

DR. BIRINCHI KUMAR BAROOAH COLLEGE

PURANIGUDAM, NAGAON, ASSAM - 782141

**Annual Quality Assurance Report
(AQAR)- 2015-2016**



**TO BE SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**

**The Annual Quality Assurance Report (AQAR) of
Dr. B.K.B.College, Puranigudam, Nagaon, Assam**

For the Academic Year: July 1, 2015 to June 30, 2016

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016)

Part – A

I. Details of the Institution

1.1 Name of the Institution

DR. BIRINCHI KUMAR BAROOAH COLLEGE

1.2 Address Line 1

PURANIGUDAM

Address Line 2

PURANIGUDAM

City/Town

NAGAON

State

ASSAM

Pin Code

782141

Institution e-mail address

bkb.college@hotmail.com

Contact Nos.

03672-281627/9864489507

Name of the Head of the Institution:

DR. BHUPEN SAIKIA

Tel. No. with STD Code:

+916001612425

Mobile:

9864489507

Name of the IQAC Co-ordinator:

Sri Jatin Sharma

Mobile:

9401510652

IQAC e-mail address:

bkbcollege.puranigudam@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

Track ID: ASCOGN11958

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1. EC/55/RAR/008, March 27, 2011
2. EC/34/093, November 04, 2004

1.5 Website address:

www.bkbcollege.in

Web-link of the AQAR:

http://www.bkbcollege.in/iqac.php

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	68.00	4 th Nov, 2004	04/11/2004 to 03/11/2009
2	2 nd Cycle	C	2.00	2011	27/3/2011 to 26/03/2016
3	3 rd Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

20/01/2003

1.8 AQAR for the year (for example 2010-11)

2015 - 2016

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

i. AQAR (2014-2015) on 31/12/2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

***Certificate of Rural College, UGC 2(f) and 12B are in Annexure (viii) and (ix)**

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

(a) Higher Secondary under AHSEC, (b) BA under KKHO, (c) PG under IDOL, (d) D.El.ED under KKHSOU, (e) Certificate Course on Basic Computer offered by Institution itself.

1.12 Name of the Affiliating University (for the Colleges)

Gauhati University, Guwahati

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : Nil

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held:

(Attached as Annexure (x))

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others (Student)

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- (1) National Workshop on Environmental Resource Management and Sustainable Development.
- (2) State Level workshop on Remote Sensing and its Application.
- (3) National Level Workshop on Career Counselling and Guidance in association and cooperation with SUN@BEAM.INC, Kolkata
- (4) Biennial Dr. B.K.B Memorial Symposia on “*Birinchi Kumar Booruahr Sahityo, Bhakha-Sonskhitri aaru Etihaakh Sorcha*”.
- (5) One Symposia on “*Udakhin Shattrra aaru Sattriya Songeetor Sorcha*”

2.14 Significant Activities and contributions made by IQAC

1. Organize three workshops:
 - a. One on Environmental Resource Management and Sustainable Development from 7th September to 9th September, 2015 in collaboration with Green Guard Nature Organization
 - b. Another on Remote Sensing and its Application collaboration with Geographical Technology and Application Devision, Aaranyak from 11th March to 17th March, 2016
 - c. Other one on Carrier Guidance and Counselling in association and cooperation with SUN@BEAM.INC, Kolkata on 25th March, 2016.

2. Organize one Symposia on “*Udakhin Shotro aaru Satriya Songeetor Sorcha*”in collaboration with *Asomiya aaru Satriya Nrityo Bibhag* and *Satriya Sangeet Sikhyok Somaj (Asom)* on 8th October, 2015.
3. Organize Biennial Dr. B.K.B. Memorial Symposia on “*Birinchi Kumar Booruahr Sahityo, Bhakha-Sonskhitri aaru Etihaakh Sorcha*” on 7th November, 2015
4. Organize one Swacha Bharat Abhijan programme in association with the NSS unit, Staff and students of the college on 21st November, 2015.
5. Organize one Free Medical Health Check up programme and AIDS awareness programme in association with NSS Unit and Red Ribbon Club at the Model Village (i.e., Borsungsar) on 23rd November, 2015.
6. Organize one Book Fair in the college premises in association with the Central Library of the institution on 30th September and 1st October, 2015.
7. The Women’ Cell has organized a programme at Phukonghat Pradip LP School, Puranigudam on the occasion of Children’s Day and distributed books and Sports equipments among the students of the school on 14th November, 2015.
8. On the occasion of International Womens’ Day the Women’s Forum has felicitated Mrs. Renu Phukan, Puranigudam at her house. She is a social worker of the Puranigudam area on 8th March, 2016.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year: *

Plan of Action	Achievements
1. Organize one book fair in the college premises	1. Organized.
2. Organize at least three national/state level workshops	2. Organized.
3. Organize at least two Conferences/Symposia	3. Organized.
4. Support to the teaching faculties and office staffs for overall improvement in academic and management of the college.	4. Matter is considered and action taken in this regard.
5. Initiate and guide the faculties in research activities.	5. The matter is initiated through the Research Committee

6. Feedbacks will be collected from the stakeholders and follow up actions will be taken for continuous improvement of teaching learning environment at the institution.	6. Feedbacks from the students, alumni, and parents are collected and analysed. Many discussions are held with the principal, office staffs, library staffs, faculties and canteen staffs as follow up actions of the feedback report and trying to improve the quality of teaching learning process.
--	---

* Attach the Academic Calendar of the year as Annexure. Attached **Annexure (vi)**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR for the year 2015-2016 is placed before Governing Body of the college. After verification and discussion, it is accepted and the Principal is authorized to send the same to the NAAC office before 31st December, 2018.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	01	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00

Diploma	00	00	00	00
Certificate (on Computer Application)	01	00	00	00
Others	HS under AHSEC	01	00	00
	PG under IDOL	01	00	00
	UG under KKHSOU	01	00	00
	D.El.ED under KKHSOU	01	00	00
Total	06	00	00	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

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

Core subjects

1. English
2. Environmental studies.
3. Modern Indian Languages.

Optional Subjects

1. English (major)
2. Assamese
3. Political Science
4. History
5. Education
6. Economics
7. Geography
8. Sociology
9. Fine Arts (Sattriya Dance)
10. Psychology

Open Courses

All courses under K. K. Handique State Open University

All courses of Institute of Distance & Open Learning, Gauhati University

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	M.A.(under Distance Mode), B.A.
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input checked="" type="checkbox"/>				<input type="checkbox"/>

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Analysis of feedbacks are attached in Annexure (i), (ii) and (iii)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	10	11	00	00

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	04	02	00	00	00	00	00	02	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

00	00	11
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	14	11
Presented papers	02	08	Nil
Resource Persons	Nil	Nil	Nil

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

- Class tests are conducted by each department in every month and the departments have arranged extra classes for the students on the basis of the results of these class tests to improve the level of learning.
- Every department organizes Group Discussions, Debates and Quizzes in each semester on different topics, which are important for the students.
- Study materials prepared by teachers (in soft copy) are shared with the students.
- Field studies are conducted for practical knowledge.

- IQAC has distributed Academic Dairy to each department in which all faculties of a department have to note their daily activities performed in the colleges related to teaching learning, evaluation, examination, leave, etc. It is reviewed by the Principal and Coordinator of IQAC periodically and is kept with the respective HODs of the concerned departments.

2.7 Total No. of actual teaching days

183

during this academic year

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

1. The Sessional Examinations are centrally conducted and Class Tests are departmentally conducted in every month.
2. Two or more than two faculties have sets the question papers for the same subject and finalize it with a discussion with the HOD of the respective department.
3. The students can apply for re-examination for betterment of their results/marks in respective departments (This facility is available only in Major subjects).

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

--	--	02
----	----	----

2.10 Average percentage of attendance of students

Major	90%
General	65%
As a whole (Average)	77.5%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division*				
		Distinction %	I %	II %	III %	Pass %
B.A. (Major)	90	-	5	66	12	92.22%
B.A. (General)	147	-	1	36	73	74.82%
Total	237	-	6	102	85	81.43%

*Under the CBCS of result declared by the parent university division is not stated in the certificates.

Title of the Programme	Total No of Students Appeared	Division				
		Distinction %	I %	II%	III%	Pass %
HS under AHSEC	57		02	04	21	47.37%
Certificate Course on Basic Computer	35					100%
PG under IDOL	02			02		100%
BA under KKHSOU	62			50		81%
D.El.Ed. under KKHSOU	67					100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

(a) The IQAC monitors the class tests and analyse the results of these class tests with the faculties of each department and Principal of the college. Accordingly different initiatives, like arrangement of extra classes, arrangement of remedial classes for the slow learners, etc. are taken with the help of the faculties of the respective departments.

(b) It also monitors the class attendance of the students and course coverage within stipulated time frame through discussions with the faculties of all departments, vice-principal and principal.

