

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

DR. BIRINCHI KUMAR BAROOAH COLLEGE,

PURANIGUDAM, NAGAON, ASSAM

FOR THE ACADEMIC YEAR: 2018-2019



PREPARED BY: INTERNAL QUALITY ASSURANCE CELL (IQAC),

DR. BIRINCHI KUMAR BAROOAH COLLEGE,

PURANIGUDAM, NAGAON, ASSAM – 782141.

SUBMITTED TO:

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,

An Autonomous Institution of the University Grants Commission,

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bengaluru - 560 072 India

The Annual Quality Assurance Report (AQAR)

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

Academic Period: From July 1, 2018 to June 30, 2019

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution DR. BIRINCHI KUMAR BAROOAH COLLEGE

- Name of the Head of the Institution: DR. NRIPEN CHANDRA DAS
- Designation: PRINCIPAL
- Does the institution function from own campus: YES
- Phone no./Alternate phone no.: +919864489507
- Mobile no.: 9864489507
- Registered e-mail: bkb.college@hotmail.com
- Alternate e-mail : bkbcollege.puranigudam@gmail.com
- Address : PURANIGUDAM
- City/Town : NAGAON
- State/UT : ASSAM
- Pin Code : 782141

2. Institutional status:

- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women CO-EDUCATION
- Location : Rural/Semi-urban/Urban: RURAL (certificate is in *Annexure i*)
- Financial Status: Grants-in aid/ UGC 2f and 12(B)/ Self financing
(please specify): PROVINCIALISED, UGC 2f and 12(B)
(Certificate is in *Annexure ii*).

- Name of the Affiliating University: GAUHATI UNIVERSITY
- Name of the IQAC Co-ordinator : DR. JATIN SHARMA
- Phone no. : 9401510652

- Alternate phone no.: 6001612425

- Mobile: 6001612425

- IQAC e-mail address: bkbcollege.puranigudam@gmail.com

- Alternate Email address: sarma.jatin20@gmail.com

3. Website address: www.bkbcollege.in

Web-link of the AQAR 2018-19: <http://www.bkbcollege.in/iqac.php>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: YES

Web-link of Academic Calendar 2018-19: <http://www.bkbcollege.in/iqac.php>

Academic Calendar of 2018-19 is in **Annexure iii**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C ⁺⁺	68.00	November 04, 2004	from November 04, 2004 to November 03, 2009
2 nd	C	2.00	March 27, 2011	from March 27, 2011 to March 26, 2016
3 rd	—	—	—	—

6. Date of Establishment of IQAC: DD/MM/YYYY: 20/01/2003

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/ Beneficiaries
First Meeting of the IQAC in the Academic Year 2018-19	02/07/2018	09
Second Meeting of the IQAC in the Academic Year 2018-19	14/12/2018	08
Third Meeting of the IQAC in the Academic Year 2018-19	10/04/2019	08
Stress on Cleanliness and ‘Swashwa Bharat Abhiyan’ in College Campus: Synchronising celebration of Important Days ‘Swashwa Abhiyan’ programmes are successfully organised, with the help of Green Police, NSS and Students’ Union.	31/07/2018, 15/08/2018, 02/10/2018, 28/10/2018, 26/01/2019.	Average 30
Bkbian Groups: Personal Counseling and Mentoring	Twice in a Month arranged by the Groups themselves.	Major Students
Celebration of Certain Days and Events and Inculcation of Values: Certain Days shown below are celebrated with a view to inculcating values like love, affection, cooperation, cleanliness, oneness, Indianness, patriotism, love for college and community, love for culture and tradition, longing for sustainable environment etc. 1. College Foundation Day 2. Commencement Day of Commerce Stream 3. Establishment Day, ACTA 4. Independence Day 5. Freshers’ Social 6. Sri Sri Madhav Deva Tithi 7. Teachers Day 8. Sri Sri Shankar Deva Tithi 9. Election to Students’ Union 10. Gandhi Jayanti 11. National Unity Day 12. 7 th Death Anniversary of Dr. Bhupen Hazarika 13. Children Day 14. Fateha Duwaz Daham 15. Republic Day	1. July 31, 2018 2. August 06, 2018 3. August 07, 2018 4. August 15, 2018 5. August 29 & 30, 2018 6. August 31, 2018 7. September 5, 2018 8. September 11, 2018 9. September 29, 2018 10. October 2, 2018 11. October 31, 2018 12. November 5, 2018 13. November 14, 2018 14. November 21, 2018 15. January 26, 2019	Average 50

16. College Week 17. Swarashati Puja 18. International Women's Day 19. Parent-Teacher Meet 20. World Environment Day 21. International Yoga Day	16. February 1-7, 2019 17. February 10, 2019 18. March 8, 2019 19. April 9, 2019 20. June 5, 2019 21. June 21, 2019	
Workshop/Conference Organised: 1. A Week Long ICT Workshop on 'Use of ICT Tools for Classroom Teaching' in collaboration with Electronics and ICT Academy, IIT, Guwahati. 2. 14 th Annual Zonal Conference of Nagaon-Morigaon Zone, ACTA. 3. A Three-Day Long Drama Workshop on 'Acting for Creativity' in collaboration with NSD, TIE Wing, Tripura. 4. Conference of All Assam College Employees' Association. 5. A Day Long Workshop on Introduction of CBCS	1. November 12-18, 2018 2. February 15, 2019. 3. February 24-26, 2019 4. April 28, 2019 5. June 1, 2019	40 105 30 45 45
Awareness Programme within the College Campus are organised as follows: 1. An Awareness Programme on Road Safety and A Street Play organised by IQAC in collaboration with DTO Office and Nagaon Police. 2. 'An Awareness Programme on Skill Development' organised by IQAC in collaboration with ICICI Academy for Skill Development, Guwahati. 3. A Motivational Camp on 'Goal Setting' organised by IQAC and conducted by Mr. Kula Prasad Bora, DM, Kaziranga University. 4. 'Use of VVPAT in the Parliamentary Election, 2019' by IQAC in association with District Administration, Nagaon. 5. Awareness Camp with Demonstration on Yoga in association with Projapati Brahmakumari 6. 'A Health Awareness Programme on Osteoporosis, Anaemia and Mental Hygiene' in collaboration with NGO Shristi. 7. Blood Donation Camp in association with Gohain Nursing Home and Shristi.	1. February 5, 2019 2. February 20, 2019 3. February 20, 2019 4. March 6, 2019 5. June 21, 2019 6. June 22, 2019 7. June 22, 2019	125 150 150 220 70 140 30

<p>Lecture Session: A few Lecture Sessions on different topics delivered by different personalities are organised as follows –</p> <ol style="list-style-type: none"> 1. Dr. B.K.B. Memorial Lecture on ‘Formation of Modern Assamese Self and Young Generation’ by Mayur Bora, a leading intellectual of Assam. 2. On ‘Introduction of CBCS to GU’ by Dr. Anupam Dutta, an official of ACTA. 3. Prof. Anurekha Goswami and Prof. Sunita Gope, NEF Law College on ‘Legislative Measures to Protect the Rights of Women in India’. 4. Dr. Deben Chandra Kalita, Associate Professor, Morigaon College on ‘Oral History as a Source: Uses and Its Importance’. 5. On ‘Environment and Health’ by Sumi Deka. 6. On ‘Bishnu Prasad Rabha and His Contribution to Assamese Society’ by Dr. Kamal Chandra Saikia and Dr. Som Nath Bora. 	<ol style="list-style-type: none"> 1. October 6, 2018 2. February 15, 2019 3. March 8, 2019 4. April 25, 2019 5. June 5, 2019 6. June 20, 2019 	<ol style="list-style-type: none"> 275 105 250 110 80 115
<p>Outdoor Extension Activities Organised:</p> <ol style="list-style-type: none"> 1. Children Day is celebrated with a Lecture on ‘Understanding Gender Equity through Story Telling’ followed by donation of good number of books, sports materials and light refreshment at Pohukata Panigaon Primary School, Puranigudam by Women Forum, Dr. B.K.B. College. 2. A Lecture cum Awareness Programme on Organ Donation at Chapanalla H.S. School by IQAC and NCC. 3. Daylong Workshop on ‘Pedagogy of Teaching English Language and its Application’ at Navaroop Jatiya Bidyapith, Nagaon organised by Dept. of English and Prof. Madan Sharma, Central University, Tezpur. 4. A Two-Day Long State Level Musical Competition on Jyoti and Bhupendra Sangeet at Bapuji Hall and Library, Puranigudam. 5. A Day long Drama Workshop ‘Drama for Teaching’ at Navaroop Jatiya Bidyapith by Dept. of English in collaboration with NSD, TIE Wing, Tripura. 	<ol style="list-style-type: none"> 1. November 14, 2018 2. November 27, 2018 3. December 29, 2108 4. January 27-28, 2019 5. February 27 & 28, 2019 6. May 23, 2019. 	<ol style="list-style-type: none"> 85 55 150 500 110 30

6. Felicitation of Rank Holders in HSLC at Puranigudan Bidya Niketan by Women Forum. 7. An Awareness Programme on 'Tobacco Control and Cancer Prevention' at RKB H.S. School, Puranigudam by NSS. 8. Tree Plantation Programme under Special Camp Scheme at Borchungjhar, Model Village of Dr. B.K.B. College by NSS. 9. An Awareness Programme on 'Tobacco Control and Cancer Prevention' at RKB H.S. School, Puranigudam by NSS.	7. June 25, 2019. 8. June 27, 2019. 9. June 27, 2019.	150 50 35
Knowledge Extension Programme: Academic Relation with neighbouring institutions is strengthened under Knowledge Extension Programme with a few classes taken at those institutions by the faculty members of Dr. B.K.B. college. 1. Dr. Jatin Sharma at Chapanalla H S School 2. Dr. Kamal Saikia at Navarup Jatiya Bidyalay 3. Dr. Abinash Bharali at Bahampur H S School	1. November 27, 2108 2. July 12-14, 2018 3. July 2-8, 2018	40 125 25
Faculty Exchange Programme: Academic Relation with neighbouring colleges is strengthened under Knowledge Exchange Programme exchanging faculty whenever needed. 1. Mrs. Kabita Devi Kusry, Assistant Professor, Department of Psychology, Nonoi College takes a few classes at Dr. B.K.B. College. 2. Dr. Jatin Sharma, Assistant Professor Department of English, takes a few classes at Samaguri college.	1. November, 2018. 2. November, 2018.	45 15
Award and Financial Assistance: A few Awards with a little financial assistance from either faculty or College are provided to deserving students with a view to promoting quality environment: 1. Best Graduate Award 2018-19 to Miss Bobita Bora, Dept.of Geography (8.6) by Prof. G.K.Barua 2. Best Singer Award 2018-19 Rs. 1000.00 by Prof G. Gope 3. Late Radhika Mohan Goswami Memorial Best Debator Award 2018-19 to 1 st , 2 nd and 3 rd Position Holders by Prof. Anjana Goswami	1. Rs. 5000.00 2. Rs. 2000.00 3. Rs. 6000.00	01 02 03

4. Best Athlete (Male and Female)	4. 2000.00	02
5. Best Library User Award 2018-19 to Miss Priyanki Boruah and Md. Najimul Alom	5. A Bundle of Books and Certificate	02
6. Financial Assistance from Corpus Fund	6. Rs. 23,100.00	06
7. Financial Assistance from Poor Fund	7. Rs. 18,000.00	12
8. Financial Assistance from Women Forum	8. Rs. 10,000.00	01
9. Free Admission Fees to poor students by Assam Govt.	9. Rs. 25, 38, 708.00	686
Academic Tour:		
1. To Pobitora Wildlife Sanctuary (Geography)	1. November 20, 2018	24
2. To Nameri Wildlife Sanctuary (Geography)	2. December 28, 2018	09
3. To Bhoirabkunda and Sitajakhala Dugdha Utpadan Samabai Samitee (Geography)	3. March 26, 2019	37
4. To Brahmachari Satra (Assamese)	4. February 19, 2019	37
5. To Central University, Tezpur (Education)	5. May 18, 2019	28
6. To Rajabari, Jogijan and Hojai (History)	6. April 12, 2019	34
7. To Silanijan, Diphu, Karbi Anglong (Political Science)	7. April 4 and 10, 2019	47
8. Academic Tour to Rajasthan sponsored by Assam Govt.	8. January 17-25, 2019	15
9. Environmental Tours	9. April, 2019	250
Forum: Geographical Forum is formed by the Dept. of Geography with a view to addressing the Geographical issues and needs and problems of the students of Geography.	August 01, 2018	45
Coaching:		
1. Contact Classes for MA in Assamese, English, Education and Political Science under IDOL, DR. B.K.B. College Study Centre.	1. On and from January 3, 2019	12
2. A Month-Long Coaching Camp for APSC conducted by Career Guidance Cell	2. From January 30, 2019.	45
Feedback from Students, Parents and Alumni are collected, analysed and used for improvement of teaching-learning environment.	05/05/2019	200
AQAR 2018-19 is Submitted	30/04/2020	11

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount in Rs.
Dr. B.K.B. College	Infrastructure Grants To Colleges	RUSA	2018-19	Rs. 45,00,000.00
Dr. B.K.B. College	Purchase of Books	Govt. of Assam	2018-19	Rs. 2,00,000.00
Dr. B.K.B. College	Construction of Toilet	RMSA	2018-19	Rs. 46,136.00
Dr. B.K.B. College	Excursion	Govt. of Assam	2018-19	Rs. 1,00,000.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **YES**

*upload latest notification of formation of IQAC. Composition of IQAC is in ***annexure iv***.

