:

• **Maintenance of physical/academic/support facilities are monitored by various committees.**

- **Renovation/alteration/upgrading of existing academic/support buildings is decided by Principal in consultation with concerned head/in-charge.**

- **IT infrastructure is maintained by various farms/parties.**

- **Heads/faculties are accountable for proper use of laboratory equipment.**

- **Employees are in place to maintain the cleanliness/hygiene in the campus on daily basis.**

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

2394

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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)	[View File](#)

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

185

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

200

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

200

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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)	View File

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

195

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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)

The 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 (UGC) 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.

Some of the nominated students 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.

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

18

File Description	Documents
Report of the event	View File
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)	View File

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 of the college are very important stakeholders in the process of development of the college. Conscious efforts are made to strengthen the relationship between the institution and alumni. One of the main purposes of Alumni Association is to support a network of former graduates who will in turn help to raise the profile of the college. 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 (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.**

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 2016-2022 for its all-round development. There are many focused areas in the plan on curriculum development and deployment, teaching-learning process, infrastructure development, governance, research, staff and student development, 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, like Academic policy, Green campus Policy, Staff and Student development policy, etc.

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, Assam.

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in | A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following effective measures for teaching and non-teaching staff are in place,

• 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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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

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

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institution has annual performance appraisal system for all 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)	View File

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: (i) Identification of Project by IQAC and/or Departments (ii) Preparation of Project Proposal and Submission and (iii) Implementation of Projects.Following this strategy, various projects are either implemented or being implemented in the college during the session 2021-2022.

Fund Utilization:

College prepares the Yearly budget for financial year 2021-2022 by giving adequate attention for augmentation of physical/ academic infrastructure, augmentation of IT facilities in teaching-learning process, maintenance of physical and academic infrastructure, extra-curricular/Co-Curricular activities, library facilities, development of staff, green initiatives, etc. Utilization of fund is monitored by various authorized 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

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

(1) QR Code

IQAC has taken the initiatives to develop QR Code or e-Notice for each department. The QR code comprises various details of the departments, namely, departmental activities in connection with student-centric learning, news, students' achievements, practical manuals, old university question papers, etc. This information are easily assessable by all the stakeholders including students of the college.

(2) 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.

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) HOD's Diary

IQAC has prepared a HOD's diary which has to be maintained by all the Heads of the department. HODs are to maintain the details of classes taken by all the faculty members on daily basis. The classes, semesters, allotted periods and actual classes taken are to be mentioned. Apart from that, various activities related to student centric learning methods are noted in the diary. The individual HOD's Diary is submitted to

IQAC and verified by IQAC Coordinator. The Principal monitors the overall performance of the department through the verification of the Diary.

(2) Regular Class test

As a part of continuous Internal evaluation, IQAC has taken the initiatives to introduce regular class test for all the classes. All the faculty members are to take class test during the regular class hour. It is preferable that the questions of these tests are on conceptual type, so that the concerned faculty members can change his/her teaching methods, if required. After the evaluation, the answer scripts are shown to the students. The marks sheet along with the question papers of each tests are to be submitted to IQAC.

Post-accreditation quality initiatives:

College is trying for incremental improvements in quality initiatives in various vertices, namely, construction and renovation of infrastructure, teaching-learning process, research and extension, staff and student 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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

For overall development of the college in particular and society in general, the simultaneous development and progress of all genders are of utmost important. Keeping that in view, the college follows its Annual Gender Sensitization Action Plan and undertakes various initiatives to promote the gender equity. Various units of the college, viz., Women Forum, Women Cell, Ani-sexual harassment, etc organise activities/programmes. Invited talks by renowned speakers are regularly organized to aware about equality, human dignity, Legal Rights etc. Anti-Ragging Committee and Internal Complaint Committee are in force. The college has a functional MoU with Psychologist / counselor to deal with the psychological issues of the student and staff.

The issues related to safety and security of the students and staff of the college are addressed in time. Three security guards are appointed in the college campus. In addition, ehe whole campus is under CCTV surveillance.

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

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	[View File](#)
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

The scientific waste management and eco-restoration is a part of the Green Campus Policy of the college. For the segregation of waste materials at source, separate waste bins for bio-degradable (Green Bins) and non-biodegradable waste (Blue Bins) materials are placed inside the campus at carious corners. Use of single used plastics viz., polythene bags, plastic cups, straws etc. in the campus are strictly prohibited.

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. College has installed incinerators in the campus for disposing off used sanitary napkins.

The Liquid waste treatment plants are attached with the laboratories of Chemistry, Botany and Zoology departments.

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. The MoU with Jeet Tech, a Computer Hardware and Software Solution Centre is in placed to undertake E Waste management.

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	[View File](#)
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	View File
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	View File
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	[View File](#)
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).

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 of staff as well as admission procedure of students to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free / fee waived admission as per state Govt rule. College also promotes and helps the students for applying in various Government scholarships.. It has the policy to provide scholarships to the poor and meritorious students from the Students' Aid Fund of the college.