(c) It also guides and counsels the students continuously in their all academic, personal, financial, health, mental, career oriented problems through discussions with the Counsellors of the BIKABIAN groups and have to lead them from the front and ensure all round growth of your students.

(d) On behalf of the IQAC, the college has distributed Academic Dairy to each department in which all faculties of a department have to note their daily activities performed in the colleges related to teaching learning, evaluation, examination, leave, etc. It is reviewed by the Principal and Coordinator of IQAC periodically and is kept with the respective HODs of the departments.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00

Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	17
(a) National Workshop on Environmental Resource Management and Sustainable Development.	
(b) State Level Workshop on “Remote Sensing and its Application”.	07

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	02	00	11
Technical Staff	00	00	00	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- It initiates and guides the faculties of the institution in the preparation of research proposals through research committee. It also monitors the research works before submission of final report.
- It supports the editorial boards and guides in publication of Books and Journals related to research works.
- Different departments propose to hold a few national level workshops and seminars in collaboration with IQAC.
- Cost of Registration for participating in conferences/seminar to present research papers is borne by the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	04	00	01
Outlay in Rs. Lakhs	0.8 Lakhs	Rs. 5,40,000	00	0.8 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	08	00
Non-Peer Review Journals	00	00	01
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conference organized by the Institution: 02

Level	International	National	State	University	College
Number	00	00	00	00	02
Sponsoring agencies	00	00	00	00	Dr. B.K.B. College & Sattriya Sangit Somaaj

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year. 00

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: 00

University level	00	State level	00
National level	00	International level	00

3.22 No. of students participated in NCC events: 13

University level	00	State level	13
National level	00	International level	00

3.23 No. of Awards won in NSS: Nil

University level	00	State level	00
National level	00	International level	00

3.24 No. of Awards won in NCC: Nil

University level	00	State level	00
National level	00	International level	00

3.25 No. of Extension activities organized: 05

University forum	00	College forum	00		
NCC	00	NSS	02	Any other	03

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

1. One Free Medical Health Check up programme and AIDS awareness programme is organized at the Model Village (i.e., Borsungsar), Chappanala, Nagaon.

2. One Book Fair in the college premises is organized in association with the Central Library of the institution.

3. The Women Cell has organized a programme at Phukonghat Pradip LP School, Puranigudam on the occasion of Children's Day and distributed books and Sports equipments among the students of the school.

4. On the occasion of International Women's Day the Women's Forum has felicitated Mrs. Renu Phukan, Puranigudam at her house. She is a social worker of the Puranigudam area.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.002 Acre	-	-	NIL
Class rooms	16	04	Govt	20
Laboratories	04	-	-	04
Seminar Halls	00	-	-	-

No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)		-	-	-	7,06,562/-
Others	Auditorium	01	-	-	01
	Gymnasium	01	-	-	01

4.2 Computerization of administration and library

The central library performs its works in SOUL.2.02 software and prints the member cards of the library at the college for the first time. The Central Library has internet facilities where user can access INFLIBNET's N-List and internet surfing can also be assessed. One separate computer set is provided to the members for accessing the books in the library. The IQAC also takes initiatives for digitalization of library.

Most of the examination related works and administration works are computerized. The setting and printing of question papers, declaration of results of sessional examinations and class tests, etc. are done with the help of computers. The college has LAN connectivity through which it can make connection with the world, specially Directorate of Higher Education, Assam, Gauhati University, UGC, Assam Higher Secondary Education Council, etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12557	1770628	260	93295	12817	1863923
Reference Books	899	223483	163	49511	1062	272994
e-Books (under Nlist, & National Digi Lib)	Through NLIST			Free		
Journals	627	23111	44 Issue	3075	671 Issue	26186
e-Journals(under NLIST)	Through NLIST			Free		
Digital Database	1	X	X	X	1	X
CD & Video	5	2000	X	X	5	2000
Others (specify)	6446	43973	120 Issue	7634	6566	51607

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	10			11	03	07	05
Added	01	NIL	NIL	NIL	NIL	NIL	01	
Total	37	10			11	03	08	05

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

- One discussion is held with the faculties to introducing them with the new and immerging ICT tools and tries to motivate them to adopt it as a regular feature in their regular teaching-learning and research activities.
- INFLIBNET service is provided to faculties for improvement in teaching and research activities.
- A certificate course on basic computer application has been conducted under the supervision of Almin Benzir, MSc, PGDCA for the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

299562

ii) Campus Infrastructure and facilities

479829

iii) Equipments

880272

iv) Others

1467258

Total :

1467258

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- As part of the IQAC initiatives, at the beginning of the academic session the Library staff has arranged an orientation programme (both theory and practical) to teach the first semester students regarding how to search a book in the library, how to access internet, rules and regulations have to followed in the library, etc. and the college has also organized another orientation class for them to introduce with the Rules and Duties have to followed by a students in the college campus. At this programme the students are also introduced with the Anti-Ragging guidelines.
- IQAC has arranged and kept a Complain Box and a Suggestion Box separately for the students to write and submit their grievances.

- IQAC takes initiatives in the arrangement of extra and remedial classes for the slow learners and encourages the students to take part in NSS, NCC and Scout and Guide through which they can participate in community development activities. It also supports the students to take NCC as a carrier.
- Conducted special meetings with members of Student's Union and counsellors of BKABIAN groups to convey the available support services for students.

5.2 Efforts made by the institution for tracking the progression

- All departments have organized Class Tests, Group Discussions, Debate, etc. and based on the results of the students utmost care is given to the slow learners. On behalf of IQAC the faculties of the concerned department has arranged extra/remedial classes for them.
- On behalf of IQAC, Corpus Fund provides financial assistance to the economically disadvantaged students for their medical treatment and academic pursuits (like examination form fill up, admission, etc.). This financial support automatically strengthens their mental conditions and helps in maintaining and improving their academic credentials.
- The Carrier Guidance and Entry into Service Cell guides the students formally and informally and prepares them for different competitive examinations. It helps them in getting placement in near future.
- IQAC has formed BIKABIAN groups by dividing all the students into small different groups and two teachers are appointed as Counsellors for each group. The Counsellors guide and counsel the students continuously in their all academic, personal, financial, health, mental, career oriented problems through formal and informal discussions and meetings. It helps in leading them from the front and ensures all round growth of your students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others				
			HS under AHSEC	Basic Computer Course under College	PG under IDOL, GU	UG under KKHSOU	D.El.ED. under KKHSOU
936	NIL	NIL	100	148	37	27	336

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
441	47.12

Women

No	%
495	52.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
435	105	49	281	00	870	440	113	55	328	00	936

Demand ratio: 1:1

Dropout %: 4.04%

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

The Career Guidance Cell guides the students for competitive examinations and arranges workshops and seminars frequently for their future placement and engagement. The cell also provides books and study materials to the students on rent for preparation of competitive examinations and this facility is not only for the regular students but also for the alumni of the institution. In this session also the cell has organized a workshop on in association and cooperation with SUN@BEAM.INC, Kolkata on 25th March, 2016.

The departments arranges some counselling classes for the major students after completion of the under graduate course. They generally counselled on the choice of subjects, preparation for the on line entrance examinations.

No. of students beneficiaries

04

5.5 No. of students qualified in these examinations

15

NET

00

SET/SLET

00

GATE

00

CAT

00

IAS/IPS etc

00

State PSC

00

UPSC

00

Others

04 (Defence)

5.6 Details of student counselling and career guidance

The career guidance cell have arranged counselling sessions frequently and trying to highlights the issues of the students related to personality development, mental health, self confidence and stress management since its existence. These counselling sessions help in boosting the confidence level of the students for better future. In certain cases, the cell seeks helps of the student's parents and accordingly counselling sessions are arranged to them.

This cell has also organized a workshop on Career Counselling and Guidance in association and cooperation with SUN@BEAM.INC, Kolkata on 25th March, 2016. The cell in association and cooperation with the NCC Wing In-charge conducts counselling sessions for the NCC cadets and guides them in getting jobs in armed forces. In the 2015-2016 session, four number of NCC cadets of the college have got placement in Armed Forces of India.

No. of students benefitted

45

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

Being a centre of co-education gender differences are sought to be minimised through constant monitoring, facilitating equal participation in all curricular and extracurricular activities within and outside the campus.

Issues relating to the women community are quickly addressed; they are encouraged to freely express their grievances.

The Women Forum has organized training programs for self-employment and women empowerment at different places of the local area.