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website www.bkbcollege.in

Yes/No **Yes** (Please upload, minutes of meetings and action taken report)

Minutes of IQAC meetings and action taken report are in ***Annexure v***.

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? NO

If yes, mention the amount: Does not arise Year: Does not arise

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

* Administrative and Academic Audit.

* Stress on use of ICT in the classroom and organisation of a Week Long ICT Workshop on 'Use of ICT Tools for Classroom Teaching'.

* A Three-Day Long Drama Workshop on 'Acting for Creativity' is organised in collaboration with NSD, TIE Wing, Tripura.

* A good number of Awareness Programmes within and outside the college are organised.

* Sports Scholarship

13. 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
Renovation of Auditorium, Classroom, Academic Block and Procurement of Computer and Equipment of Digital Classroom	An amount of Rs. 45,000,00.00 is received from RUSA under the scheme 'An Infrastructure Grants to College' for renovation of Auditorium, Academic Block, Classrooms and purchase of computer, smart board etc. and the procedure for utilisation of the same is initiated.
Publication of Research Journal, College Magazine, News Bulletin, Prospectus and Academic Calendar.	Research Journal ' Regional Journal of Economic Issues ', ISN: 2981-4558, edited by Dr. Abinsh Bharali, is published by Department of Economics, Dr. B.K.B. College. College Magazine ' Korshan ', News Bulletin ' Khobor Nama ', Prospectus and Academic Calendar, Code of Conduct are also published in time..
Subscription of a few National and International Journal	2 (4 issues)
Publication of paper in UGC referred journal.	IQAC keeps encouraging the teachers to get paper published in UGC referred journal. Only one article is found published by Dr. Jahangir Alom.
Opening of Certificate Course approved by Parent University	Approval from Gauhati University and Tezpur University for the certificate Courses applied is still not received.
A few Awareness Programme within the College Campus to be organised	Total 7 (seven) awareness programme on different topics/issues are organised at college premises.
A few Lecture Programme on different topics to be organised	Total 6 (six) Lecture Programme are organised at college premises delivered by different personalities on different subjects.
A few Workshop/ Conference to be organised	A Week Long ICT Workshop on 'Use of ICT Tools for Classroom Teaching', A Three-Day Long Drama Workshop on 'Acting for Creativity', A Day Long Workshop on Introduction of CBCS are organised apart from 14 th Annual Zonal Conference of Nagaon-Morigaon Zone, ACTA and Conference of All Assam College Employees' Association.
Outdoor Extension Works to be continued	Total 9 (nine) outdoor extension activities are conducted within the session.

Purchase of Books and Renewal of N-LIST	A good Number of Books at the cost of Rs. 37815.00 are purchased and e-resource N-LIST is subscribed and made accessible.
Personal Counselling and Mentoring of students through BKBIAN Groups will be continued.	Continued.
Feedback from Students, Parents and Alumni are collected, analysed and used for improvement of teaching-learning environment.	Done.
Knowledge Extension and Faculty Exchange programme to be sustained	Continued.
Institutional data to be submitted to AISHE	Submitted.
Administrative and Academic Audit	Done at the capacity of IQAC with its limited resource.
AQAR 2018-19 to be submitted	Uploaded in the college website.

14. Whether the AQAR was placed before statutory body? Yes /No: YES

Name of the Statutory body: **GOVERNING BODY** Date of meeting(s): 29/12/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **NO**

Date: Does not arise.

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2018-2019

Date of Submission: 15/11/2019

The AISHE Certificate is in *Annexure vi*

17. Does the Institution have Management Information System?

NO

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
<ul style="list-style-type: none">The Academic Committee, Dr. B.K.B. College, with Principal as Chairperson, Vice-Principal as Member Secretary and IQAC coordinator and HODs of all Departments as members, prepares the planning for Curriculum delivery and takes good care of documentation of the same. The committee ensures maintenance of class, completion of syllabus, necessity of extra and remedial class, excursion, examination, result etc. The committee in its meeting, held at least one in every month, takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the monitor of the classes held.The Academic Calendar prescribed by the Parent University is modified by IQAC with scholastic and non-scholastic programme designed by Departments/IQAC/different Cells of the Institution preparing the route to the desired goals of the institution.The HODs prepare and provide Assignments to each teacher of the concerned departments before commencement of every semester and submit the same to Academic Committee and office of the IQAC. The teachers prepare Teaching Plan for the Assignments provided and submit the same to their concerned HODs. The teachers conduct the classes assigned following the teaching plan made and the HODs ensure completion of the course accordingly.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil	Nil	Does not arise	Nil	Nil	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
Nil	Nil		Nil	Nil	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. : NIL					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil			Does not arise		
Already adopted (mention the year) : NIL					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year : 30					
	Certificate		Diploma Courses		
No of Students	30		Does not arise		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Certificate Course on Creative and Critical Thinking		14/08/2018		30	
1.3.2 Field Projects / Internships under taken during the year					

Project/Programme Title			No. of students enrolled for Field Projects / Internships	
1. Field Study Project under Environmental Studies: Only for 3 rd Semester. 2. Departmental Educational Field Trip 3. Academic Tour to Rajasthan			1. 250	
			2. 216	
			3. 15	
1.3 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No: YES	Yes/ No	Yes/ No	Yes/ No: YES	Yes/ No: YES
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>Analysis of Feedback: The Office of the IQAC receives Feedback in structured format from Students, Parents and Alumni as designed. In a team work IQAC makes an objective analysis of the feedback received. The analyses of the feedback received leads to the following points where they are found concerned with and hence deserve attention of the authority for necessary action.</p> <p>1. Analysis of the feedback received from Students shows that they are happy with the teaching-learning environment of the institution and satisfied with real life exposure provided to them through Extension Activities. The students are also found satisfied with NCC and NSS services, assistance received from Poor Fund, Corpus fund, and Women Forum. They are more or less satisfied with teachers within and outside the classroom. A good number of students are not seen happy with the on line system introduced and the way the result is declared by the parent university. A few are complaining of non-accessibility of Digital Library and Video Conferencing Hall. From the analysis it also becomes clear that a good number of students are not happy with the resources of Computer Centre. The analysis reports that number of classes taken using ICT tools is still not satisfactory.</p> <p>2. Analysis of the feedback received from Alumni lead to realisation that they are not satisfied with the way they are made involved with the institution and express their willingness to be a part of the development process of the institution. They are found happy with the Awareness programme on skill development, coaching classes offered for MA and APSC Examination.</p> <p>3. Analysis of the feedback received from the Parents shows that they are more or less happy with the academic environment of the institution. However they are not happy with the on line system introduced by our Parent University citing the ground that it needs availability of network, expertise and cause more taxation on their part. Further they want that the classes should be introduced from 9.30 rather than 8.30. A few parents suggest for more tree plantation within the college campus while others are not happy with the front view of the college at present. A good number of parents are found not happy with the service of the office stuff.</p> <p>Action Taken Report: The Authority in consultation with IQAC and RUSA committee take the following steps –</p> <p>1. The College administration informs the poor/low performing teachers to improve their teaching skills, instructs every department and faculty to use more and more the smart boards and e-resources, lays stress on counselling of students through BKBIAN Groups, takes step for installation of a better computer centre.</p> <p>2. It is finally decided to get Alumni Association involved in the college development programmes and to increase number of their representatives in certain committees.</p> <p>3. The College Administration motivates the office stuff to be learner centred, helpful and cooperative, prepares plan to make the front view of the college look better, instructs the Eco</p>				

club to plant more trees within the college campus and decides to set up help desk for needy students for on line submission of examination forms.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme			Number of seats available	Number of applications received	Students Enrolled
B.A. 1st Semester under GU			450	475	461
B.A. 3rd Semester under GU			400	343	343
B.A. 5th Semester under GU			350	294	294
B.Com 1st Semester under GU			50	39	39
B.Com 3rd Semester under GU			50	23	23
TOTAL:					1160
Others:					
1. HS under AHSEC			100	83	83
2. PG under IDOL, GU.			100	23	23
3. BA under KKHSOU			100	49	49
4. Certificate Course on Creative and Critical Thinking offered by Dept. of English, Dr. B.K.B. College			20	30	30
5. Certificate Course on Computer Application offered by Computer Centre, Dr. B.K.B. College			100	50	58
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1160	Nil	20	Nil	Nil
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart class Rooms	E-resources and techniques used
20+17 =37	25	1. UGC Network Resource Centre/Computer Centre 2. Video Conferencing 3. Digital Library 4. NLIST 5. Smart Board 6. Projector 7. Computer	07+01=08	Nil	1. Journals from NLIST 2. Power Point Presentation 3. GIS software 4. Language Software 5. YouTube

		8. Podium 9. Scanner 10. Mini Sound Modifier 11. Electronic and Electrical laboratory Equipments in Psychology, Education and Geography Laboratories.			6. Video conferencing 7. Digital Library 8. Internet Resources
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>BKBian Group mentoring: BKBian Group is one of the means of mentoring and counselling the students of Dr. B.K.B. College. In the session 2018-19 the students admitted for Major course of studies are divided into BKBian Groups. Each group is under the supervision of two teacher mentors, preferably one male and another female. Whatsapp Accounts are opened for each group and administered by teacher mentors or counsellors. The academic progress of the students, their needs and problems are understood and tried to be addressed through group and individual counselling. The mentors keep in touch with the students assigned, keep them informing schedule of scholastic and non-scholastic programme, and also about admission, test, examination, registration etc. Interestingly dropout rate in case of major course comes under control through the BKBian groups.</p> <p>Every department has its own mechanism of counselling its students. The Department of Assamese is pleased to sustain its Student's Mentoring System. An alumnus of the Department Miss Tumpa Bora, M.A. in Assamese from Gauhati University, has been serving the Department as Mentor.</p>					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1160		20		1: 58	

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	20	04	0	09 (only permanent)
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2018-19	Mrs. Mallika Bora	Associate Professor	Ph.D. Received from Gauhati University Awarded on July 8, 2019	

2018-19	Mr. Jitya Ranjan Saikia	Non-Sanctioned	M.Phil. Received from Gauhati University Awarded on February, 2019
2018-19	Mrs. Seema Sovita Das	Non-Sanctioned	Mrs. North-East-2018 Pragjyotish ITC Centre Awarded on August 4, 2018

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A. & B. Com		6th Semester	May 07, 2019	July 10, 2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Under Continuous Internal Evaluation (CIE) system at Dr. B.K.B. College Major Test, Assignment, Project Preparation, Sessional Examination and Resessional Examination (if required) are conducted. The Departments conduct the Major Tests in the beginning of the session if required and declare the name of the students who are allowed to have major in the concerned subject. Similarly the Departments get their student involved with necessary instructions in Assignment, Project Preparation and Field trip when required. The Sessional Examination, held before the Semester-End examination, is carried out as per instruction received from parent university. Minor reforms initiated by institution are as follows –

1. The Departments are instructed by the Academic Committee to have objective type questions in the Sessional Examination.
2. The Departments are instructed by the Academic Committee to make necessary arrangement for Resessional Examination for those students who either fail or could not appear in the Sessional Examination.
3. Scrutiny of answer scripts of the Sessional Examination is to be initiated.
4. The Departments are also instructed by the Academic Committee to declare result of the Sessional Examination within fifteen days.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar prepared for all its affiliated colleges by the Parent University, is modified by IQAC of Dr. B.K.B. College with an interface of scholastic and non-scholastic programme designed by its Departments or IQAC and provided to the students. The modified Academic Calendar refers tentative dates or period fixed for Commencement of class, Test and Examination, Field trip and also the probable dates or period fixed for extension activities. However the final dates are communicated to the students through Departmental and General Notice Board, Departmental and BKBian Whatsapp Groups.