The college adopts bi-lingual media (Mother Tongue and English) in teaching learning process, as most of the students are from vernacular medium schools, pursuing different programmes in English medium face linguistic difficulties in understanding the subjects. The facilities of language lab assist students in spoken English training.

To inculcate communal harmony and tolerance among the stakeholders, college organizes various cultural programmes time to time.

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 has its view and aim not only to provide quality higher education to its students, but at the same time to cultivate efforts to develop them into independent minded responsible global citizens too. The college organizes activities to sensitize the students and staff about the constitutional obligations, namely, values, rights, duties and responsibilities as a citizen. College observes/celebrates important national and international commemorative days in the campus where all the stakeholders participate spontaneously. College cherishes patriotism, sovereignty and democracy by organizing various programmes in connection with the commemoration of Nation's Independence Day, Republic Day, Constitution Day, Voter's Day, Martyr's Day etc.

College encourages the students to enroll in 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	View File
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 college organizes programs/activities in connection with celebration/observation of important National and International commemorative days. College celebrates such commemorative days, events and festivals with pride and enthusiasm. The aim and objective of observing and 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. All staff members, governing body members and the students of the institution participated in these programmes.

While celebrating the commemorative days, institution organizes different activities and competitions like quiz, speech, song and dance, staging of drama, poster presentation and model competition etc. related to the event to be observed. Some of such days are Republic Day, Independence Day, Gandhi Jayanthi, Constitutional Day, Birth Anniversary of Netaji Subhash Chandra

Bose, Birth Anniversary of Rabindranath Tagore, Anti-Tobacco
Day, National Statistics Day, Rashtriya Ekta Divas, National
Science Day, Librarian's Day, College Foundation Day, Sanskrit
Day, National Voter's Day, National Sports Day, National
Pollution Control Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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

Title: Add-on Course on Data analysis using SPSS

Objectives:

a) To create interest among students to undertake various
research projects.

b) To acquaint students with statistical software package

Context:

a) with the explosion of big data, organizations are
generating/collecting vast amounts of data that need to be
analysed and interpreted. Data scientist have the skills and
knowledge to handle this data and extract insights.

 Practice:

• Course is open to any undergraduate students of the College

• The practical part is conducted through hands-on-training.

Constraints:

• Original version of SPSS is needed to be purchased

• Some of the students do not have basic knowledge of computer, is a constraint for the course.

Evidence of Success:

• Two students have published research papers in scopus indexed journal

Best Practice 2

Title: 'LIKHATU SAMSKRITAM' (Write Sanskrit)

Objectives:

• To popularise Sanskrit language/Culture

• To bring awareness among the people that Sanskrit is not too difficult to learn.

Context: All the regional languages have been originated from Sanskrit. But lack of practice has created many misconceptions about Sanskrit.

Practice:

• Initiative has been taken to write the Sanskrit words in an alphabetic ORDER.

• The sheet is produced before the people by the students of the Department.

Evidence of Success:

• Majority of respondents have given a positive response.

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

B N College is committed to a culture of quality enhancement through a continuous process in all its endeavours for the benefit of students. Following are the arenas of Student Centric culture that makes it distinctive.

• College follows OBE practice and evaluation of Learning Outcome and Course Outcome by holding Quizzing/Seminar/Internal Assessment etc periodically.

• College provides ICT Based teaching-learning (through B N College Learning Management System/Online Resource/DELNET/INFLIBNET/Language Lab, etc).

• Career Counselling and Placement Cell, Institutional Innovation Council, Govt. aided UPSC Coaching Centre are there to aware students of different avenues of career and placement field, entrepreneurship skills, and organising motivational programme to become an entrepreneur.

• The partially automated Central Library facilitates the effective teaching-learning process.

• A separate Digital section is available in the central library for accessing digital resources/institutional repository through DSpace. Students can access online resources (remote access) such as, N-LIST, DELNET and World Ebook Library.

• The creativity and innovative minds of the students are nurtured through various Students' club activities, namely, Drama, Dance, Music, Debate, Electronic, Literary, Photography, Quiz, Sports, Creative Writing, Art and Drawing, Mathematics and Electoral Literacy Club. Club activities are undertaken by the charge ship of faculty members and staff.

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 2022-2023:

1. Starting of more Enrichment courses.

2. Establishment of more MOU with GOs and NGOs.

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.

4. Organising Hands on training programme for the science students.

5. Organising popular talk/scientific lecture/motivational talk for the students.

6. Continuation of the compilation of published papers of faculty members

7. Extension work in neighbouring schools and villages.

8. Procurement of more laboratory consumables/equipments.

9. Procurement of more books, journals and e-resources.

10. Organising classes on ICT, soft skill development, training for competitive examination, research methodology etc.

11. Industrial/Institutional/Field visit by the students.

12. Organising few in-house programmes for faculty members and support staff.

13. Organising activities on environmental consciousness.

14. Celebration of few important commemorative days for promotion of universal Values and Ethics.