5.9 Students Activities

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

State/ University level	12	National level	00	International level	00
-------------------------	----	----------------	----	---------------------	----

No. of students participated in cultural events

State/ University level	00	National level	00	International level	00
-------------------------	----	----------------	----	---------------------	----

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

Sports: State/ University level	0	National level	0	International level	0
---------------------------------	---	----------------	---	---------------------	---

Cultural: State/ University level	00	National level	0	International level	0
-----------------------------------	----	----------------	---	---------------------	---

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution (Corpus Fund)	12	6,230/-
Financial support from government	19	87,930/-
Financial support from other sources(donors)	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Sl No.	Details of social initiatives participated by the students
1	Participated in the Swatcha Bharat Programme organized by NSS on 21 st November, 2015
2	Participated in the AIDS awareness programme, Campus Cleaning, Blood Donation and Free Medical Health check up programme at Borsungjar M.E. School, Chapanalla organized by NSS Unit and Red Ribbon Club on 23 rd November, 2015
3	Participated in the Children's Day Celebration Programme organized by Women Forum on 14 th November, 2015.

5.13 Major grievances of students (if any) redressed:

Four RCC classrooms are newly constructed during this session as fund received from Government.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To impart higher education in UG level to the cross section of learners (basically belonging to the socio-economically backward communities) at an affordable cost through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative.

Mission:

1. To generate knowledge and develop cognitive abilities through well planed curriculum, co-curricular and extra-curricular activities, teaching methods and evaluation procedure.
2. To inculcate values and preserve socio-cultural identities, ensure equal development and to foster a sense of belongingness to the Nation.
3. To create the academic environment for promotion of scholastic and non-scholastic activities.
4. To promote the values of self-sustenance and self-reliance by introducing career-oriented programmes, vocational and cultural workshops, seminars, etc. aiming at minimizing the burden of bookish knowledge.
5. To realize social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges.

6.2 Does the Institution have a management Information System?

No

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

6.3.1 Curriculum Development

The college is affiliated to the Gauhati University and follows the syllabus as prescribed by the parent university. But, the college makes some changes in the curriculum as designed by the university by incorporating some scholastic and non-scholastic activities (like practical works and field inputs) on the basis of feedbacks of the stakeholders, like students, alumni, faculties and office and library staff.

6.3.2 Teaching and Learning

A general class routine is prepared in the beginning of each session by a committee formed by the principal consisting of three to four faculties for smooth running of the classes after thorough discussions keeping in mind the optimum utilization of college infrastructure and according to the Credit Points as assigned by the parent university in each paper of every subject.

All HODs have distributed the syllabus among the faculties of his/her department. All faculties have noted details of topics they have taught in the classes and other scholastic and non-scholastic activities performed by them daily in the Academic Diaries and it is reviewed periodically by the Principal and IQAC co-ordinator and accordingly feed-back is given and actions are taken.

The IQAC monitors the class tests and analyse the results of these class tests with the faculties of each department and Principal of the college. Accordingly different initiatives, like arrangement of extra classes, arrangement of remedial classes for the slow learners, etc. are taken with the help of the faculties of the respective departments. It also monitors the class attendance of the students and course coverage within stipulated time frame through discussions with the faculties of all departments, vice-principal and principal of the college.

The initiatives in this area mostly consist in making the entire environment learner-centred. A strong feedback system makes the authority aware of the needs to be fulfilled; the grievances to be addressed. The college authority has to bear huge financial liabilities to maintain salary and other facilities for the teachers working against non sanctioned posts.

Teachers are encouraged to use more modern and revolutionary methods that foster greater student interaction and enable the teacher to teach and also remain engaging such as power point presentations, field visits, applied extension activities and participation in seminars and conferences.

6.3.3 Examination and Evaluation

The College follows the examination schedule for the end semester examinations as designed by the parent university and a committee is formed with an AOC to conduct and successfully complete the semester final examinations.

The college has centrally designed the schedule of the sessional examinations following the time frame as planned by the parent university. The V.P is generally entrusted with the activities of the internal examination. In sessional examinations, two or more than two faculties are generally engaged in setting a question paper of a subject and finalize the same with a discussion with the HOD of the respective department. The Major Students can apply for re-examination for betterment of their results/marks in respective departments. The Parent University has selected our college as Examination Zone for 1st Semester Examination (General), 2015 and 2nd Semester Examination (General), 2016 in the month of December, 2015 and June, 2016 respectively. The college has successfully completed the responsibilities as given by the university with in stipulated time.

6.3.4 Research and Development

IQAC and the Research Committee strive to promote research culture to meet the societal needs. To promote the research activities among the faculties and students, the college purchases latest books and research journals.

The college invites eminent researchers and subject experts from different higher education institutions as resource persons for the seminars/conferences and workshops organized by the different departments. The faculty members and students have healthy interactions and discussions with these resource persons. The management encourages faculty members to apply major/minor research projects and provides all basic infrastructural facilities and resources available in the campus. It also monitors the research works through Research Committee. Cost of Registration for participation in conferences/seminar to present research papers is borne by the college.

The students of the department of Assamese, Education, History, and Geography are trained by the faculty in preparation of project reports. Keeping in view the needs of the students, an inter college workshop on research project preparation is proposed in this session with resource persons from other colleges.

IQAC and management also encourage and motivate the faculties to get enrolled in Ph.D/M.Phil programmes of different universities. In the current session two faculties have successfully completed Ph.D research works and three is going on.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The central library performs its works in SOUL.2.02 software. The Central Library has internet facilities where user can access INFLIBNET's N-List and internet surfing can also be assessed. One separate computer set is provided to the members for accessing the books in the library. The IQAC also takes initiatives and proposes for digitalization of library. To promote teaching learning environment and research activities among the faculties and students, the college purchases latest books and research journals. The library organized a Book Exhibition-cum Sale on 30th September and 1st October, 2015 in association with several reputed publication houses. Feedback was taken from students and staff and suggestions were put forward to improve library services. The central library is giving an award to the Best Library User to enhance the environment of reading in the campus.

The institution received around thirty three lakhs for construction of classrooms and four RCC classrooms are constructed in the current session. This bridged the gap between demand and supply of classrooms, thereby redressing a long-standing grievance.

The ICT facilities are not enough in the classrooms against the demand of the faculties and students. IQAC and the management decide to install and fix ICT facilities, like Smart Boards, Document Scanners, etc. at least in one classroom of every department.

6.3.6 Human Resource Management

There are Staff Associations for the teaching and non-teaching staff, under the aegis of which celebration of festivals, farewells, lunches, etc., were conducted to build a family/community feeling and foster love for and loyalty to the institution.

The principal holds regular discussions with teaching and official staff for ensuring proper distribution of works related to corporate life and management of the institution according to their aptitude and expertise in the concerned fields.

Principal and IQAC coordinator visited all the departments, library and office frequently and held meetings with the teaching and non-teaching staff to discuss their achievements and grievances and accordingly addressed their grievances.

Feedbacks from the students, alumni, and parents are collected and analysed. Many discussions are held with the principal, office staffs, library staffs, faculties and canteen staffs as follow up actions of the feedback report and trying to improve the quality of teaching learning environment, research activities, food quality, etc.

6.3.7 Faculty and Staff recruitment

The college adopts appropriate steps to fill in the vacant permanent faculty and staff positions immediately on creation of the vacancies. Advertisements inviting applications from qualified candidates are published in leading newspapers of Assam for recruitment of faculty and office-staff in permanent positions. Applicants who meet the eligibility criteria stipulated by the UGC and Assam Government are called for an interview. The selection panel consists of the Principal, vice principal, members of the Management, Head of the concerned department, Subject Experts and University Nominee.

The shortage of permanent faculties and office staffs are managed by contractual and part time appointment. The college also appointed faculties and office staff on contract basis through a selection panel consisting of Principal, Vice-Principal and HOD of the concerned department.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations for higher education institutions as stipulated by the UGC, Gauhati University and Government of Assam. The College website, prospectus and 'Khubornama' contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form. The selected students in different programmes are admitted on merit basis.

6.4 Welfare schemes for

Teaching	04	<ol style="list-style-type: none"> 1. Loan Facilities are provided by TEBs and Women's Aid Funds. 2. Maternity leave and Child Care Leave 3. Group Insurance Scheme 4. Periodic pay revisions and regular increments for permanent and contractual faculties.
Non teaching	04	<ol style="list-style-type: none"> 1. Loan Facilities are provided by TEBs and Authority. 2. Maternity leave and Child Care Leave 3. Group Insurance Scheme 4. Periodic pay revisions and regular increments for permanent and contractual faculties.
Students	08	<ol style="list-style-type: none"> 1. Financial assistance provided for medical treatment and in academic matters (through Corpus Fund). 2. Remedial/Extra Classes are held for slow learners. 3. Group Insurance Scheme 4. Students securing 80% or above is get exempted from tuition fees. 5. Scholarships for OBC, MOBC, Tea Tribes and Minorities. 6. Award is offered to the meritorious student securing highest marks in the B.A final examination. 7. Another award is offered to the Best Singer of the college. 8. Students can borrow books from the Central as well as Departmental Libraries.