2.6 Student Performance and Learning Outcomes				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
Not stated and displayed in website of the institution.				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A. Final Semester (Major)	132	93	70.47
	B.A. Final Semester (General)	137	39	28.46
	B.A. Final Semester (inclusive of Major and General)	269	132	49.07
	B.Com 4 th Semester (Major)			
	B. Com 4 th Semester (General)			
	B. Com 4 th Semester (inclusive of Major and General)			
	Others: PG under IDOL	05		
	HS under AHSEC	49	29	59.18
	BA under KKHSOU			
	Certificate Course on Computer Application	16	16	100
	Certificate Course on Creative and Critical Thinking	30	30	100
2.7 Student Satisfaction Survey				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink):				
Not done.				

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (other than compulsory by the College)	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total		UGC	Nil	Nil
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year : Nil				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Nil	Nil		Nil	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year: Nil				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: Nil				
Incubation Centre	Name		Sponsored by	
Nil	Nil		Nil	
Name of the Start-up	Nature of Start-up		Date of commencement	

Nil	Nil	Nil			
3.3 Research Publications and Awards					
3.3.1 Incentive to the teachers who receive recognition/awards					
State	National	International			
Nil	Nil	Nil			
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)					
Name of the Department	No. of Ph. Ds Awarded				
Does not arise	Does not arise				
3.3.3 Research Publications in the Journals notified on UGC website during the year					
	Department	No. of Publication	Average Impact Factor, if any		
National					
International	Education	01	5.5		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year: 2018-19					
Department	Teacher	No. of publication			
		Books published/ Edited	Chapters in edited Volumes / Books published	Papers in National Proceedings	Papers in International Conference Proceedings
Assamese	Md. Abdul Hashem				
	Dr. Mallika Bora				
	Dr. Som Nath Bora	01			
	Mr. Santanu Bordoloi				
	Dr. Punyalata Gohain				
	Miss Tumpa Bora				
English	Dr. Gayatri Gope				
	Dr. Kamal Chandra Saikia		01		
	Dr. Jatin Sharma		01		
	Mr. Jitya Ranjan Saikia				
Economics	Mr. Bipul Chakraborty				
	Dr. Abinash Bharali	01			
	Shradhanjali Bhattacharya		01	01	
	Miss Purabi Hazarika				
Education	Mrs. Biju Bora				
	Dr. Jahangir Alom		01		

	Mrs. Dharitri Baruah				
	Miss Himadri Roy				
Geography	Mrss. Akashi Bhuyan				
	Mrs. Debita Kemprai		01		
	Miss Khijumoni Saikia				
	Mrs. Tulumoni Devi				
History	Mrs. Anurupa Bora				
	Dr. Asaduz Zaman	03			
	Miss Lalpingmoi Changsan			01	
	Miss Alaka Roy				
Political Science	Dr. Nakul Chandra Sarma				
	Mr. Girindra Kr. Barua				
	Miss manisha Sharma				
	Miss Dhritismita Barman				
Sattriya	Mrs. Seema Sovita Das				
Sociology	Mr. Bishal Saikia				
Psychology	Miss Sumi Deka				
Commerce	Mr. Sandeep Sharma				
	Miss Geetimoni Deka				
	Miss Bonti Kalita				
Principal	Dr. Nripen Chandra Das				
Librarian	Miss Juli Thakuria		01		

05

06

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3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	05	30	Nil
Presented papers	02	02	Nil	Nil
Resource Persons	01(Principal)	Nil	Nil	02

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Free Medical Health Check Up Camp	Organised by NSS, Dr. B.K.B. College in collaboration with PKB Nursing Home at college premises on August 6, 2018.	03	60
Awareness Programme, Rally and Door to Door Visit observing 'Swach Hi Seva' celebrating NSS Foundation Day	Organised by NSS, Dr. B.K.B. College at Borchungjhar, Model Village of Dr. B.K.B. College on September 24, 2018.	02	88
Observation of Rastiya Ekta Divas celebrating National Unity Day.	Organised by NSS, Dr. B.K.B. College at college premises on October 31, 2018.	04	80
Observation of Rastiya Sankalpa Divas celebrating death anniversary of Indira Gandhi, Ex-Prime Minister of India.	Organised by NSS, Dr. B.K.B. College at college premises on October 31, 2018.	06	60
Celebration of Quami Ekta Week: National Foundation for Communal Harmony	Organised by NSS, Dr. B.K.B. College at college premises from November 19 to November 25, 2018.	05	50

A Lecture cum Awareness Programme on Organ Donation	Organised by NCC, Dr. B.K.B. College and IQAC at Chapanalla H.S. School, Nagaon on 27 th November, 2018.	02	55
A Drive on Cleanliness “Swacha Bharat Abhiyan”	Organised by NSS, Dr. B.K.B. College at college premises on February 14, 2019	03	41
Lecture cum Cleanliness Programme celebrating International Women’s Day	Organised by NSS and Women Forum, Dr. B.K.B. College at college premises on March 8, 2019 in which two advocates from Gauhati High Court delivered lectures on the topic ‘Legislative Measures for the Protection of Women’s Right’.	05	117
Quize Competition	Organised by NSS and Yoga Cell, Dr. B.K.B. College at college premises on June 21, 2019.	03	52
Awareness Programme on ‘Tobacco Control and Cancer Prevention’ and Oath Taking.	Organised by NSS, Dr. B.K.B. College at college premises on April 25, 2019.	03	43
A Lecture cum Demonstration Programme celebrating International Yoga Day	Organised by NSS, Women Forum and Yoga Cell, Dr. B.K.B. College in collaboration with Prajapati Brahmakumari at college premises on June 21, 2019.	10	63
A Health Awareness Programme on Osteoporosis, Anaemia and Mental Hygiene’ and free distribution of napkins to girl students.	Organised by NSS, Dr. B.K.B. College and Dept. of Sociology in collaboration with NGO Shristi on June 22, 2019.	02	115
Blood Donation Camp	Organised by NSS, Dr. B.K.B. College and Dept. of Sociology in association with Gohain Nursing Home and NGO ‘Shristi’ on June 22, 2019.	02	30
An Awareness Programme on ‘Tobacco Control and Cancer Prevention’	Organised by NSS, Dr. B.K.B. College at RKB H.S. School, Puranigudam on June 25, 2019.	01	36
Tree Plantation Programme under Special Camp Scheme	Organised by NSS, Dr. B.K.B. College at Borchungjhar, Model Village of Dr. B.K.B. College on June 27, 2019.	01	36

An Awareness Programme on 'Tobacco Control and Cancer Prevention'	Organised by NSS, Dr. B.K.B. College at Borchungjhar, Model Village of Dr. B.K.B. College on June 28, 2019	01	30
NCC Camps – 1. CATC-34 at Bishwanath College from July 5-15/2018, 2. CATC-36 at Bishwanath College from July 16-25/2018, 3. BLC at Agartala September 11-20/2018, 4. TSC at Jorhat, 5. CATC at Dhing from September 13-22/2018, 6. NIC at Silchar from December 7-20/2018, 7. EBSB at Tezpur University from January 1-12/2019, 8. Army Attachment camp at Rangapara from January 19 to February 2/2019, 9. CATC 5 at Dhing from February May 2 -11/2019, 10. CATC 6 at Dhing from May 13-22/2019.	NCC, North East Region, Assam and NCC Units of respective Institutions.	Nil	11+6+1+2+7 +2+4+3+6+ 15 = 57

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Yoga and Meditation	Diploma as Assistant Coach	Assam School of Yoga	01
Training of Youth Leadership and Community Development	Successful Completion of Training	Nehru Yuva Kendra, Nagaon.	01
Workshop on 'Arsilon Nilogon and Flouorid Nilogon' organised by Koliabor College in collaboration with Dept. of Chemical Science, Tezpur University	A students of Dr. B.K.B. College, Miss Resmina Begum, Sixth Semester, Roll No 102, is recognised Participation Award.	Koliabor College and Dept. of Chemical Science, Tezpur University	01
Workshop on 'Tobacco Control in Assam' organised by NSS, Gauhati University on April 8, 2019.	A students of Dr. B.K.B. College, Mr. Narayan Sou, Fifth Semester, Roll No 102, ID No. 133/v/19, is recognised 'Meritorious Participation' Award.	NSS Cell, GU, Assam Cancer Care Foundation, SAMPANDH, Health Foundation, Delhi.	01
18 th All India Drama and Dance Festival	Sri Sourav Bora, NCC Cadet, Semester: , Role No.: , ID: is awarded First Prize in Dance Competition.	Nistha Sanskritik Manch, Gurgaon, Haryana	01

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinate d such activities	Number of students participat ed in such activities
Inculcation of Values through Celebration of Important Days such as College Foundation Day on August 6, 2018, Independence Day on August 15, 2018, Teacher's Day on September 5, 2018, Sankardeva Tithi on September 11, 2018, Birth Anniversary of Dr. B.K. Baruah on November 10, 2018, Fateha Dwaj Daham on November 21, 2018, Republic Day on January 26, 2019, Saraswati Puja on February 10, 2019 etc.	Organised through Students' Union, Green Police and Cultural Cell, NSS, NCC, Dr. B.K.B. College, Puranigudam.	'Swasha Abhiyan', Lightening of earthen lamps followed by short Lecture.	02 (each activity)	Average 50 (each activity)
Dr. B.K.B. Memorial Lecture and Dr. B.K.B. College Award on October 6, 2018 at college premises.	Organised by Dr. B.K.B. memorial Lecture Organising Committee and Dept. of History.	Mr. Mayor Bora, one of the leading intellectuals of the state delivers the lecture on 'Formation of Modern Assamese Self and Young Generation' and the Award is presented to Mr. Sushil Bora, a dedicated writer on regional history.	02	275

Observation of Children Day at Pohukata Panigaon Primary School on November 14, 2018	Organised by Women Forum, Dr. B.K.B. College.	A Lecture on 'Understanding Gender Equity through Story Telling' addressing students and Guardian followed by light refreshment, donation of books and sports materials.	05	20+50 =70
Day Long Workshop at Navaroop Jatiya Bidyapith, Nagaon on December 29, 2018.	Organised by Dept. of English, Dr. B.K.B. College	A Lecture on 'Pedagogy of Teaching English Language and Its Application' by Prof. Madan Sharma, HoD, Dept. of English, Tezpur University followed by interaction.	02	20
Two Days Long State Level Musical Competition on January 27 and 28, 2019	Organised by Bapuji Hall and Library and Dr. B.K.B. College	Competition on the Jyoti and Bhupendra Sangeet	03	30
Street Play and Awareness Programme on Road Safety on February 5, 2019.	IQAC and Office of DTO, Nagaon.	A Lecture Session by appointed speakers from DTO Office is followed by Street Play directed by Mr. Dipak Bora.	02	60
An Awareness Programme on Skill Development on February 20, 2019.	Organised by IQAC in collaboration with ICICI Academy for Skill Development, Guwahati.	Lecture cum Demonstration programme highlighting Scope for Placement.	02	120
A Motivational Camp on February 20, 2019.	Organised by IQAC in collaboration with Kaziranga University.	Lecture on 'Goal Setting' by Mr. Kula Prashad Bora, DM, Kaziranga University motivating students towards achieving their goals.	02	105

A Three-day long Drama Workshop from February 24 to 26, 2019.	Organised by IQAC and Dept. of Sattriya in collaboration with NSD, TIE Wing, Tripura.	Drama Workshop on 'Acting for Creativity'	02	30
A Day Long Drama Workshop at at Navaroop Jatiya Bidyapith, Nagaon on February 27, 2019.	Organised by Dept. of English in collaboration with NSD, TIE Wing, Tripura.	Drama Workshop on 'Drama for Teaching' projecting through training and demonstration a Variety in the Method of Teaching and Learning	02	20
An Awareness Camp on the Use of VVPAT on March 6, 2019	IQAC and District Administration, Nagaon.	Lecture cum Demonstration by Mr. Anurag Mahanta and his Team on the Use of VVPAT in the Parliamentary Election, 2019.	02	150
Popular Talk delivered by Dr. Deben Ch. Kalita, Associate Professor, Morigaan College.	Organised by Dept. of History	A Talk on 'Oral History as a Source: Uses and Its Importance' followed by students' interaction.	03	78
Tree Plantation and Lecture Session on June 5, 2019 celebrating World Environment Day	Organised by Dept of Psychology in collaboration with Eco Club, Dr. B.K.B. College	An inspiring and motivating lecture on 'Environment and Health' by Sumi Deka, faculty of the Dept. of Psychology is followed by Tree Plantation in the College Campus	02	30
Lecture Programme at college premises on June 20, 2019 synchronising Rabha Divas	Organised by Students' Union.	Informative and analytical Lectures delivered by Dr. Kamal Ch. Saikia and Dr. Somnath Bora on Contribution of Kolaguru Bishnu Prashad Rabha to formation of Assamese Society.	02	125

3.5 Collaborations			
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of Activity	Participant	Source of financial support	Duration
Faculty Exchange Programme is done with the following institutions 1. Nonoi College, Nonoi, Assam. 2. Kaliabor College	03	Institution	03 Days
Student Exchange is done with the following institution - 1. Samaguri College, Samaguri, Assam. 2. Kaliabor College, Nagaon.	20	Department	02 days
Knowledge Extension Programme is done with the following institutions - 1. RKB Higher Secondary School, Puranigudam, Nagaon, Assam. 2. Barhampur, Nagaon, Assam. 3. Chapanalla Higher Secondary School, Chapanalla, Nagaon, Assam 4. Navarup Jatiya Vidyapith, Nagaon, Assam	04	Department	07 days
Collaborative Extension Activities done with ----- 1. Electronics and ICT Academy, IIT, Guwahati. 2. NSD, TIE Wing, Tripura. 3. ICICI Academy for Skill Development, Guwahati. 4. Kaziranga University. 5. Prajapati Brahmakumari, Nagaon. 6. Nagaon Police. 7. Bapuji Hall and Library, Puranigudam. 8. NGO 'Shristi'. 9. Gohain Nursing Home, Nagaon. 10. Pohukata Panigaon Primary School. 11. Navarup Jatiya Bidyapith, Nagaon.	Average 50	Institution	7 days 3days One day

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year: 2018-19					
Nil					
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details		Duration (From-To)	Participant
Nil	Nil	Nil		Nil	Nil
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: 2018-19					
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Nagaon Girls College, Nagaon, Assam.					
Rupahi College, Nagaon, Assam.					
Nonoi College, Nonoi, Assam.					
Samaguri College, Samaguri, Assam.					
Kaliabor College, Nagaon					

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development
40 Lakhs (RUSA)		42.85 Lakhs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2.252 Acres	Nil
Class rooms	20	Nil
Laboratories	04	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	01	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	01	Nil
Video Centre	01	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	152	236
Value of the equipment purchased during the year (Rs. in Lakhs) Laboratory Equipment: 1300000.00 and Sports Equipments: 200000.00	X	1500000.00
Others:		
Books Purchased (Text and Reference Books)	2835155.00	37815.00
Renovation of Library	X	500000.00
Renovation of Laboratory	X	500000.00
Renovation of Academic Block	X	1785009.00

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14648	2490322	120	33190	14768	2523512
Reference Books	1270	344833	12	4625	1282	349458
e-Books					Through NLIST	
Journals	813	36766	2 (4 issue)	1400	815	38166
e-Journals			-	-	Through NLIST	
Digital Database	02		-	-	02	

CD & Video	05	2000	-	--	05	2000
Library automation	Yes	Yes	Yes	Yes	Yes	Yes
Weeding (Hard & Soft)	-	-	-	-	-	-
Manuscripts	03	24	-	-	03	24
Others (specify): Digital Library	01	928027	-	-	01	928027
Others (specify): Magazine	7117 (issue)	72864	11 (210 Copies)	9314	7327 (issue)	82178

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computer s	Computer Lab GIS	Inter net	Browsin g Centres	Computer Centre s	Office	Depts .	Library	KKHS OU	Class rooms	Available band width (MGBPS)	Ot he rs
Existing	47	10			11	04	07	08	01	06	—	—
Added	06	-			-	00	04	-	-	02	-	-
Total	53	10			11	04	11	08	01	08	-	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility		Provide the link of the videos and media centre and recording facility
Nil		Nil

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module		Platform on which module is developed	Date of launching e – content
Nil	Nil		Nil	Nil

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities
Not prepared	503395.00	Not prepared		396344.00

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

- Physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are maintained through the persons assigned and utilising fund from college fund whenever needed.

- Utilization of physical, academic and support facilities such as laboratory, library, sports facilities, computers, classrooms, auditorium etc. is ensured through interface of academic and non-academic programme designed.
- Optimal utilization of physical, academic and support facilities is ensured through assigning the classes of Certificate Courses, KKHSOU, IDOL, DL.ED, Coaching and Counselling Classes apart from normal assignment. Further college infrastructure is also assigned to community-oriented activity, Extension activity, Alumni, local organisation for meeting etc. on special consideration.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Corpus Fund	06	23,100.00
	Women Forum	0	10000.00
	Poor Fund	12	18000.00
	Sports Scholarship	02	16000.00
From Faculty	Best Graduate (Offered by Mr. G.K. Baruah)	01	5000.00
	Best Singer (Offered by Dr. Gayatri Gope)	01	2000.00
	Best Debater (Offered by Mrs. Anjana Goswami)	03	6000.00
	Best Athlete Male (Offered by Dr. Jatin Sharma)	01	1000.00
	Best Athlete Female (Offered by Mrs. Debita Kemprai)	01	1000.00
Financial support from other sources			
a) State	Free Studentship for students from economically backward families	686	2538708.00
	MLA Fund	174	870000.00
	Tea-Tribes	98	490000.00
b) National	Ishan Uday	16	864000.00
	SC Scholarship	0	0
	ST Scholarship	01	8500.00
	Minority Scholarship	30	255000.00
	OBC Scholarship	11	93500.00
c) International	Nil	Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	21/08/2018	35	Yoga and Meditation Cell
Personal Counselling and Mentoring	25/08/2018	All major Students	BKBian Groups

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Career Counselling: A Coaching Camp for APSC Examination from January 3, 2019 to March 18, 2019.	65	120	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
09	09	15 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year 2018-19

Year	Number of students enrolling into higher education	Programme graduated from	Graduated from the Department of Dr. B.K.B. College	Name of institution joined	Name of Programme admitted to
	07	B.A.	Assamese	Srimanta Sankardev University: 02 Nowgong College: 02 IDOL, Dr. B.K.B. College Study centre: 01 Nagaon Girls College:02	M.A.

2019	03	B.A.	English	Srimanta Sankardev University: 01 IDOL, Dr. B.K.B. College Study centre: 01 Nowgong Law College: 01	M.A., LLB	
	04	B.A.	Economics	Dimoria College, Gauhati University: 01 IDOL, GU: 02 Coaching on Banking: 01	M.A. Banking	
	05	B.A.	Political Science	IDOL, Gauhati University: 02 Nowgong Law College: 03	M.A. LLB	
	04	B.A.	Education	Srimanta Sankardev University: 01 IDOL, Gauhati University: 03	M.A.	
	02	B.A.	Geography	Gauhati University, Assam: 02	M.A.	
	02	B.A.	History	Assam University, Silchar: 01 ADP College, GU: 01	M.A.	
	02	Psychology	Psychology	IDOL, Dr. B.K.B. College Study centre: 02	M.A.	
	02	BA	Sociology	Srimanta Sankardev University: 01 KKHSOU: 01	MA	

5.2.3 Students qualifying in state/ national/ international level examinations during the year
(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/ roll number for the exam	
NET	Nil	Nil	
SET	Nil	Nil	
SLET	Nil	Nil	
GATE	Nil	Nil	
GMAT	Nil	Nil	
CAT	Nil	Nil	
GRE	Nil	Nil	
TOFEL	Nil	Nil	
Civil Services	Nil	Nil	
State Government Services	Nil	Nil	

Any Other: Defence Cleared			Nil			
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity			Level		Participants	
Freshers’ Social organised on August 29 and 30, 2018			Institutional level		600	
Essay Competition on ‘Women in Assamese Society’ on November 10, 2018			Institutional level		15	
Training Camp on Weight Lifting and Power Lifting from January 9 to January 26, 2019.			Institutional level		13	
Sports and Games in College Week from 1 st to 7 th February, 2019			Institutional level		450	
Cultural Competitions in College Week from 1 st to 7 th February, 2019			Institutional level		150	
Essay Competition on ‘Boidutin Madhyamar Jugat Granthar Bhabiswat’ organised by Central Library synchronising National Library Week from April 7 to 13, 2019			Institutional level		15	
5.3 Student Participation and Activities						
9.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultu ral	Student ID number	Name of the student
27 th to 30 th September, 2018	Gold Medal in Artistic Yoga Competition	International: The 8 th Asian Yoga Sports Championsip, 2018 held at Kerala organised by Yoga Federation of India.	Yes	–	135/V/18-19	Miss Ponchee Borah
29 th to 31 st October, 2018	Gold Medal in Super Six Cricket	National All India Super Six Cricket Competition held at Haryana	Yes	----		Mr. Bibek Deep
25 th – 27 th April, 2019	Silver Medal in Floorball	National 6 th Federation Cup National Floorball Competition held at Maharastra organised by Indian Floorball Federation.	Yes	----	54	Miss Chimpi Bora
						Kusumber Bora
						Lakhyajyoti Bhuyan
28 th -30 th January, 2019	Gold Medal in Power Lifting	University Level	Yes	---		Miss Shyamalima Bora
	Gold Medal in Power Lifting		Yes	---		Md. Numan Kutub Ahmed

	Silver Medal in Power Lifting	Inter-College Competition, Gauhati University	Yes	---		Mr. Mridul Bora
	Silver Medal in Weight Lifting		Yes	---		Miss Shyamalima Bora
	Silver Medal in Power Lifting		Yes	---		Miss Chimpi Bora
	Bronze Medal in Power Lifting		Yes	---		Mr. Kongkan Bora
June 5, 2019	1st Position in Short Story Category	State Level All Assam Sports Literary Competition organised by 'Olympia', the lone sports magazine	---	Yes		Miss Sajina Yasbin
	1st Position in Sports Article Category		---	Yes		Mr. Gyandip Hazarika
	Consolation Prize in Sports Article Category		---	Yes		Miss Niharika Bora
July 1, 2018	Gold Medal	All Assam Yoga Competition organised by Department of Yogic Science and Naturopathy	Yes	---		Miss Ponchee Borah
September 7-9, 2018	Gold Medal in Artistic Yoga	The 21 st All Assam State Yoga Sports Competition organised by Nagaon Zila Yoga Santha	Yes	---		Miss Ponchee Borah
	Gold Medal in Yogasana		Yes	---		
December 2, 2018	Diploma as Assistant Coach	Awarded by Assam School of Yoga	Yes	---		Miss Ponchee Borah

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union, Dr. B.K.B. College is actively involved in Scholastic and Non-scholastic activities and Extension Works such as **Celebration of Important Days**, **'Swashwa Bharat Abhiyan'**, **Essay Competition on 'Women in Assamese Society'**, **Free On-Line Help Desk** etc. At least a member from Students' Union, Dr. B.K.B. College represent the academic & administrative bodies/committees of the institution such as Academic Committee, RUSA, IQAC, Grievance Redressal Cell, Anti-Ragging Cell etc.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes. Registration no is RS/NG/254/J/98.