6.5 Total corpus fund generated: Rs. 78,230/-

6.6 Whether annual financial audit has been done Yes No

(Internal and Government audits are conducted)

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The university has introduced Micro Zone system for evaluation of answer scripts of End Semester Examinations under each parent examination zone. Each college under a parent examination zone is considered as Micro Zone and the principal of that college is appointed as Micro Zonal officer. After examination of answer scripts at the Micro Zones, scrutiny and finalization of answer scripts are done at the parent examination zone. In the presence of Head-Examiner, the answer scripts examined by the faculties of a college are scrutinized by faculties of another college.

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

The college is an affiliated college to Gauhati University. All rules and regulations pertaining to curriculum, admission, examinations and evaluation are adhered to as per University norms. Academicians and experts from the University are nominated as members in the Governing Body. They offer their valuable suggestions for the improvement and effective functioning of the college.

A part of the evaluation work, like assessment of internal examinations and project works are entrusted to the college by the parent university.

6.11 Activities and support from the Alumni Association

Alumni Meeting is being conducted frequently. Two alumni are given representation in the IQAC committee. Their suggestions and views are incorporated in curriculum development. Feedbacks are collected manually from the alumni in every academic session and accordingly follow up actions are taken for over all development of the institution.

6.12 Activities and support from the Parent –Teacher Association

The parents and guardians of the students actively participated in all the programmes of the college and extended their strong support to all the developmental activities of the college. One parent is given representation in the Governing Body as a member and gives valuable feedback and suggestions pertaining to the curriculum as well as the effective functioning of the college.

Meetings with parents and guardians were arranged to discuss and ensure increase of attendance of students in the classroom, improvement in their behaviour and facilities provided to the students. Feedbacks are collected manually from the parents in every academic session and accordingly follow up actions are taken for over all development of the college.

6.13 Development programmes for support staff

The IQAC and management have organized orientation programmes for teaching and non-teaching staffs.

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

One of the main objectives of the college is to sensitize students about environmental issues, motivating them to promote ecological justice and sustainable practices. Accordingly the college has arranged classes for Environmental Study paper in 3rd and 4th Semesters with its existing faculties and the students have to submit a field study report related to environmental issues in the 4th semester. Government does not take any initiative in recruitment of faculties in this subject till now.

The IQAC along with the Eco Club encouraged the students to organize innovative programmes to make the campus eco-friendly. As a result cleanliness drive is carried out at the college level. Tree plantation drive is also carried out on the World Environment Day and Establishment Day inside and outside the college campus.

The NSS unit of the college also carried out cleanliness drive and plantation drive inside and outside the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Field visits for students are incorporated in curriculum and it leads to understanding the importance of applied knowledge. Students learn to implement theoretical knowledge gained in the classroom to understand the processes in real life at companies and factories.

It also guides and counsels the students continuously in their all academic, personal, financial, health, mental, career oriented problems through discussions with the Counsellors of the BIKABIAN groups and have to lead them from the front and ensure all round growth of your students.

On behalf of the IQAC, the college has distributed Academic Dairies to each department in which all faculties of a department have to noted their daily activities performed in the colleges related to teaching learning, evaluation, examination, leave, etc. It is reviewed by the Principal and Coordinator of IQAC periodically and is kept with the respective HODs of the concerned department.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action at the Beginning of the Year	Details of Action Taken
Construction of RCC classrooms	Four RCC classrooms are constructed with a financial support received from Assam Government.
Organize one Free Medical Health Check up programme at Model Village	Organize one Free Medical Health Check up programme and AIDS awareness programme at the Model Village (i.e., Borsungsar) on 23 rd November, 2015
Organize one Book Fair	Organize one Book Fair in the college premises in association with the Central Library of the institution on 30 th September & 1 st October, 2015.
Celebration of Children's Day	The Women Cell has organized a programme at

	Phukonghat Pradip LP School, Puranigudam on the occasion of Children's Day and distributed books and Sports equipments among the students of the school on 14 th November, 2015.
Organize National Workshop	National Workshop is organized from 7 th to 9 th September, 2015 on "Environmental Resource Management and Sustainable Development" organized by Department of Economics in collaboration with Green Guard Nature Organization as funds received from UGC.
Organize one workshop on Career Guidance and Counselling	Career Counselling Cell of the College organized a workshop in association and cooperation with <u>SUN@BEAM.INC</u> , Kolkata on 25 th March, 2016.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- 1. BKBIAN Groups**
- 2. Academic Dairy and its Review**

*Best practices are incorporated in the prescribed format as Annexure (iv) and (v)

7.4 Contribution to environmental awareness / protection

The IQAC along with the Eco Club encouraged the students to organize innovative programmes to make the campus eco-friendly. As a result cleanliness drive is carried out at the college level. Tree plantation drive is also carried out on the World Environment Day and Establishment Day inside and outside the college campus.

The NSS unit of the college carried out cleanliness drive and plantation drive in the campus and also outside the campus.

One UGC sponsored National Workshop is also organized from 7th to 9th September, 2015 on "Environmental Resource Management and Sustainable Development" in collaboration with Green Guard Nature Organization.

7.5 Whether environmental audit was conducted? Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

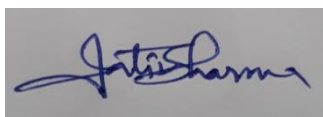
Strengths	<ol style="list-style-type: none"> 1. The college is located beside the 37th National Highway. Thus communication services are excellent to other parts of Assam. 2. It is the only one college in the greater Puranigudam area. 3. Excellent student support system. 4. Highly committed, dedicated and qualified staff 5. Enrolment of students is increasing in a rapid pace.
Weaknesses	<ol style="list-style-type: none"> 1. The area of land owned by the college is not enough. 2. Financial constraints affect infrastructural development. 3. Students are belonging to financially disadvantaged families 4. Lack of collaborations with the industries 5. Poor quality of students

Opportunities	<ol style="list-style-type: none"> 1. Opportunity to introduce need base courses. 2. Opportunity to introduce post graduation programmes in different subjects. 3. Can develop centre for Performing Arts (Sattriya Dance) 4. To match up to the competition from other private institutions
Threats	<ol style="list-style-type: none"> 1. Resource mobilization from agencies apart from Government and UGC 2. To introduce more UG & PG Courses. 3. To meet the diverse need of Student community and to make them employable and to meet the Global competition.

8. Plans of institution for next year


Academic:	<ol style="list-style-type: none"> 1. To organize at least two Exchange programmes of students & Teachers 2. To organize inauguration programme of Golden Jubilee Celebration of the College. 3. To organize two seminars/ symposia and a workshop on Project Report Preparation for students in the Golden Jubilee Celebration year. 4. To create Awareness among students and alumni about the celebration of Golden Jubilee of the college involving pass outs, stakeholders, local society and organizations. 5. Taking measures to increase percentage of students' attendance in the classes 6. To initiate the process of introduction of Commerce/Science stream in the college. 7. To organize a broad based Alumni meet. 8. Publish at least three Books on the occasion of Golden Jubilee celebration.
Infrastructure:	<ol style="list-style-type: none"> 1. Construction of a new building and classrooms. 2. Construction of new building for Canteen 3. Fitting and fixing of ICT equipments in six smart classrooms. 4. Electrification, fixing of ceiling and installation and fixing of sound system in the Auditorium. 5. Purchase of lab equipments and sports equipments.
Extension Activities:	To organise at least two awareness programmes.

Name: Dr. Jatin Sharma



Signature of the Coordinator, IQAC

Name : Dr. Nripen Chandra Das



Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)

Signature of the Chairperson, IQAC

STUDENT FEEDBACK

Annexure (i)

For the Year 1st July, 2015 to 30th June, 2016

This questionnaire has been designed by the IQAC, Dr. B.K.B. College to seek a feedback from the student to strengthen the quality of teaching-learning environment and to look for opportunities to improve teacher's performance in classroom engagement with students to bring excellence in teaching and learning.

Please evaluate the course, faculty member and departmental library on a rating scale of 1-5 by encircling the desired number. **(1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent)**

Data are collected from 100 students of 2nd, 4th and 6th Semesters.