5.3.2 No. of enrolled Alumni: **318**

5.3.3 Alumni contribution during the year (in Rupees) : Rs. 20,000.00
5.3.4 Meetings/activities organized by Alumni Association:
<ul style="list-style-type: none"> • Two meetings of the Executives of the Alumni Association. • Gardening and beautification.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>Strength of governance of Dr. B.K.B. College lies in its practice of decentralization and participative management. The Principal never takes a decision alone but executes the decisions taken by different Committees headed and represented by Vice-Principal, IQAC Coordinator, coordinator of different cells, HoDs, Student Union etc. with the approval of Governing Body in case of major issues. The offices of Vice principal and IQAC, Dr. B.K.B. College are reflective of the institution's practice of decentralization and participative management.</p> <ol style="list-style-type: none"> 1. IQAC, Dr. B.K.B. College, with representatives from Teaching and Non-teaching staff, Students' Union, Alumni Association and Local Citizen, works like the engine of the institution. It has been a part of all major decisions taken and executed in the institution during the session. It designs scholastic and non-scholastic programme for the session 2018-19 and helps the college administration to make a quality execution of the same. 2. The office of the Vice-Principal is another example of decentralization and participative management. The Vice-Principal is the Convenor of Academic Committee, Admission Committee, Grievance Redressal Cell, and Administrative Officer of IQAC, the president of the BKBIAN Group for Counselling apart from being vice president of many other cells such as Planning and Finance Committee, Disciplinary Committee etc. The Vice-Principal has been the Officer in Charge of the Sessional Examinations and Confidential Officer in Charge of Semester-End Examinations. Further the vice-Principal prepares the Daily Class Routine and maintains and ensures conduct of daily classes and helps the authority in administering the institution.
6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:
No.
6.2 Strategy Development and Deployment
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development: Keeping in mind the mission and vision of the institution and needs of the students the curriculum, designed by Gauhati University, is modified with Celebration of Important Days, BKB Memorial Lecture and Award, Workshops on ICT and Drama, a good number of Awareness Programme, Extension Activities, Academic Tour, Field Study, Project Work, Invited or Popular lecture etc. It has always been tried to provide the students exposure to real life situation, to the challenges of the society and inculcate in them values of life.</p>

❖ **Teaching and Learning:** Stress has been on the following aspects:

1. Stress on Use of ICT in the classroom, Power point presentation, use of internet and e-resources.
2. Innovation in teaching methods such as use of film, drama, recitation, painting, museum etc. in teaching.
3. Parent-Teacher Meets is arranged early in the session with a view to ensuring students' attendance throughout the session.
4. Project work, Field-trip and Excursion.
5. Invited Lecture Programme or Popular Talk.
6. Completion of course in time and successful conduct of examinations.

❖ **Examination and Evaluation:** The Vice-Principal with the help of the HODs conducts the sessional examination and ensures that the result is declared within 15 days of completion of the examination. The HODs are instructed for resessional examination when found necessary. Stress has been on objective evaluation, cross checking of answer scripts and declaration of result as early as possible. A full-fledged examination committee with OC, Confidential OC and AOC is constituted for every Semester-end examination. For the last few years the college has been successfully running a Zone under Gauhati University and examined and scrutinized answer scripts in the session are submitted in time to GU. One faculty Dr. Somnath Bora is deputed to attend a workshop on Examination Reforms at ADP College, Nagaon held on February 2, 2019.

❖ **Research and Development:** Stress has always been on research work along with teaching. IQAC keeps on encouraging the faculty members to get enrolled in the parent or in any other recognised university for Ph.D programme and to contribute to the society through their research findings. In the academic year 2018-19 a few developments in this regard are as follows –

1. The students having project work are trained on writing a research paper or a report by the concerned Departments.
2. Research Journal 'Regional Journal of Economic issues', ISSN: 2981-4558, edited by Dr. Abinash Bharali is published in July, 2018.
3. One faculty has availed FDP for Ph.D.
4. One faculty is awarded Ph.D by GU.
5. One faculty has submitted Ph.D Thesis at GU.
6. One faculty is awarded M.Phil by GU.
7. One faculty has presented paper in an International Seminar while the Principal has presented a paper and chaired a session in an International Seminar.
8. Two faculties have presented papers in and five faculties have attended National seminar.
9. Nineteen faculties including librarian have attended state level FDP or seminar or workshop.
10. A few lecturers have applied for MRP.

❖ **Library, ICT and Physical Infrastructure / Instrumentation:** Quality improvement strategies adopted by the institution are as follows –

1. Library automation is continued.
2. 120 Textbooks and 12 reference books amounting to Rs. 37815.00 are purchased and two Journals are newly added.
3. NLIST is subscribed and made accessible to faculty members.
4. Best Library User Award to both student and faculty are given by the Library Staff.
5. Internet facility is made available for students in the UGC Network Centre and Library.

<p>6. Seven days long Workshop on ICT is arranged at college campus.</p> <p>7. Library, Laboratory and Academic Block are renovated with assistance from RUSA.</p> <p>8. A good number of Laboratory equipment amounting to 13.00 lakhs are purchased.</p> <p>9. A good number of Sports equipment amounting to 2.00 Lakhs are also procured.</p>
<p>❖ Human Resource Management: The institution through its interface of scholastic and non-scholastic activities, extension and outreach programme, NSS and NCC activities, co-curricular activities, certificate courses aspires for all round development of the students. As a bye product of the activities it is always tried to inculcate universal and local values in our students. The faculty members are sent for OP, RC, Seminar, Workshop, FDP and encouraged to go for research work along with teaching and to contribute to the society. Salary of non-sanctioned teaching and non-teaching staff is slightly increased. A Motivational Speech is also conducted for all.</p>
<p>❖ Industry Interaction / Collaboration: The following collaboration for academic purpose are made during the session –</p> <ol style="list-style-type: none"> 1. Rupahi College, Nagaon, Assam. 2. Nagaon Girls College, Nagaon, Assam. 3. Nonoi College, Nonoi, Assam. 4. Samaguri College, Samaguri, Assam. 5. Kaliabor College, Nagaon, Assam.
<p>❖ Admission of Students: The admission committee following rules of Assam Government and regulation of reservation conducts the admission procedure. For the academic year the total number of seats for the First Semester Major Course of study is increased. Counselling is done to get outstanding students admitted at Dr. B.K.B. College. Needy students are financially helped from Poor Fund in case of admission. All members of teaching staff are involved in the process of admission.</p>
<p>6.2.2: Implementation of e-governance in areas of operations: E-governance in its true sense is not implemented. However, College Website, College e-mail, IQAC e-mail, BKB College Official Whatsapp Group, BKBIAN Whatsapp Guoups, Departmental Whatsapp Groups are undoubtedly certain internet generated means used also for governance in the institution.</p>
<p>❖ Planning and Development: Not implemented. As instructed from higher authority all works under RUSA are done through on line.</p>
<p>❖ Administration: Initiated through Website, e-mail, whatsapp groups etc. AIHSE data are submitted through on line.</p>
<p>❖ Finance and Accounts: Cash transaction is reduced and payment through RTGS and cheque has been preferred. Payments under RUSA are done only through PFMS.</p>
<p>❖ Student Admission and Support: Not implemented. However, the college website, e-mails, Departmental whatsapp groups, BKBIAN Groups for Counselling are of tremendous help in supporting the student fraternity in communicating them necessary notifications, about scholastic and non-scholastic activities and availing scholarship.</p>
<p>❖ Examination: On line submission of Registration forms and Examination forms is made compulsory by GU and result of the Semester-end examinations is made available through on line. The college office, HoDs and Students Union extends possible help to the students in overcoming any problem faced by them in this regard.</p>
<p>6.3 Faculty Empowerment Strategies</p>

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : From July 1, 2018 to June 30, 2019

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018-19	1. Tumpa Borah 2. Jitya Ranjan Saikia 3. Shradhanjali Bhattachajee 4. Dr. Jahangir Alom 5. Dharitri Barua 6. Himadri Roy 7. Khijumoni Saikia 8. Tulumoni Devi 9. Alaka Rai 10. Seema Sovita das 11. Sandeep Sharma 12. Geetimoni Deka	A week long State level ICT Workshop on 'Use of ICT Tools for Classroom Teaching' organised at college campus in collaboration with Electronics and ICT Academy, IIT, Guwahati on November 12-18, 2018	Registration fees provided to Electronics and ICT Academy, IIT, Guwahati	600x12=7200/- 50% of the Registration Fees is provided by the college to its teachers joining the workshop.

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	A week long State level ICT Workshop on 'Use of ICT Tools for Classroom Teaching' organised at college campus in collaboration with Electronics and ICT Academy, IIT, Guwahati.	Nil	November 12-18, 2018	23	Nil
2019	The 14 th Annual Zonal Conference of Nagaon-Morigaon Zone, ACTA. A Lecture on 'Introduction of CBCS in GU' by Anupam Dutta, Academic Secretary ACTA followed by a discussion.	Nil	February 5, 2019	16	Nil
2019	A Workshop on 'Introduction of CBCS at Dr. B.K.B. College' organised at college campus before admission to the session 2019-20.	Nil	June 1, 2019	36	03
2019	Nil	Conference of the All Assam College Employees' Association	June, 2019	Nil	06

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)
Orientation Programme		Nil	Nil
Refresher Course		03 1. Miss Juli Thakuria 2. Dr. Abinash Bharali 3. Mrs. Debita Kemprai	1. 24/09/2018 – 14/10/2018 2. 25/06/2018 – 13/07/2018 3. 08/02/2019 – 28/02/2019
Week long FDP on ‘Use of ICT Tools for Classroom Teaching’ organised at Dr. B.K.B. College		23	November 12-18, 2018
Short Term Course on ‘language and Literature of N.E. India’ at ASC, GU		01	October 4-10, 2018
FDP for Ph.D		01	March 19, 2018 to June 22, 2019
Workshop on ‘ICT in Management of Education’ at Kaliabor College, Nagaon sponsored by MHRD on		03	May 28 and June 4, 2019.
“ICT in Management of Education” at Nowgong College sponsored by MHRD		04	May 22 and 30, 2019.
Workshop on CBCS at ADP College, Nagaon		03	Som
Workshop on CBCS at Kaliabor College, Nagaon		03	Lal
Workshop on CBCS at Nowgong College, Nagaon		02	Lal
Workshop on ‘Conduct of Examination and Evaluation’ at ADP College, Nagaon organised by AHSEC		01	Som
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): 2018-19			
Teaching		Non-teaching	
Permanent	Temporary	Permanent	Temporary
Nil	06 1. Miss Tumpa Borah as a Mentor in the Dept. of Assamese on 24/08/2018 2. Miss Himadri Roy against a non-sanctioned post in the Dept. of Education on 01/08/2018. 3. Miss Manisha Sharma against a non-sanctioned post in the Dept. of Political Science on 01/08/2018. 4. Miss Dhritismita Barman against a non-sanctioned post in the Dept. of Political Science on 01/08/2018. 5. Miss Bonti Kalita against a non-sanctioned post in the stream of Commerce on 16/08/2018.	Nil	Nil

	6. Miss Sangeeta Thakur against a non-sanctioned post in the Dept. of Economics on 11/02/2019.				
6.3.5 Welfare schemes for					
Teaching		GSLI, GIS, NPS, TEBS, WOMEN’S AID			
Non teaching		GSLI, GIS, NPS, TEBS, WOMEN’S AID			
Students		GSLI, Poor Fund, Corpus Fund, Book Bank, Awards, Free Admission and Scholarship (subject to fulfilment of conditions)			
6.4 Financial Management and Resource Mobilization					
i. Institution conducts internal and external financial audits regularly (with in 100 words each) Going on.					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose	
Nil		Nil		Nil	
6.4.2 Total corpus fund generated during the Academic year 2018-19: Rs. 27250.00					
6.5 Internal Quality Assurance System					
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External		Internal		
	Yes/No	Agency	Yes/No	Authority	
Academic	No	No	Yes	IQAC. Dr. Kamal Ch. Saikia is appointed the Academic Auditor for the session 2018-19 by Principal and the Report is submitted on 04/10/2019.	
Administrative	No	No	Yes	IQAC. Mr. Bipul Chakraborty is appointed the Administrative Auditor for the session 2018-19 by Principal and the Report is submitted on 29/10/2019.	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					
1. A meet of the Parent-Teacher Association, Dr. B.K.B. College is organised on 09/04/2019.					
2. Resolved to increase number of equipment in the laboratory.					
3. Resolved to work together to increase percentage of students’ attendance.					
4. Resolved to be in good touch with HoDs of the concerned departments for academic growth.					
4. The Parents give feedback on the total environment of the institution in prescribed format.					
6.5.3 Development programmes for support staff (at least three)					
1. Salary of non-sanctioned teaching and non-teaching staff is enhanced.					
2. Thirteen non-sanctioned teachers are paid Rs. 600.00 each for participation in ICT Workshop.					
3. The HoDs of the Departments of Sociology, Psychology, Sattriya and Commerce are provided laptop.					
6.5.4 Post Accreditation initiative(s) (mention at least three):					
1. Stress has been on use of ICT tools in the classroom.					
2. Introduction of Sports Scholarship from the session 2018-19.					
3. One faculty has submitted Ph.D thesis at GU availing FDP while another is awarded Ph.D by GU.					
6.5.5					
a. Submission of Data for AISHE portal : (Yes /No): Yes.					
b. Participation in NIRF : (Yes /No): No.					