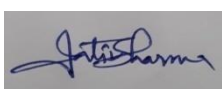
(If the student filling the form has less than 65% attendance he/she is requested not to fill the form)

(A) FEEDBACK ON COURSES AND CURRICULAM:

Sl. No	Feedback on Courses & CURRICULAM (1 is Minimum & 5 is Maximum)	Assamese Dept. (Average Rank)	English Dept. (Average Rank)	Economics Dept. (Average Rank)	Education Department (Average Rank)	Geography Department (Average Rank)	History Department (Average Rank)	Pol. Science Department (Average Rank)	Sociology Department (Average Rank)	Sattriya Dance Department (Average Rank)	Psychology Department (Average Rank)
1	Your teacher covered and completed the Syllabus as designed by the University in time	4.3	4.5	4.5	4.4	4.5	4.3	4.1	4.2	4.3	4.1
2	Your teacher refers to relevant resources and latest development in the field of subject	4.1	4.3	4.4	4.2	4.1	4.0	4.2	4.0	4.1	4.1
3	Skill of your teachers linking subjects to real life experiences and creating interest in the subject	4.2	4.4	4.6	4.1	4.3	4.2	4.0	4.1	4.1	4.0
4	Your teacher uses Audio Visual Teaching Aids in the classes	2.2	3.4	3.4	3.2	3.6	2.4	2.2	2.0	2.2	2.0
5	Classroom teaching increased your interest in the	4.4	4.8	4.8	4.6	4.6	4.5	4.4	4.6	4.6	4.4

	subject										
6	Overall quality of teaching and interaction	4.2	4.6	4.5	4.2	4.4	4.4	4.0	4.1	4.2	4.2
7	Fairness in marking in Sessional Examinations	4.7	4.8	4.8	4.6	4.8	4.8	4.5	4.6	4.6	4.7
8	Extra Classes are Held	4.0	4.4	4.4	4.2	4.4	4.4	4.0	4.0	4.2	4.0
9	Co-operation to solve academic and personal problems	4.4	4.8	4.8	4.4	4.6	4.8	4.4	4.6	4.8	4.6
10	Helps students in developing professional skills and realizing career goals	4.0	4.6	4.6	4.4	4.2	4.6	4.2	4.0	4.2	4.2
11	Punctuality in the Class	4.6	4.6	4.6	4.6	4.5	4.4	4.5	4.4	4.5	4.5
12	Regularity in the Classes	4.5	4.8	4.6	4.4	4.4	4.6	4.0	4.4	4.6	4.4
13	Departmental Library Facilities	4.4	4.4	4.8	4.4	4.6	4.4	4.2	2.8	3.0	2.8
14	Satisfaction level regarding the class routine design	3.8	3.6	3.8	4.0	4.2	4.1	4.0	3.6	3.8	3.6
15	*Practical Classes are given equal importance to	--	--	--	4.4	4.6	--	--	--	4.6	4.4
16	Syllabus is overloaded and hence rushed with in class	4.0	3.8	3.8	4.0	3.8	4.0	4.0	3.8	3.8	4.0

*Only for those students who have Practical Papers



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.

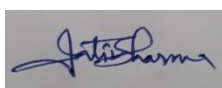


Signature of Chairperson, IQAC

**Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)**

(B) FEEDBACK ON INSTITUTIONAL SUPPORT/FACILITIES:

Sl. No	Feedback on Institutional Support (1 is Minimum & 5 is Maximum)	1 (Poor)	2 (Average)	3 (Good)	4 (Very Good)	5 (Excellent)
1	Overall impact of college on Student Life	02	10	17	60	11
2	Canteen Facilities	20	35	36	08	01
3	Toilet Facilities	14	27	36	20	03
4	Drinking Water Facilities	16	26	39	15	04
5	Cleanliness of your College Campus	01	10	22	55	12
6	Central Library Facilities	03	11	24	50	12
7	Staff of the Library are cooperative and Helpful	01	09	20	66	06
8	Available books are relevant for your course contents	08	19	30	39	04
9	Office staff are cooperative and Helpful	02	08	26	59	05
10	Boys/ Girls Common Room Facilities	00	09	21	67	03
11	Sports Facilities	09	13	32	41	05
12	Quality Food provided in the Canteen	03	14	39	43	01
13	Display of New Arrivals: Books, Magazines, etc.	10	19	42	27	02

**Signature of Coordinator, IQAC****Dr. B.K.B. College, Puranigudam, Nagaon, Assam.****Signature of Chairperson, IQAC****Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)**

PARENT FEEDBACK**Annexure (ii)****For the Year 1st July, 2015 to 30th June, 2016**

This questionnaire has been designed by the IQAC, Dr. B.K.B. College to seek a feedback from the Parents of students to reinforce the quality of teaching-learning environment in the college.

Please evaluate the quality of teaching, infrastructures and other facilities provided by the college on a rating scale of 1-5 by encircling the desired number. **(1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent)**

Data are collected from 100 parents of students of 2nd, 4th and 6th Semesters.

Sl. No	Feedback on Facilities available in the college (1 is Minimum & 5 is Maximum)	1 (Poor)	2 (Average)	3 (Good)	4 (Very Good)	5 (Excellent)
1	Overall available Infrastructure in the College	03	16	54	27	00
2	Administrative Office Support and Response	02	17	49	26	06
3	Field Trips and other Trips	04	21	35	33	07
4	Exposure to Extra Curricular/inter Collegiate activities	07	25	28	36	04
5	Approachability & Sensitivity of Faculties	00	13	15	59	13
6	Class Tests and Examination Conducted	00	08	16	48	28
7	Quality of Teaching	00	09	14	60	17
8	Library Facilities	04	13	15	57	11
9	Canteen Facilities and Food Quality	18	37	38	07	00
10	Class Routine of the College	03	11	26	47	13
11	Toilet Facilities	12	18	50	19	01
12	Drinking Water Facilities	20	23	42	13	02
13	Overall cleanliness of the College Campus	02	11	26	51	10

**Signature of Coordinator, IQAC****Dr. B.K.B. College, Puranigudam, Nagaon, Assam.****Signature of Chairperson, IQAC**

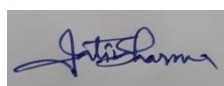
ALUMNI FEEDBACK**Annexure (iii)****For the Year 1st July, 2015 to 30th June, 2016**

This questionnaire has been designed by the IQAC, Dr. B.K.B. College to seek a feedback from the alumni to support the quality of teaching-learning environment in the college.

Please evaluate the quality of facilities provided by the college on a rating scale of 1-5 by encircling the desired number. **(1 = Poor, 2 = Average, 3 = Good, 4 = Very Good and 5 = Excellent).**

Data are collected from 70 alumni.

Sl. No	Feedback on Facilities available in the college (1 is Minimum & 5 is Maximum)	1 (Poor)	2 (Average)	3 (Good)	4 (Very Good)	5 (Excellent)
1	Overall available Infrastructure in the College	04	17	53	26	00
2	Alumni Association	01	12	34	48	05
3	Overall cleanliness of the College Campus	01	10	26	52	11
4	Support of Faculty & Office Staff	00	08	16	58	18
5	Quality of Teaching	00	10	17	57	16
6	Library Facilities	04	14	22	50	10
7	Canteen Facilities and Food Quality	19	34	40	07	00
8	Toilet Facilities	13	21	48	18	00
9	Drinking Water Facilities	22	24	44	10	00
10	Support and guidance of Carrier Guidance Cell in your Placement/Higher Education	02	10	34	42	12
11	Support and guidance of your teachers and office staff in your Placement/Higher Education	03	12	28	42	15

**Signature of Coordinator, IQAC****Dr. B.K.B. College, Puranigudam, Nagaon, Assam.****Signature of Chairperson, IQAC**

Best Practice: 1

Title of the best practice: **BKBIAN Group**

BKBIAN Group is the formation of several groups of students enrolled in the institution in the current session 2015-16. The students commonly called BKBIAN are grouped into several manageable units and each such group is left under constant and direct supervision of one or two teachers as mentors. The rationale behind has been to assist, instruct and counsel the students belonging to different socio-economically disadvantaged classes and thereby less oriented in matters of career prospects, inculcation of individual worth and values and awareness about the changing global perspective.

The Context

The prominent objectives of BKBIAN Groups are to create a feel free atmosphere in the institution by carefully inculcating certain core values i.e. equal care and justice, gender parity generated through collaborative learning, knowledge sharing in group presentation. Taking cognizance of the prevailing socio-economic compulsions the group mentors will strive hard to groom the learners with needs of the time.

Practice

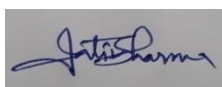
The BKBIAN groups were formed immediately after the admission process was over. The IQAC of the college accomplished the task of grouping and selection of the mentor teachers. Two counseling sessions were conducted one at the beginning of the session in the month of September and the other in November. Besides, the students remained in touch with the mentors throughout the year. .

Evidence of Success

Such a practice when pressed into action has resulted in energizing the spirit of the learners, most of them have freely come out of their initial inhibitions to participate in various curricular and co-curricular activities, besides it has fostered a sense of individual dignity and unity among the learners irrespective of their origin, caste and creed. Since the introduction of this practice there has been noticeable improvement in participatory learning.

Problems encountered and Resources required

The BKBIAN Group has so far been limited to major students which in near future will require a holistic approach for quality enhancement and to ensure a sense of justice, equality and gender parity. It requires sufficient fund for inviting specialists and subject experts of different fields to address certain problems faced by the students



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)

Signature of Chairperson, IQAC

Best Practice: 2

Title of the best practice: Maintenance of Academic Diary

Aimed at systematization of the prevailing teaching learning situation, Dr. B K B College introduced a practice of maintaining academic register by each department. It was expected that such a practice will enable the teachers concerned to keep records of daily academic engagements, number of classes, extra classes taken, any academic programmes attended, leaves availed, any creative or critical work accomplished and the topics taken up for discussion in the classes.

Context

Besides its normative imperatives, the academic diary helps in conducting a sort of academic audit. A faculty in a department will be able to make his/her works known to all while keeping records in a common register. The HoD while monitoring progress of the course in the department shall have a clear perception. Corrective measures could be taken in proper time. Besides, records of academic transactions will be readily available for annual report preparation and so on.

Practice

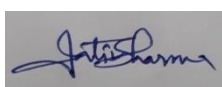
For the newly introduced practice the college authority provided each department with a well articulated register which was to be properly maintained by the head of the department. The IQAC while visiting the department ensured the proper maintenance of the diary. Besides, the principal made it mandatory to submit the academic diary of the department in his meeting with the HODs for assessment of academic progression.

Evidence of Success

In the current session the principal convened a meeting of the HODs with the coordinator of IQAC on 07/10/2015, 26/04/2016 verified the records maintained in the academic diary. The IQAC coordinator suggested certain modifications in the format of the academic diary with inclusion of time of arrival and departure.

Problems encountered and Resources required

This practice of maintaining academic audit requires nominal resource which the institution can easily afford. But apart from the prime period of the session the diary is not uniformly maintained during the examination periods.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC



Academic Calendar for UG Course

Annexure (vi)

(July 2015 to June 2016)

Approved by the Executive council, Gauhati University, Guwahati

(Dr. B.K.B. College, Puranigudam follows the Academic Calendar as designed by Gauhati University by incorporating some scholastic and non-scholastic activities)

Month /Year & Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities	
JULY, 2015		Summer Vacation	
1-4	Working days	Admission to 1 st Semester Classes be completed by 31 st July, 2015	
5	<i>Sunday</i>		
6-11	Working days		
12	<i>Sunday</i>		
13-17	Working days		
18	Id-Ul-Fitre(Holiday)		
19	<i>Sunday</i> Id-Ul-Fitre		
20-25	Working days		
26	<i>Sunday</i>		
27-30	Working days		
31	Working Day		Establishment Day of the college is celebrated
AUGUST, 2015		Commencement of Odd Semester Classes from 1 st August	
1	Working/Class day	Freshmen Social is celebrated	
2	<i>Sunday</i>		
3-8	Working/Class day		
9	<i>Sunday</i>		
10-14	Working/class day		
15	Independence Day(Holiday)		
16	<i>Sunday</i>		
17-22	Working/Class day		
23	<i>Sunday</i>		
24-26	Working/Class day		
27 & 28	Working/Class day		
29	Working/Class day	Students Union Election of the college within two months of completion of the admission	
30	<i>Sunday</i>		
31	Working/Class day		
SEPTEMBER, 2015			
1	Working/Class day	Teacher's Day is celebrated	
2	Tithi of Sri SriMadhabdev (Holiday)		
3-4	Working/Class day	UGC sponsored National Workshop is organized on "Environmental Resource Management and Sustainable Development" in collaboration with Green Guard Nature Organization	
5	Janmastomi (Teacher's Day)		
6	<i>Sunday</i>		
7-9	Working/Class day		
10-12	Working/Class day		
13	<i>Sunday</i>		
14	Working/Class day		
15	Tithi of Srimanta Sankardeva (Holiday)		Tithi of Srimanta Sankardeva is celebrated in the college premises
16-19	Working/Class day		
20	<i>Sunday</i>		
21-24	Working/Class day		
25	Id-Uz-Zuha(Holiday)		
26	Working/Class day		

27	Sunday	
28-30	Working/Class day	
OCTOBER, 2015		Sessional Examination of Odd Sem. be completed before Durga Puja vacation
1	Working/Class day	
2	Gandhi Jayanti(Holiday)	Educational Field Trip be arranged in the month of October
3	Working/Class day	
4	Sunday	
5-7	Working/Class day	
8	Working/Class day	Symposia is organized on “ <i>Udakhin Shotro aaru Sattriya Songeetor Sorcha</i> ” in collaboration with <i>Asomiya aaru Satriya Nrityo Bibhag</i> and <i>Sattriya Sangeet Sikhyok Somaj (Asom)</i>
9	Working/Class day	
10	Working/Class day	Student’s Union Election is held
11	Sunday	
12-15	Working/Class day	Sessional Examination, 2015 for Odd Semesters is held from 12 th to 15 th October
16 & 17	Working/Class day	
18-27	KatiBihu, Durga Puja, Maharam Puja(Holiday)	
28-30	Working/Class day	Excursion to Darjeeling, Sikkim by the Students of 3 rd Semester Students in Geography (Major) from 29 th October, 2015 to 4 th November, 2015
31	Working/Class day	National Unity day is celebrated
NOVEMBER, 2015		
1	Sunday	
2-6	Working/Class day	B.A 5 th Semester Practical Examination, 2015 in Education (Major) on 3 rd November, 2015
7	Working/Class day	Biennial Dr.B.K.B Memorial Symposia is organized on “ <i>Birinchi Kumar Booruahr Sahityo, Bhakha-Sonskhitri aaru Etihaakh Sorcha</i> ”
8	Sunday	
9	Working/Class day	
10-11	Kali Puja & Dewali (Holiday)	
12-13	Working/Class day	B.A 3 rd Semester Practical Examination, 2015 in Geography (Major) on 13 th November, 2015
14	Working/Class day	The Womens’ Cell has organized a programme at Phukonghat Pradip LP School, Puranigudam on the occasion of Children’s Day and distributed books and Sports equipments among the students of the school
15	Sunday	
16-20	Working/Class day	B.A 3 rd Semester Practical Examination, 2015 in Geography (General) on 17 th November, 2015 B.A 1 st Semester Practical Examination, 2015 in Geography (Major) on 20 th November, 2015
21	Working/Class day	Swatcha Bharat Abhiyan programme is organized. Staff of the college, NSS Volunteers and Students are participated in the Programme & H.S. 2 nd Year students make a field trip to Deepor Beel, Guwahati on 21 st November, 2015
22	Sunday	
23	Working/Class day	NSS Unit and Red Ribbon Club organized AIDS awareness, Campus Cleaning, Blood Donation and Free Medical Health check up programme at Borsungjar M.E. School, Chapanalla
24	Working/Class day	
25	Guru Nanak’s Birthday (Holiday)	
26-28	Working/Class day	B.A 5 th Semester Practical Examination, 2015 in Geography (Major & General) on 26 th and 27 th November, 2015 B.A 5 th Semester Practical Examination, 2015 in Sattriya Dance (General) on 28 th November, 2015
29	Sunday	

30	Working/Class day		
DECEMBER, 2015		End Semester Exam for Odd Semester be completed by 15 th December and it will be followed by evaluation. Declaration of End (Odd) Sem Exam result within 45 days from the date of last exam day.	
1-5	Working/Class day	End Semester Examination for 3 rd Semester from 1 st December to 12 th December	
6	Sunday		
7-12	Working/Class day		
13	Sunday	End Semester Examination for 1 st and 5 th Semesters from 15 th December to 30 th December & Starts the examination zone for 1 st Sem (G) Exam., 2015 at the college	
14	Working/Class day		
15-19	Working/Class day		
20	Sunday		
21-24	Working/Class day		
25	Christmas(Holiday)		
26	Working/Class day		
27	Sunday		
28-30	Working/Class day		
31	Working/Class day		
JANUARY, 2016		Semester Break from 1 st January to 10 th January, 2016	
1-2	Working Day/Semester Break		
3	Sunday		
4-9	Working Day/Semester Break		
10	Sunday		
11-13	Working Day/Class day		
14-15	Magh Bihu (Holiday)		
16	Working/Class day		
17	Sunday <i>Silpi Divas</i>		
18-23	Working/Class day		Commencement of Even Semester Classes from 18 th January, 2016.
24	Sunday		
25	Working/Class day	Republic Day is celebrated at the college premises.	
26	Republic day/University Foundation day(Holiday)		
27-30	Working/Class day	Annual College Week is held in the last part of January, 2016.	
31	Sunday	(From 29 th January to 3 rd February, 2016)	
February, 2016		(10+2) Examination, 2016 is held from 15 th February to 14 th March, 2016.	
1-6	Working/Class day		
7	Sunday		
8	Working/Class day		
9-13	Working/Class day		
14	Sunday		
15-20	Working/Class day		
21	Sunday		
22-27	Working/Class day		
28	Sunday		
29	Working/Class day		
March, 2016			
1-5	Working/Class day	Field Trip to Rajabari, Jogijan by the students of 4 th Semester (Major) students in Assamese on 4 th March, 2016.	
6	Sunday		
7	Working/Class day		
8	Sivaratri (Holiday)	On the occasion of International Women's Day (8 th March) the Women Forum has felicitated Mrs. Renu Phukan, Puranigudam at her house. She is a social worker of the Puranigudam area.	
9-12	Working/Class day	State Level Workshop is organized on "Remote Sensing and its Application"	