c. ISO Certification : (Yes /No): No.				
d. NBA or any other quality audit : (Yes /No): No.				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018	Geographical Forum is formed by the Dept. of Geography with a view to addressing the Geographical issues of the region. A survey is conducted under the Forum at Borchunjar, Chapanalla with a view to understanding certain socio-geographical issues related to the target area.	August 1, 2018	From 16/08/19 to 24/08/19	45
2018	Dr. B.K.B. Memorial Lecture on 'Formation of Modern Assamese Self and Young Generation' by Mayur Bora, a leading intellectual of Assam and the prestigious Dr. B.K.B. College Award is presented to Mr. Sushil Bora, a dedicated writer on regional history.	October 6, 2018	One Day	275
2018	A Week Long ICT Workshop on 'Use of ICT Tools for Classroom Teaching' in collaboration with Electronics and ICT Academy, IIT, Guwahati.	November 12-18, 2018	Seven Days	30
2019	An Awareness Programme on Skill Development in collaboration with ICICI Academy for Skill Development, Guwahati and A Motivational Speech on Goal Setting are organised.	February 20, 2019	One day	150
2019	A Three-Day Long Drama Workshop on 'Acting for Creativity' in collaboration with NSD, TIE Wing, Tripura.	. February 24-26, 2019	Three Days	30
2019	Invited lecture Programme or Popular Lecture on the topic 'Oral History as a Source: Uses and Its Importance' by Dr. Deben Ch. Kalita, Associate Professor, Dept. of History, Morigaon College, Morigaon, Assam	April 25, 2019	One Day	110
2019	Blood Donation Camp	June 22, 2019	One day	30
2018-19	BKBian Groups for Counselling and Mentoring	Twice in a month	2018-19	Every Major Student

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

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Children Day is celebrated with a Lecture on ‘ Understanding Gender Equity through Story Telling ’ delivered by Dr. Mallika Bora followed by donation of good number of books, sports materials and light refreshment at Pohukata Panigaon Primary School, Puranigudam organised by Women Forum, Dr. B.K.B. College.	November 14, 2018	65	20
International Women’s Day is celebrated with lectures delivered by Prof. Anurekha Goswami and Prof. Sunita Gope, NEF Law College, Guwahati on ‘ Legislative Measures to Protect the Rights of Women in India ’ organised by Women Forum, Dr. B.K.B. College.	March 8, 2019	180	70
A Health Awareness Lecture Programme on Osteoporosis, Anaemia and Mental Hygiene’ followed by ‘Distribution of Pads to Girl Students’ is organised by the Dept. of Sociology and NSS in collaboration with NGO ‘Shristi’.	June 22, 2019	95	45
Essay Competition on ‘Women in Assamese Society’ synchronising Birth Anniversary of Dr. B. K. Baruah.	November 10, 2018	14	1

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources:

A Lecture Programme on ‘Environment and Health’ delivered by Miss Sumi Deka followed by tree plantation at college campus organised by Department of Psychology and Eco Club, Dr. B.K.B. College on June 5, 2019.

Tree Plantation Programme under Special Camp Scheme organised by NSS at Borchungjhar, Model Village of Dr. B.K.B. College on June 27th, 2019

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Nil	Nil
Provision for lift	Nil	Nil

Ramp/ Rails	Nil	Nil
Braille Software/facilities	Nil	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Nil	Nil
Special skill development for differently abled students	Nil	Nil
Any other similar facility	Nil	Nil

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	01	01	November 22, 2018	Involved in Golden Jubilee Celebration of 'Rasa', a local festival at Lotabowa, Puranigudam.	* Sustenance and acceleration of rich dramatic tradition of Puranigudam especially of Angkia Nat' culture. * Financial Scarcity	40
2019	01	01	January 27 & 28, 2019	A two-day long State Level Musical Competition on Jyoti and Bhupendra Sangeet organised in collaboration with Bapuji Hall and Library, Puranigudam.	* Considering glorious history of Puranigudam in Songs and Music a platform is provided to its youngsters to prove their talent in the said field. * A tribute to Jyoti Prashad Agarwala and Bhupen Hazarika is a tribute to the community as a whole.	Participants from almost all districts of the state took part. The Bronze medal is won by our Alumnus.
2019	01	01	January 30, 2019	Financial assistance to shifting of 'Minar of Bor Mosque', Puranigudam.	* Preservation of Historical Monument	30

					*Uplift of religious harmony	
2019	01	01	May 27, 2019	Felicitation of and financial assistance to Rank Holders of Puranigudam in the HSLC Examination.	Acknowledge of academic excellence and incentive for a better academic environment.	20

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
CODE OF CONDUCT for stakeholders, Dr. B.K.B. College, Puranigudam, Nagaon, Assam, published by IQAC.	July 31, 2018	The 'Code of Conduct', Dr. B.K.B. College, Puranigudam, a handbook for stakeholders of the institution is modified with instruction for Librarian and Library Staff, Counsellors of BKBIAN Groups, Zymkhana Instructor, Faculty of Computer Centre, Coordinators of Certificate Courses etc and published by IQAC on July 31, 2018.
KHOBORNAMA-2019	June 30, 2019	The Annual Newsletter of Dr. B.K.B. College 'KHOBORNAMA – 2019' for the Academic Year from July 1, 2018 to June 30, 2019 is published by IQAC on June 30, 2019. The newsletter, continued for the last thirteen years, reflects the institution with its professional character through the scholastic and non-scholastic activities, academic growth and achievements, research and extension work done in the academic year 2018-19.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from--to---)	Number of participants
Celebration of Teachers' Day is centrally organised by Students' Union and also departmentally celebrated.	September 5, 2018	450
Anti-Terrorism Day is organised by Students' Union	October, 30, 2018	50
Independence Day, Gandhi Jayanti, National Unity Day, Republic Day are organised with a view to developing patriotism, a sense of oneness or Indianness.	August 15, 2018 October 2, 2018 October 31, 2018 January 26, 2019	Average 100
Sri Sri Madhav Deva Tithi, Sri Sri Shankar Deva Tithi, Fateha Duwaz Daham, Saraswati Puja are organised by Students' Union celebrating religious harmony.	August 31, 2018 September 11, 2018 November 21, 2018 February 10, 2019	Average 100

Children Day is organised by Women Forum with a lecture followed by donation of children books, sports items, light refreshment etc. at a local primary school.	November 14, 2018	85
Celebration of Quami Ekta Week: National Foundation for inculcating Communal Harmony	From November 19 to November 25, 2018.	50
Election to Students' Union is successfully held and an Awareness Programme on Use of VVPAT in the Parliamentary Election, 2019 is organised with District administration inculcating in the students democratic values and sense of faith in the world's largest democratic election.	September 29, 2018 March 6, 2019	450 220
Women's Day is organised by Women Forum with a lecture on 'Legislative Measures to Protect the Rights of Women'.	March 8, 2018	250
World Environment Day organised by Women Forum inculcating a sense of love for the environment and developing an urgency to plant more and more trees.	June 5, 2018	80
An Awareness Camp with Demonstration on Yoga celebrating International Yoga Day is organised by Women Forum and Yoga Cell in association with Projapati Brahmakumari, Nagaon.	June 21, 2019	70
Blood Donation Camp Organised by NSS and Dept. of Sociology, Dr. B.K.B. College in association with Gohain Nursing Home and NGO 'Shristi' inculcating in our students humanitarian and scientific values.	June 22, 2019	30

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of Plastic Bags is banned within college campus and the college is declared 'Plastic Free Zone'.
2. The college campus is declared 'Tobacco Free Zone'.
3. Twenty bamboo-made dustbins are installed within the college campus.
4. Tree plantation and Gardening have been sustained.

7.2 Best Practices

Describe at least two institutional best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

- Dr. B.K.B. College implements and sustains lots of practices in the institution such as Health Awareness and Anti-Tobacco Campaign, Stress on the Use of ICT in the Classroom, Dr. Birinchi Kumar Barua Memorial Lecture and Award, Academic Diary, BKBIAN Groups: Personal Counselling and Mentoring, Publication, Adopting a Village, Central Museum, Sports Scholarship etc. Details of two best practices implemented by the institution in the Academic Year 2018-19 are provided in NAAC format in the *Annexure vii*.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

The vision of Dr. B.K.B. College, a rural institution, is 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. And naturally the mission is to generate knowledge and develop cognitive abilities through well planned curriculum, co-curricular and extra-curricular activities, teaching methods and evaluation procedure, to inculcate values and preserve socio-cultural identities, ensure equal development and to foster a sense of belongingness to the Nation. Dr. B.K.B. College has been accelerating its activities in the post-accreditation period towards achieving its goal through a well-planned curriculum-extension interface, infrastructural augmentation and support services. The institution, as suggested by IQAC, considers Students Support Service one distinctive area for the Academic Year 2018-19 considering poor economic background of the students enrolled for the session and decides to help the students from all possible sources. Regarding economic background of the students IQAC scrutinising the admission forms places the following data before the authority -----

- | | |
|---|---------------------|
| 1. Annual income Rs. 1 Lakh or below | ---- 60% guardians. |
| 2. Annual income above Rs. 1 Lakh but below Rs. 2 Lakhs | ---- 20% guardians. |
| 3. Annual income above Rs. 2 Lakh but below Rs. 3 Lakhs | ---- 10% guardians |
| 4. Annual income above Rs. 3 Lakhs | ---- 10% guardians. |

The authority gives necessary instruction to the coordinators of Corpus Fund, Poor Fund, Scholarship Cell, Women Forum, HoDs of all departments, Librarian, Sports in charge, Literary Forum, Office etc. to render help and give guidance with a view to supporting the student fraternity. Details of the Financial Support extended to students in the Academic Year 2017-18 are as stated in the **Column 5.1**. Student Support under the Head **5.1.1** Scholarship and Financial Support.

Further the HoDs and Faculty members of all departments extend possible help to their major students financially whenever required and providing books from Departmental Library and Book Bank. BKBIAN Groups for Counselling and Mentoring has been another effective means of being in contact personally with the students and the counsellors address their problems consulting with HoDs, IQAC and Principal. The Cell for Career Counselling provides coaching for APSC and guides the major students for a better career. The Yoga and Meditation Cell gives admission to 35 students for the session and a trainee Miss Ponchi Bora wins a few state levels, national and international prizes for the institution. Similarly, the Sports Cell arranges training for aspiring students in Weight Lifting and Power Lifting and wins six medals in Inter college Competition, GU. Further the Literary Forum personally guides the students interested in literary fields and wins three prizes in state level literary competition. Details of the prizes won in the field of Yoga, Sports and Literary field are stated in the **column 5.3.1** under the Head **5.3 Students Participation and Activities**. Thus, the institution with its limited infrastructure and shortage of man power and limited financial strength supports the students from all possible sources and tries to create a student friendly atmosphere where students come forward by themselves to prove their talent overcoming the limitations all around.

8. Future Plans of action for next academic year (500 words)

1. Completion of the process of Third Cycle of NAAC Accreditation.
2. Research Journal and a Souvenir Volume to be published by Dept. of Economics.
3. Khobornama -2020 and Code of Conduct, Prospectus and Academic Calendar for the session 2019-20 and a few Books to be published by IQAC.
4. Renovation of Academic Block and Classrooms, Modification of College Website and Installation of Wi-Fi, Development of Computer Centre to be done with fund from RUSA.
5. Central Library is to be up-graded.
6. Central Museum is to be developed.
7. A few Certificate Courses are to be introduced.
8. Cashless transaction is to be encouraged.
9. Free Library and Wall of Humanity/Caritas BKBIAN are to be introduced with Student's Union.
10. Stress will be sustained on use of ICT tools in the classrooms.
11. A Central Sound System is to be installed.
12. Student and Community oriented Extension Works will be sustained.

Name: Dr. Jatin Sharma

Name: Dr. Nripen Chandra Das

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure i

Annexure - I



GOVERNMENT OF ASSAM
OFFICE OF THE CIRCLE OFFICER : SAMAGURI REVENUE CIRCLE


No. SC/2007-08/2023

Date: 17-7-2008

TO WHOM IT MAY CONCERN

This is to certify that Dr. Birinchi Kumar Barooah College is located at Puranigudam within the jurisdiction of Samaguri Revenue Circle in the district of Nagaon, Assam.

There is no urban area in this Circle. As such the place where this college is located is a rural area.


Circle Officer
Samaguri Revenue Circle
District Nagaon, Assam
Circle Officer
Samaguri Revenue Circle
District Nagaon, Assam

Annexure ii

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

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

APPENDIX I

266
Annexure A (Profile of the College)

Sub: Inclusion of Dr B.K.B. College, Puranigudam under
Section 2(f)/12-B of the U.G.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.G.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.G.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, COI M/HRD (Deptt. of Edn.) New Delhi
3. All Officers/Sections in UGC Office
4. SO (A/cs 'C') Section
5. Computer Cell
6. Guard file.

Kishan Chand

(Kishan Chand)
Under Secretary

AV/10.3.92



Academic Calendar for B.A. and B.Com under GU
Dr. B.K.B. College, Puranigudam, Nagaon, Assam - 782141
July 1, 2018 – June 30, 2019

This Calendar is designed following the Academic Calendar prepared by Gauhati University

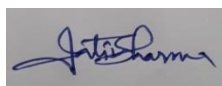
Date(s)	Events/Activities
July 1 to July 31, 2018 Tuesday, 31 st July, 2018	Summer Vacation Celebration of College Foundation Day Admission Process is to be completed within the month
August 1, 2018	Commencement of ODD Semester Classes
First Week of August, 2018	BKBIAN Groups for Counseling and Mentoring will be constituted with major students.
August 15, 2018	Independence Day Celebration
August 31, 2018	Sri Sri Madhab Deva Tithi will be observed
4 th Week of August, 2018	Fresher's Social
September 11, 2018	Sri Sri Sankar Deva Tithi will be observed
4 th Week of September, 2018	Election to Students Union will be held
1 st Week of October, 2018	<i>Sessional examinations will be conducted during the class period without affecting the normal class routine</i>
2 nd Half of October, 2018	Dr. B.K.B. Memorial Lecture and Dr. B.K.B. College Award
3 rd Week of October, 2019	Field Trip (subject specific), <i>Normal classes will continue</i> <i>Extension Activity will be arranged</i>
1 st Week of November, 2018	FDP will be arranged probably on ICT
November 10, 2018	Birth Anniversary of Dr. B.K. Baruah will be observed
November 14, 2018	Children's Day will be observed
4 th Week of November, 2018	Extension Activity will be arranged
From 2 nd Half of November to 2 nd Half of December, 2018	ODD Semester Theory and Practical Examinations Examination Dates are subject to GU decisions
December 17, 2018	Commencement of EVEN Semester Classes
December 23, 2018 – January 16, 2019	Winter Vacation <i>Zonal Activities will continue</i>
First Half of January, 2019	Community oriented Extension Activity
January 26, 2019	Republic Day Celebration
January 28, 2019	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
4 th Week of January, 2019	College Week Extension Activity will be arranged
February 10, 2019	Saraswati Puja Celebration

2 nd Week of February, 2019	Student oriented Extension Activity will be arranged Free medical Health Chech-up
3 rd Week of February, 2019	Workshop on Drama/Poetry Recitation
4 th Week of March, 2019	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
First Week of April, 2019	Parent-Teacher Meet Extension Activity will be arranged
May, 2019	EVEN Semester Theory and Practical Examinations Examination Dates are subject to GU decisions
June, 2019	Admission process to the 1 st Semester of TDC Classes should be completed within two weeks of declaration of HS results <i>Classes should commence within 5 days of the completion of the admission process</i>
June 1, 2019 1 st Week of June, 2019	Commencement of 3 rd and 5 th Semester Classes Workshop on CBCS
June 5, 2019	Extension Activity celebrating World Environment Day
June 20, 2019	Evaluation of Answer Scripts of 2 nd , 4 th & 6 th Semester Examinations be completed by this date
2 nd and 3 rd Weeks of June, 2019	Anti-Tobacco Campaign with NSS at College, Feeding Centre and at Model Village
June 21, 2019	Extension Activity celebrating International Yoga Day
Last Week of June, 2019	Blood Donation Camp will be held Health Awareness Programme will be arranged Awareness Programme at the Model Village

Notes:

(a) Notification about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.

(b) Election of Student Union Bodies will be as per UGC notification (vide Lyngdoh Committee Recommendations).



Signature of Coordinator, IQAC

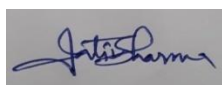


Signature of Chairperson, IQAC

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

Composition of IQAC for the Academic Year 2018-19

1. Chairperson: Dr. Nripen Chandra Das, Principal, Dr.B.K.B. College
2. Co-ordinator: Dr. Jatin Sharma.
3. Member: Dr. Kamal Chandra Saikia
4. Member: Dr. Abinash Bharali
5. Member: Mrs. Anurupa Bora
6. Member: Mrs. Debita Kemprai
7. Member: Md. Abdul Hashem.
8. Member: Mr. Prafulla Saikia
9. Member: Swapnanil Baruah.
10. Member: Mr. Dipak Bora.
11. Member: Gokul Chetry.
12. Member: Mr. Lohit Bora
13. Member: Mr. Pranjal Saikia, President, Students' Union
14. Member: Mr. Hironmay Goswami, Secretary, Alumni Association.



Signature of Coordinator, IQAC



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

Signature of Chairperson, IQAC

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

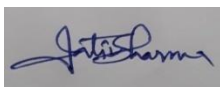
The Minutes of IQAC Meetings and Action Taken Report *Annexure – v(a)*

The Minutes of IQAC Meeting held on 02/07/2018:

1. It is resolved that all HODs are to be instructed to maintain Academic Diary and to provide the assignments to the teachers for the 1st, 3rd and 5th Semester for the academic year 2018-19 before 15/07/2018 and the teachers are to submit their Teaching Plan of the papers/topics assigned to them on or before 01/08/2018. The HODs are to submit Assignments and Teaching Plan to the office of the IQAC on or before 06/08/2018.
2. The Daily Class Routine with the name of Faculty should be made accessible to student on or before 01/08/2018.
3. The classes of all three semesters should be started from 01/08/2018 without wasting any time.
4. It is resolved that the BKBIAN Groups for Counselling and Mentoring are to be constituted by the Vice Principal and the Counsellors and the students will be informed the same on or before 14/08/2018.
5. It is also resolved that the important days such as College Foundation Day, Independence Day, Sankar Deva Tithi, Madhab Deva Tithi, Anti-Terrorism Day, Republic Day, Swarasati Puja, Children day, NSS day, Women's Day, Environmental Day etc. will be celebrated with NCC, NSS, Students' Union, Women Forum etc. with a view to inculcating certain values in students.
6. It is resolved that Sports Scholarship should be introduced from the session 2018-19 with a view to encouraging the sports personalities.
7. Resolved that stress should be on use of ICT tools in the classroom.
8. It is also resolved that Awareness programme on Health should be organised.
9. Resolved that Dr. B.K.B. Memorial Lecture will be organised by Dr. B.K.B. Study Centre.
10. Resolved that Dr. Kamal Ch. Saikia and Mr. Bipul Chakraborty should be appointed by authority as Academic and Administrative Auditor respectively.

Action Taken Report: The following actions are undertaken.

1. All HODs have maintained Academic Diary and the teachers have submitted Teaching Plan.
2. BKBIAN Groups are constituted and two teachers are appointed for each group as counsellors. Guidelines to the Counsellors are also sent through IQAC.
3. The classes for the 1st, 3rd and 5th Semesters commence from 01/08/18.
4. Important Days are celebrated with different Cells of the college.
5. Sports Scholarships are provided to National and International Medal winners.
6. The HoDs and all faculty members are instructed to use ICT tools in the classroom.
7. Dr. B.K.B. Memorial Lecture is organised by Dr. B.K.B. Study Centre on October 6, 2018.
8. Workshop on use of ICT tools in the classroom is organised on November 12-18, 2018.
9. Awareness programme through NCC is organised and Children day through Women Forum is celebrated.
10. Dr. Kamal Ch. Saikia and Mr. Bipul Chakraborty are appointed by authority as Academic and Administrative Auditor for the session 2017-18, 2018-19.



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

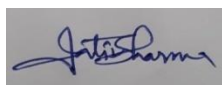
The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 14/12/2018:

1. It is resolved that all HODs are to be instructed to maintain Academic Diary, provide assignment to the teachers for the Even Semesters before 20/12/2018 and the teachers should be instructed to submit teaching plan for the same on or before 21/01/2019.
2. Resolved that College Week and Parent Teacher Meet should be organised in the month of February.
3. Resolved that student and community oriented Extension Activities will be designed by IQAC and executed by NSS, NCC and Departments.
4. It is also decided that NLIST should be renewed as early as possible.
5. Resolved that Workshop on Drama/Poetry recitation should be organised.
6. It is resolved that a programme should be organised with a local society addressing a local advantage.
7. Resolved to continue faculty Exchange and Knowledge Extension Programme.

Action Taken Report: The following actions are undertaken ---

1. The HODs have maintained Academic Diary and the teachers have submitted Teaching Plan for the Even Semesters.
2. College Week in February, 2019 and Parent teacher Meet in April, 2019 are held.
3. IQAC organises Awareness Programme on Skill Development and Motivational programme while Women Forum organises Lecture programme on March 8, 2019.
4. NLIST is reviewed.
5. Workshop on Drama is organised.
6. A Two-Day Long State Level Musical Competition on Jyoti and Bhupendra Sangeet in collaboration with Bapuji Hall and Library, Puranigudam is organised in January 27 and 28, 2019.
7. Faculty Exchange and Knowledge Extension Programme are continued.



Signature of Coordinator, IQAC



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

Signature of Chairperson, IQAC

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

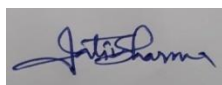
The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 10/04/2019:

1. It is resolved that the HODs of those departments which are found unable to complete the course so far are to be instructed to complete the course taking extra classes.
2. Resolved to organise a workshop on Introduction of CBCS at the institutional level.
3. Programmes on Health Awareness and Anti-Tobacco Campaign, on Road safety, Yoga are to be organised through NSS and NCC.
4. It is also resolved that eco club should take steps to make the campus eco-friendly.
5. Resolved that Departments will be encouraged to organise Invited Lecture or Popular Lecture.
6. Resolved to have Feedback from Students, Alumni and Parents, to be analyzed and the report is to be submitted to authority for follow up action.

Action Taken Report: The Principal takes the following actions -

1. All HODs are instructed to complete the course, taking extra classes if found necessary, on or before 1st May, 2019.
2. A workshop on Introduction of CBCS at the institutional level is organised with IQAC.
3. Programmes on Health Awareness and Anti-Tobacco Campaign with NSS, on Road safety with Nagaon Police, Yoga with Prajapati Brahmakumari are organised.
4. Eco club takes a few steps such as tree plantation, installation of bamboo-made dustbin, gardening etc. to make the campus eco-friendly
5. The college is declared 'Plastic Free Zone' and 'Tobacco Free Zone'.
6. The Departments of Psychology, History, Women Forum, Literary Forum organise Invited Lecture or Popular lecture.
7. The reports prepared by IQAC analyzing Feedback given by Students, Alumni and Parents are received and follow up action are taken.