13	Sunday	in collaboration with Geographical Technology and Application Devison, Aaranyak from 11 th March to 17 th March.
14-19	Working/Class day	
20	Sunday	Field Trip to Mental Hospital, Tezpur by the 6 th Semester (Major) students in Education on 9 th March, 2016. H.S. 1 st Year Final Examination, 2016 from 16 th March to 31 st March
21-22	Working/Class day	
23-24	Dol-Yatra(Holiday)	
25	Good Friday (Holiday)	Career Counseling Cell of the College has organized a Career Counseling and Guidance workshop in association and cooperation with SUN@BEAM.INC , Kolkata on 25 th March
26	Working day/Class day	Sessional Exam. for Even Semester be completed by 1 st week of April, 2016.
27	Sunday	
28-31	Working/Class day	
APRIL, 2016		
1-2	Working/Class day	Environmental Studies (EVS) Field Trip on 7 th April Field Trip to Rajabari, Jogijan by the students of 4 th Semester (Major) students in Assamese on 4 th April, 2016. Field Trip to Pobitara by the students in Geography on 4 th April, 2016. Field Trip to Majuli by the 6 th Semester (Major) students in Geography on 6 th April, 2016.
3	Sunday	
4-9	Working/Class day	Sessional Examination, 2016 for Even Semesters from 20 th April to 23 rd April
10	Sunday	
11-13	Working/Class day	
14-16	BahagBihu(Holiday)	
17	Sunday	
18-23	Working/Class day	B.A 6 th Semester Practical Examination, 2016 in Education (Major) on 25 th April, 2015 Project Report Presentation by the 6 th Semester (Major) students of History Department on 27 th April, 2016.
24	Sunday	
25-30	Working/Class day	End Semester Examination for 6 th Semester from 2 nd May to 14 th May
MAY, 2016		
1	Sunday/May Day	End Semester Examination for 2 nd Semester from 7 th June to 18 th June & Starts the examination zone for 2 nd Sem (G) Exam., 2016 at the college
2-7	Working/Class day	
8	Sunday	
9-14	Working/Class day	End Semester Examination for 6 th Semester from 23 rd May to 4 th June
15	Sunday	
16-20	Working/Class day	
21	Buddha Purnima (Holiday)	
22	Sunday	BA 1 st Sem Admission Major and General on 21 st and 22 nd June
23-28	Working/Class day	
29	Sunday	
30-31	Working/class day	B.A 2 nd and 4 th Semester Practical Examination, 2016 in Sattriya Dance (General) on 30 th June, 2016
JUNE, 2016		
1-4	Working/Class day	Commencement of H.S. 2 nd Year Classes from 1 st June World Environment Day is observed
5	Sunday	
6-11	Working/Class day	End Semester Examination for 2 nd Semester from 7 th June to 18 th June & Starts the examination zone for 2 nd Sem (G) Exam., 2016 at the college
12	Sunday	
13-18	Working/Class day	
19	Sunday	BA 1 st Sem Admission Major and General on 21 st and 22 nd June
20-25	Working/Class day	
26	Sunday	B.A 2 nd and 4 th Semester Practical Examination, 2016 in Sattriya Dance (General) on 30 th June, 2016
27-30	Working/Class day	

Salient Features

1. The Colleges should organize academic activities such as Seminar/Group Discussion etc. for the students and for the teachers, suitably during the year.
2. Daily Academic Progress Report (DAPR) be maintained by the teachers and academic review be made based on DAPR; and the report is to be submitted by the Principal of the college to the Academic Registrar, GU by 1st half of July for Odd Semester period and by 1st half of January for Even Semester period. A prescribed format for DAPR may be downloaded from the GU website.
3. The Sessional Examinations in the colleges should be designed in such a way that the other normal classes are running smoothly.
4. During evaluation period the Principal will release the examiners engaged for evaluation and after completion of the evaluation work the Zonal Officer concerned shall issue a release order which is to be submitted to the respective Principals.

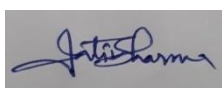
In the event of any changes in the Holidays mentioned in the Academic Calendar, the Gauhati University Holiday List is to be followed.

Summary

Odd Semester (July to December, 2015)	Even Semester	(January to June, 2016)
Class Days	88	96
Election/College Week	01	06
Study Leave	03	03
End Semester Exam.	15	15
End Semester Evaluation	15	15
Holidays (with Sundays)	40	37
Semester Break	10	
Summer Vacation		31
	184	182

=366 days

Academic Registrar
Gauhati University



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.

The Minutes of IQAC Meetings and Action Taken Report

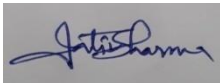
The Minutes of IQAC Meeting held on 03/09/2015:

1. It is resolved that all HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion in the month of August, 2015.
2. It is also resolved that all HODs are to be instructed to maintain Academic Dairy as supplied by the IQAC in the preceding of this academic session. It is also resolved that Academic Dairy of all departments are reviewed by the Coordinator of IQAC and Principal periodically and appropriate measures will be taken to improve the teaching-learning environment of the college.
3. It is decided to appeal the college administration should take initiative and organize the Biennial Dr. B.K.B memorial Symposia, a Book Exhibition and Sales, one/two Workshops, one/two extension activities, etc.. The authority directs the respective Cells of Dr. B.K.B. College to lead the events.
4. It is resolved to start an innovative practice of dividing the students of the college into 20 BKBIAN Groups for Personal Counselling and Monitoring.

Action Taken Report: The Principal, Dr. B.K.B. College after discussing the Minutes of the IQAC meeting held on with the Statutory Body and others concerned finally takes the following actions -

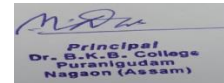
1. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion of the month of August, 2015 in the IQAC office on or before 5th September, 2015.
2. Dr. Nakul Chandra Sarma is given the Charge of BKBIAN Groups for Personal Counseling and Monitoring. With support from IQAC he divides the students into 20 BKBIAN Groups and two teachers are appointed for each group as counsellors and two students are appointed by the counsellors as Mentors. Guidelines to the Counsellors are also sent through IQAC.
3. All HODs are instructed to submit the Academic Dairies and Class Tests' Reports of their respective departments on 10th September. Academic Dairies and Reports of Class Tests are reviewed by the Coordinator and Principal on that day. Accordingly, extra classes are arranged for the slow learners in cooperation with the faculties of different departments.
4. One National Workshop is organized on Environmental Resource Management and Sustainable Development from 7th September to 9th September, 2015 in collaboration with Green Guard Nature Organization.
5. Organize one Symposia on “*Udakhin Shotro aaru Sattriya Songeetor Sorcha*” in collaboration with *Asomiya aaru Satriya Nrityo Bibhag* and *Sattriya Sangeet Sikhyok Somaj (Asom)* on 8th October, 2015.
6. Organize Biennial Dr. B.K.B. Memorial Symposia on “*Birinchi Kumar Booruahr Sahityo, Bhakha-Sonskhitri aaru Etihaakh Sorcha*” on 7th November, 2015.

7. Organize one Free Medical Health Check up programme and AIDS awareness programme in association with NSS Unit and Red Ribbon Club at the Model Village (i.e., Borsungsar) on 23rd November, 2015.
8. Organize one Book Fair in the college premises in association with the Central Library of the institution on 30th September and 1st October, 2015.
9. The Women Cell has organized a programme at Phukonghat Pradip LP School, Puranigudam on the occasion of Children's Day and distributed books and Sports equipments among the students of the school on 14th November, 2015.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC

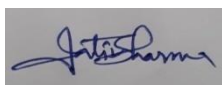
The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 09/11/2015:

1. It is resolved that the feedback forms are distributed among students, parents and alumni in the early part of coming even semesters and forms should be designed by the office of IQAC as soon as possible.
2. It is also decided to organize a workshop on Career Counselling and Guidance in the early part of 2016. The Career Counselling and Guidance Cell of the college will take lead to organize this event.
3. IQAC resolves that financial assistance should be provided to address the academic matters of students as well as for medical treatment of students through Corpus Fund. The authority directs the Corpus Fund Committee to take necessary steps in this respect.