Signature of Coordinator, IQAC



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

Signature of Chairperson, IQAC

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



Government of India

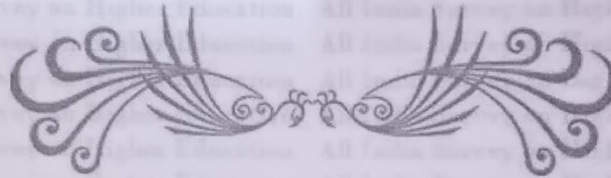
Ministry of Human Resource Development

Department of Higher Education

Statistics Division

New Delhi

Certificate



Reference No. C-17270-2018

This is to certify that Mrs. Meghali Gayan of Dr. B.K.B. College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2018-2019.

(Madan Mohan)
Deputy Director General

Dated: 15/11/2019

Name of the signatory

Best Practice 1

Title of the Best Practice: Use of ICT Tools in the Classroom

In changing scenario technology has become an integral part of everyone's life and Dr. B.K.B. College too realises the needs and importance of the use of technology in the classroom and hence gives stress, as suggested by IQAC, on the use of ICT tools in the classroom in the Academic year 2018-19. Information and Communication Technology, popularly known as ICT, is a technological source of knowledge and information meant to make teaching learning environment more interesting, more interactive and more learner-centred. IQAC makes it quite clear to all that ICT is merely a tool, can never be the alternative of a teacher in a classroom. The teacher with all his/her pedagogical knowledge and experiences and control over the use of technology is the key to make information or knowledge available through ICT tools in an interesting way to the target group and to make the students learn, find, explore, analyse, exchange and present information responsibly, creatively and with discrimination.

Context: Dr. B.K.B. College introduces the following ICT tools to be used in the classroom with a view to making teaching learning environment more interesting and interactive, more meaningful and effective.

1. Laptop: Every department of the Arts Stream - Assamese, English, Economics, political Science, History, Education, Sattriya, Sociology, and Psychology and also the Commerce Stream are provided a laptop.
2. Smart board, Projector, Desktop and Mini Sound Modifier: Seven classrooms and the Conference Hall are equipped with Smart board, Projector, Desktop and Mini Sound Modifier.
3. Podium and Scanner: Three podiums and four scanners are also provided to be used in the classrooms.
4. Internet facility: Internet facility is made available in the Office, Library, IQAC Office, RUSA office and UGC Network Resource Centre. The Departments make internet facility available in their department using device.
5. UGC Network Resource Centre/Computer Centre: Internet facility is made available in the UGC Resource Network Centre/ Computer Centre where students can browse learning materials from e-resources.
6. Video Conferencing and Digital Library: Video Conferencing Set and Digital Library are also introduced to the institution to be used for a better teaching learning environment.
7. NLIST: NLIST is renewed and made accessible to every teacher so that they can go through the journals to accelerate their research work and provide materials to advanced students.
8. GIS Laboratory and Language Laboratory: An up-to-date GIS laboratory is in service to the students of the department of Geography. A Language laboratory, introduced earlier with grammar software, is also available.

These are the ICT tools introduced so far in the institution constituting the prime rationale behind the institution's stress on the use of ICT tools in the classrooms.

Practice: It is realised well that introducing technology alone will not change the teaching learning process as desired and hence teachers' training on use of ICT tools is encouraged.

1. The institution organises a Week Long ICT Workshop on 'Use of ICT Tools for Classroom Teaching' in collaboration with Electronics and ICT Academy, IIT, Guwahati on November 12-18, 2018. Twenty three faculty members of Dr. B.K.B. College join the workshop as participant. Juli Thakuria, Librarian and Debita Kemprai, Assistant professor of the college coordinate the programme.
2. Librarian Juli Thakuria, and Faculty Seema Sovita Das and Bishal Saikia join Workshop on 'ICT in Management of Education' at Kaliabor College, Nagaon sponsored by MHRD on May 28 and June 4, 2019.
3. Four faculties Mrs. Anurupa Bora, Mrs. Akashi Bhuyan, Mrs. Debita Kemprai and Miss L. Changsan attend Workshop on "ICT in Management of Education" at Nowgong College sponsored by MHRD.

The college administration also motivates the students to learn through ICT tools allowing them to use their smart phones only in the UGC Resource network centre or whenever allowed. The teachers are requested by IQAC and instructed by authority to use more and more ICT tools in the classrooms. Almost all the faculty members are seen using smart boards, giving power point presentations and provide students selective learning materials from internet sources.

Evidence of Success and Resources required: No doubt ICT tools have been used in the classrooms but the number of faculty using the tools is not satisfactory. It is noticed that almost in every department laptop is used both in administrative and academic purposes, teaching and research activities, in preparing and browsing teaching learning materials. Almost every faculty uses the smart board and takes a few classes through PPTs, draws diagram easily, analyses data, shows documentary and films and with e-resources goes beyond the text. More than fifty ppts and lots of learning materials shared are submitted to the office of the IQAC by the faculty members. In every department at least three Whatsapp Groups are seen active through which the faculty members share learning materials, ppts and materials taken from e-resources. In the department like Geography and History the practice of Google Classroom is also made available to a certain extent. The Whatsapp Groups and Google Classroom, the ppts provided, the learning materials shared, the e-books or teaching materials stored in the smart boards are the evidences of success achieved so far in this regard. The major students are seen more motivated, happy with and interested in the classes where ICT tools are used. The GIS laboratory is fully used with up to date software while the language laboratory with grammar software remains of little importance. The Digital Library is so far used only for old question papers and the Video Conferencing set is used only twice in the year. Only a few lecturers are seen interested in NLIST. Hence, Dr. B.K.B. College never claims any excellence in the use of ICT tools in the classrooms but decides to sustain it as one of the best practices on the ground that the tools increases students' motivation, connects them to reliable information sources and creates active in-class and out-class learning environment. The college administration needs to motivate the teachers, sustain their training, incorporate ICT into curriculum and make it a culture of the institution.

Best Practice 2

Title of the Best practice: Health Awareness and Anti-Tobacco Campaign

Health Awareness refers to the development of one's understanding of one's mental and physical condition. In a rural educational institute like Dr. B.K.B. College 'Awareness' is a learning process that involves a growing understanding of the self and 'Health Awareness' is a paradox of understanding potential factors that make our lives vulnerable to illness. Here lies relevance of anti-tobacco campaign.

Context: Dr. B.K.B. College has been trying its best to make the students understand the importance of sound body, mind and soul collectively called health. The institution owns a **Health Centre** only with First Aid facility headed by Dr. Kamal Ch. Saikia and Dr. Mustahid Hazarika whose business is to give suggestion to students-patients in case of emergency and to take him/her immediately to the nearby Puranigudam State Dispensary for treatment. The college administration ensures **cleanliness** of the college campus throughout the session. It is always tried to keep the classrooms, lavatories, canteen clean and hygienic. **Pure drinking water** is made available to the students through installation of water purifiers. **Yoga and Meditation** Cell gives admission to 35 students and trains the interested ones to be physically and mentally fit. **GSLI** scheme is another facility provided by the institution covering all students enrolled for the session 2018-19. The college also owns a **Zymkhana** providing opportunity to the students to remain physically fit. **NSS and NCC** are the two main properties of the institution for keeping our students physically and mentally fit through programmes undertaken. **BKBIAN Group for Counselling and Mentoring** is another cell of the institution under which a few Groups are working with Counsellors with a view to addressing needs and problems of the major students admitted to the groups. Considering such impact factors Dr. B.K.B. College with its limited infrastructure places Health Awareness and Anti-Tobacco Campaign as a best practice for the session 2018-19.

Practice: The Programmes related to Health Awareness and Anti-Tobacco Campaign undertaken in the Academic Year 2018-19 are as follows ---

Programmes on Cleanliness -----

1. Awareness Programme, Rally and Door to Door Visit observing 'Swach Hi Seva' celebrating NSS Foundation Day is organised by NSS Unit, Dr. B.K.B. College at Borchungjhar, Model Village of Dr. B.K.B. College on September 24, 2018.
2. Drives on Cleanliness "Swacha Bharat Abhiyan" are organised by NSS Unit, Students' Union at college premises on July 31, 2018, August 15, 2018, October 2, 2018, October 28, 2018, January 26, 2019 and February 14, 2019.
3. Cleanliness Programme celebrating International Women's Day is undertaken by NSS on March 8, 2019.

Programmes on Health -----

4. Free Medical Health Check-Up Camp is organised by NSS Unit, Dr. B.K.B. College in collaboration with PKB Nursing Home at college premises on August 6, 2018.
5. A Lecture cum Awareness Programme on Organ Donation Organised by NCC Unit, Dr. B.K.B. College and IQAC at Chapanalla H.S. School, Nagaon on 27th November, 2018.

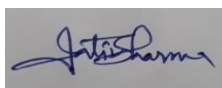
6. A Lecture Programme on 'Environment and Health' delivered by Sumi Deka is organised by Dept. of Psychology and Eco-Club on June 5, 2019.
7. A Lecture cum Demonstration Programme celebrating International Yoga Day Organised by NSS, Women Forum and Yoga Cell, Dr. B.K.B. College in collaboration with Prajapati Brahmakumari at college premises on June 21, 2019.
8. A Health Awareness Lecture Programme on 'Osteoporosis, Anaemia and Mental Hygiene' delivered by Dr. Nabakrishna Gohain, Dr. Mukul Debnath and Dr. Mirazul Hazarika and free distribution of napkins/pads to girl students is organised by NSS Unit and Dept. of Sociology in collaboration with NGO 'Shristi' and Gahain Nursing Home on June 22, 2019.
9. Blood Donation Camp is organised by NSS, Dr. B.K.B. College and Dept. of Sociology in association with Gohain Nursing Home and NGO 'Shristi' on June 22, 2019.

Programmes on Anti Tobacco Campaign -----


10. Awareness Programme on 'Tobacco Control and Cancer Prevention' and Oath Taking is organised by NSS, Dr. B.K.B. College at college premises on April 25, 2019.
11. An Awareness Programme on 'Tobacco Control and Cancer Prevention' is organised by NSS, Dr. B.K.B. College at RKB H.S. School, Puranigudam on June 25, 2019.
12. An Awareness Programme on 'Tobacco Control and Cancer Prevention' is organised by NSS, Dr. B.K.B. College at Borchungjhar, Model Village of Dr. B.K.B. College on June 28, 2019.

Evidence of Success and Resources required: The success of the practice 'Health Awareness and Anti-Tobacco campaign' lies in its ability to make the students aware of health issues and make them motivated to keep their health sound giving stress on cleanliness, Pure drinking water, Yoga and being free from tobacco. The institution has been declared a 'Tobacco Free Zone' and a 'Plastic Free Zone'. Drives on cleanliness create a congenial atmosphere in the institution. Water Purifiers in a few places within the campus are installed. Zymkhana has become a motivating factor for the students. Free medical health check-up programme proves to be beneficial for certain students. A good number of students take oath of discarding tobacco forever in their life in the 'Oath Taking' programme. A Yoga Culture is also developing in the institution. Thirty students donate blood in the blood donation programme. Pads are freely distributed to more than hundred girl students with a view to negating their hesitation and developing a strong mindset. The programme on 'Osteoporosis, Anaemia and Mental Hygiene' develops health awareness on the part of the students. The programme on Organ Donation motivates the community to think for organ donation. 'Swach Hi Seva' and 'Tobacco Control and Cancer Prevention' rally organised at Borchungjhar, Model Village of Dr. B.K.B. College enjoys spontaneous participation of the community. The programme 'Tobacco Control and Cancer Prevention' organised at college premises inspires our students to discard tobacco from their life and society, similarly the same programme organised at RKB H.S. School, Puranigudam shows involvement of the students of our prime feeding centre with same spirit. What is more a students of Dr. B.K.B. College, Mr. Narayan Sou, Fifth Semester, Roll No 102, ID No. 133/v/19, is awarded 'Meritorious Participation' Award in the Workshop on 'Tobacco Control in Assam' organised by NSS, Gauhati University on April 8, 2019. Of course there is no reason for the institution to be self complacent in this regard and hence decides that such a

practice on 'Health Awareness' will be sustained for the sake of the students and the community all around. It is also realised that health insurance for all students, periodical health check up in the college campus and collaboration with a local Nursing Home will work better in this regard.



Signature of Coordinator, IQAC



Signature of Chairperson, IQAC

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