Action Taken Report: The Minutes stated above are discussed with different cells concerned and finally the following actions are taken-

1. One workshop is organized on Career Guidance and Counselling in association and cooperation with SUN@BEAM.INC, Kolkata on 25th March, 2016.
2. Feedback forms are as designed and developed by the IQAC office distributed among the 2nd Sem, 4th Sem and 6th Sem students and their parents, and also among the alumni. The duly filled up feedback forms will be analyzed and prepared the report by the IQAC office and submitted it to the higher authority.
3. The Corpus Fund committee has taken some resolutions and accordingly changed its constitution to provide financial assistance in academic matters of the students also.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC

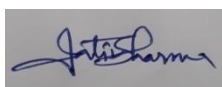
The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 19/02/2016:

1. It is resolved that a weeklong State Level Workshop is to be organized on Remote Sensing and its Application in the month of March, 2016.
2. Feedback from Students, Alumni and Parents are received, analyzed and the report is submitted to higher authority for follow up actions.
3. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments immediately and a report of syllabus completion of the month of February, 2016 in the IQAC office. All HODs are also instructed to bring the Academic Dairy along with the report of syllabus completion to the IQAC office.

Action Taken Report: The Principal of Dr. B.K.B. College after discussing the Minutes of the IQAC meeting held on with the Statutory Body and others concerned finally takes the following actions -

1. A weeklong state level workshop is organized on Remote Sensing and its Application in full support from Geographical Technology and Application Devision, Aaranyak from 11th March to 17th March, 2016.
2. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion of the month of February, 2016 in the IQAC office on or before 5th March, 2016. The IQAC coordinator and principal will also reviewed the Academic Dairies of all the departments on that day.
3. The report prepared by IQAC analyzing Feedback from Students, Alumni and Parents is received and follow up action are taken by the authority.

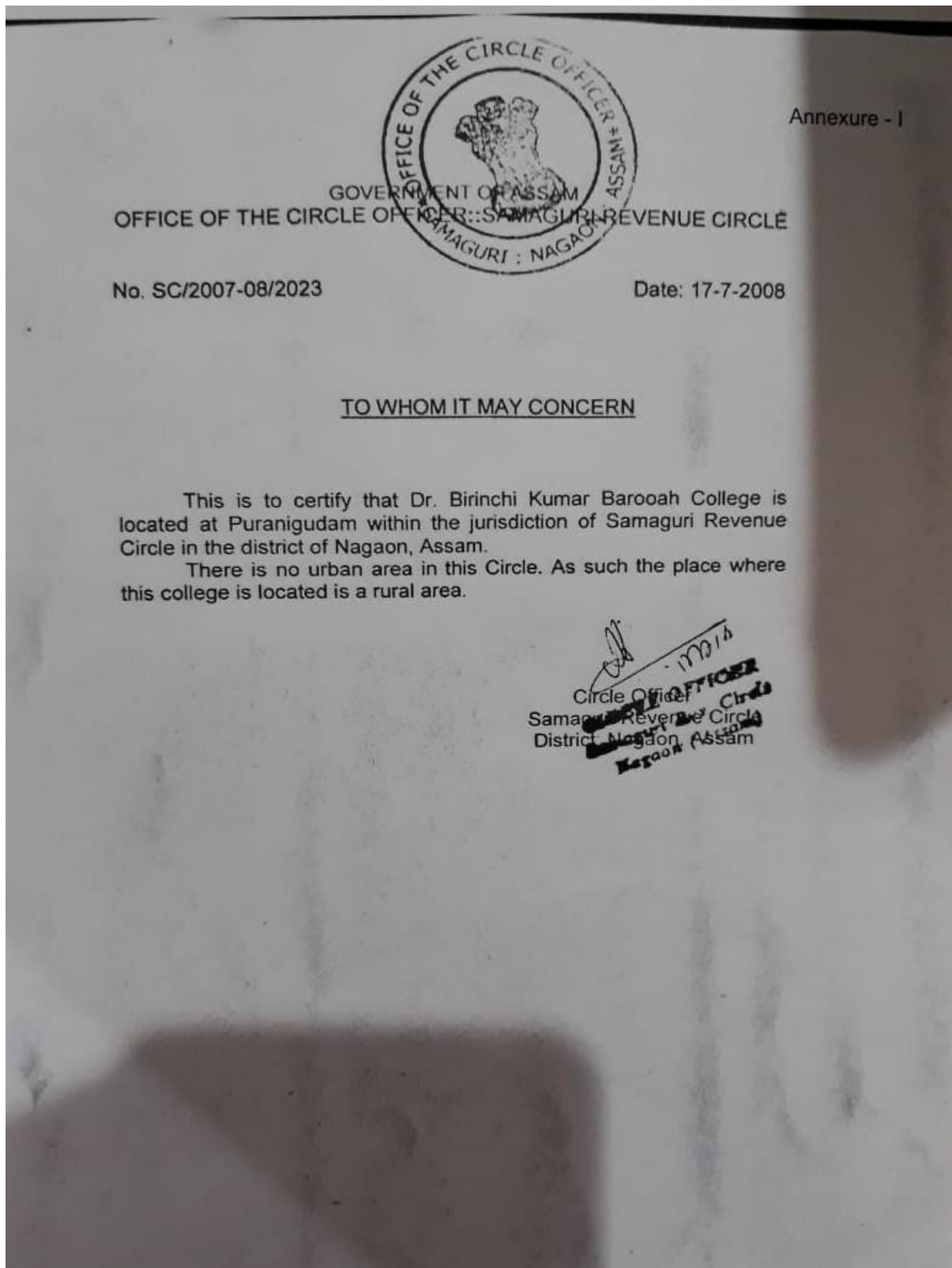


Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC



ANNEXURE I
266

No.F. 8-40/89(CPP)

The Registrar
Gauhati University
Gopinath Bardoloi Nagar
Guwahati - 781 014.
Assam.

Annexure A (Profile of the College)

Sub: Inclusion of Dr B.K.B. College, Puranigudam under
Section 2(f)/12-B of the U.C.C. Act, 1956.

Sir,

I am directed to refer to your letter No.GU/UGC/UI/
12/91/2940 dated 27.12.91 on the subject cited above and to
inform you that the Dr B.K.B. College, Puranigudam has
been included in the approved list of colleges under
Section 2(f) of the U.C.C. Act, 1956 under the head
"Non-Govt. Colleges Teaching upto Bachelor's Degree" as
detailed below :

<u>Name of College</u>	<u>Year of Establishment</u>
Dr B.K.B. College Puranigudam, Nougaoon (Assam) (Shri Prafulla Chandra Medhi)	1975

It has been noted that the college is permanently
affiliated to Gauhati University, Guwahati. Dr B.K.B.
College, Puranigudam is declared fit to receive assistance
from UGC and other central sources in terms of Rules
framed under Section 12-B of the U.C.C. Act, 1956.

Yours faithfully,
Kishan Chand
(Kishan Chand)
Under Secretary

Copy forwarded to :

1. The Principal, Dr B.K.B. College, Puranigudam,
Nougaoon (Assam)
2. The Secy, GOI M/HRD (Deptt. of Edn.) New Delhi
3. All Officers/Sections in UGC Office
4. SO (A/c 'C') Section
5. Computer Cell
6. Guard file.

Kishan Chand
(Kishan Chand)
Under Secretary

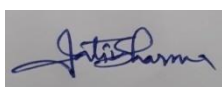
W/10.3.92

*Received
Principals
Date 10/3/92*

Kishan Chand
Under Secretary
Dr B.K.B. College
Puranigudam
Assam

Composition of IQAC for the Academic Year 2015-2016

1. Chairparson: Dr. Bhupen Saikia, Principal, Dr. B.K.B. College,
2. Coordinator: Jatin Sharma
3. Kamal Chandra Saikia, Teacher Member
4. Dr. Abinash Bharali, Teacher Member
5. Dr. Nakul Chandra Sarma, Teacher Member.
6. Som Nath Bora, Teacher Member.
7. Mrs. Akashi Bhuyan, Teacher Member.
8. Md. A.K.M. Akhter, Vice Principal, Administrative Staff Member.
9. Miss Juli Thakuria, Librarian, Administrative Staff Member.
10. Mr. Mantu Hira, GS, Students' Union, Student Member.
11. Miss Debajani Rabha, Magazine Secretary, Students' Union, Student Member.
12. Sri Phanindra Nath Gayan, Management representative.
13. Mr. Sarat Bora, Teacher, Alumni Member.
14. Mr. Manos Bora, Alumni Member.
15. Sri Pulin Hazarika, Community Representative.
16. Mr. Dipak Bora, Community Representative.
17. Mrs. Diptimallika Dutta, Principal, RKBHS School, Employer/Stakeholder Member
18. Dr. Nripen Chandra Das, IQAC Coordinator, Koliabor College, External Expert.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC