YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Dr. B.K.B. College, Puranigudam
• Name of the Head of the institution	Dr. Nripen Ch. Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03672-281627
• Mobile No:	8638733591
• Registered e-mail	bkbcollege.puranigudam@gmail.com
• Alternate e-mail	bkb.college@hotmail.com
• Address	P.O. Puranigudam, P.S. Samaguri
• City/Town	Nagaon
• State/UT	Assam
• Pin Code	782141
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Gauhati University, Guwahati**
• Name of the IQAC Coordinator	**Dr. Abinash Bharali**
• Phone No.	**6003181902**
• Alternate phone No.	**8876415278**
• Mobile	**8638921458**
• IQAC e-mail address	**iqacdrbkbcollege@gmail.com**
• Alternate e-mail address	**abinash.bharali1984@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://bkbcollege.in/upload/aqar/AQAR,%20Dr.%20B.K.B.%20College,%20Puranigudam,%20Session:%202020-2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bkbcollege.in/upload/academic_calender/1671901159.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A**	**3.09**	**2023**	**03/01/2023**	**02/01/2028**
Cycle 2	**C**	**2**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 1	**C++**	**68**	**2004**	**04/11/2004**	**03/11/2009**

6.Date of Establishment of IQAC	**20/01/2003**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Construction /Renovation of Sanitation	State Government	2021	17000
Institutional	NSS	GU NSS Wing	2021	89000
Institutional	NSS	State Government	2021	36000

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**5**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

1. Orientation Programme is organized on Online Open Book Examination conducted by the Parent University and also on CBCS Curriculum for the students of the college.

2. Training Programme is organized on Online Education System and E-Governance System for the teaching and non-teaching staff of the college with technical support from S.S. Technology, Guwahati.

3. Self-Defense Training Programme for the Girls Students of the college is organized in collaboration with Nagaon District Karate Association (NDKA) (Under Unified Karate Association of Assam (UKAA)).

4. Power Seminar is organized on Employability Generation for the students of the college and students of other HEIs.

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

Plan of Action	Achievements/Outcomes
Orientation Programme for the Students will be Organized.	Orientation Programme is organized on Online Open Book Examination conducted by the Parent University and also on CBCS Curriculum for the students of the college.
A Self Defense Training Programme will be organized.	Self-Defense Training Programme for the Girls Students of the college is organized in collaboration with Nagaon District Karate Association (NDKA) (Under Unified Karate Association of Assam (UKAA)).
Complete the 3rd Cycle NAAC Assessment and Accreditation Process of the college.	Secured A Grade with CGPA 3.09
Training Programme will be organized for the Teaching and Non-Teaching Staff of the College.	Training Programme is organized on Online Education System and E-Governance System for the teaching and non-teaching staff of the college with technical support from S.S. Technology, Guwahati.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	22/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	14/02/2023

15.Multidisciplinary / interdisciplinary

Dr. B.K.B. College has to set higher goals ahead to achieve success under NEP 2020. Creating a space for multidisciplinary mobility and thereby ensuring fresh entries and skilled output shall require autonomy and resources. But the existing streams of Arts, Commerce and B.Voc. (though the last two are in self financing mode) along with a couple of Diploma and Certificate courses and programmes through OLD mode of learning under Gauhati University and KKHSOU (Krishna Kanta Handiqui State Open University) have scope for multidisciplinary/interdisciplinary academic exercises to some extent. Several new certificate courses are announced by the departments for the session 2022-2023.Through careful selection of courses and subjects within its limited choices the learners can go through a multidisciplinary or interdisciplinary deal at present. Engagements through inter-departmental faculty exchange programmes and exposure to socio-political, cultural and environmental issues through Memorial Lecture, conferment of Dr. B.K.B College Award, reaching out to the community with NCC and NSS volunteers, additional orientation towards knowledge-skill interface through Diploma and Certificate courses constitute the core area of Knowledge sharing and the institution's holistic approach for the learners. There is some scope for experiential learning which is undertaken by the students through various activities like Field Works, Extension Works, project report and assignment preparation. Opening of the Science Stream at the UG level and incorporating some other subjects in arts stream, provincialisation of Commerce and B.Voc. are some of the priorities Dr. B.K.B. College need to work on. It will take time to realize such a holistic approach with academic flexibility and knowledge-skill interface.

16.Academic bank of credits (ABC):

The Academic Bank of Credit (ABC) will be maintained centrally by the parent university, accordingly Dr. B.K.B. College as an affiliating college of Gauhati University has not an active role in designing and maintaining ABC. But the IQAC of the college will

always supervise and orient the students of the college in properly maintaining their credits through the ABC.

17.Skill development:

There is little scope in humanities to show how certain values learnt and experiences gathered enable the learners to face the real life situations. Internalization of values of integration, gender equity, tolerance and knowledge of indigenous ecology, culture, society, economy, geography, history, etc. prepare a learner to deliver in the right earnest. Even in the existing courses there is scope for harnessing skills beyond pedagogical overload. Questions of employability in present situation predicate the inculcation of ready-to-use soft skills which, however, is not noticeable in the purview of humanities. Instead, the skill generated here is situational, critical and creative. But keeping in view the emerging scenario of unemployment, our college has introduced B.Voc. Degree and Diploma courses for skill-enhancement and employability to create selfemployed young citizens. Meanwhile, students pursuing Diploma courses in cosmetology, performing arts and computer application have got interest in choosing a career. The certificate courses, which are introduced in its own strength, are expected to bridge the gap till a wellcoordinated vocational course is designed under NEP 2020. Most of our students belonging to rural ethos has been naturally adapted to and tuned with weaving and culinary skills, indigenous art and craft. There is immense scope for orienting our students in diverse field like Cutting, Knitting and Tailoring, Food Processing and Food Preservation, Beauty Therapy and Hair Cutting, Poultry Management and Entrepreneurship Development. New Education Policy speaks about reorienting the learners with learning by doing and also instilling passion for creative imagination and critical thinking in a way that the endeavor doesn't end up with pedagogical abstraction. We have introduced a certificate course on creative and critical thinking deliberating on inculcation of sense and skills to appreciate arts and craft, classical music and paintings, etc. As a part of soft skill enhancement we have certificate courses like data analysis and project report preparation, Art of speaking and writing in English, Certificate Course on Computer Application, etc.

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

The existing CBCS syllabi in humanities have incorporated issues and concerns that connect ancient Indian aesthetics, literature, socio-political thought, education system and value system. Under CBCS for example, the learners pursuing English honours find two papers, one

on western aesthetics and literature and the other on Indian aesthetics, drama and epic narratives. Thus, the components of Indian knowledge system incorporated in the curricula instill a sense of rootedness and pride among the students regarding rich traditions of Indian knowledge system. Yoga for health is a course which has been designed in tune with present needs and spectacular achievements through Yoga in the past.

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

The changing socio-economic conditions have put additional responsibility to cope up with specific outcome based education. Skill components in existing CBCS course of studies is identified and skill based courses (SEC) are incorporated under CBCS curriculum specially focusing on learning with doing and faculties need to be oriented towards focusing more on inservice professional development trainging programmes. With the limited resources of the institution and following the Bloom's Taxonomy, it has also to plan and design new courses and redesigns the ongoing courses to produce targeted skill-based outcome. The parent university is expected to provide new course of studies based on the policy formulations in NEP 2020 and the institution will have its own choice depending upon the local potentials and scope.

20.Distance education/online education:

The college has been conducting two centers for distance education- Krishna Kanta Handique State Open University (KKHSOU), which operates the undergraduate programs and Post Graduate programs and IDOL under Gauhati University for post graduate programs. Learners from different parts of the district are enrolled in different programs under KKHSOU and IDOL in every academic session and successfully completed the course of study in subsequent years.

The college has a well develop digital education system, throuth which the faculties can take online classes, share study materials, share video tutorials, can assign home assignment to students and collect accordingly through online portal. Development of learning materials in audio-visual forms by the faculty members has been our top priority. The certificate courses introduced by the college are also conducted both in offline and online mode.

Extended Profile

1.Programme

1.1	450

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

File Description	Documents
Data Template	View File

2.Student

2.1	**1074**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**483**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**181**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**35**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**25**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	[View File]

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**51.56**
4.3 Total number of computers on campus for academic purposes	**43**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Dr. B.K.B. College, a rural institution, has been imparting higher education in UG level to the cross section of learners through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative. Dr. B.K.B College ensures effective curriculum delivery through a well chalked out mechanism that includes the following:

The Academic Committee modifies the Academic Calendar provided by the parent university by incorporating the scholastic and non-scholastic activities, the daily class routine, ensures optimum use of classroom and other physical facilities, commencement and maintenance of class, distribution of syllabus, teaching plan and completion of syllabus, necessity of extra and remedial class, field trips and excursion, sessional and resessional examinations and results, final examination,etc. The committee takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the convener of the committee and monitor of the classes held.As far as methods and methodologies are concerned stress has always been on use of ICT, PPTs, blended and flipped class, audio-visual aids, e-resources, lecture method, group discussion, assignment, demonstration and laboratory practical, seminar and presentation, field trip and excursion, and project etc.

Prospectus, Academic Calendar, Khobornama, Notice boards, Whatsapp groups, College website, Code of Conduct, etc. connecting all concerned into one platform for effective delivery of curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658404693.pdf

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

Dr. B.K.B. College follows the syllabi and academic calendar designed by the parent university and aims at achieving its goals designing a curriculum-extension interface at its own initiative.

Before commencement of the Odd Semesters every year the Academic Calendar prescribed by the Parent University is modified by Academic Committee with the help of IQAC and HoDs providing information to the scholastic and non-scholastic activities planned with a view to achieving the desired goals of the institution and outcome of the courses offered.The academic calendar is circulated in printed form as a part of the college prospectus so that it can be accessible to each student admitted and is also made available in the College Website.

CIE in terms of Honours Entrance Test, occasional class test, group discussion, seminar and presentation, submission of Assignments, Projects, Field Study, Sessional exanimation, Resessional examination, End Semester Examination, Practical and viva are conducted adhering to the tentativedates as referred to in the Academic Calendar as far as possible. However, the dates finally fixed for any programme are communicated to students capitalizing the means available.

The Sessional Examination Committee conducts the sessional examination as scheduled by the Academic Committee. The Departments set the question papers, evaluate and scrutinize the answer scripts and declare the results within a week.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658404902.pdf

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

6

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

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

277

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

277

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

1.3 - Curriculum Enrichment

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

Dr. B.K.B. College has been imparting higher education to developcognitive abilities among the students, affective attributives and psycho-motor domain and inculcatehuman values, professional ethics and preserving socio-cultural identities, ensuring equal development and fostering a sense of belongingness to the Nation.

Professional Ethics:

- **The Handbook on Code of Conduct of Dr. B.K.B. College is meant to develop professional ethics in all stakeholders.**

Gender:

- A few coursesof BA in English, History, Education, Assamese and Sociology deal with gender issues.
- Incorporating Extension activities dealing with Women's Day and gender issues.
- Institutional Initiatives: Anti-ragging and Sexual Harassment Committee, Women Forum and Women's Aid ensuring gender equality and equity.

Human Values:

- A few courses of BA in Political Science and Sociology have topics on Human Rights and Values.
- Incorporating Extension Activities with a view to inculcating in them human values and a sense to think for others.

Environment and Sustainability:

- The compulsory paper 'Environmental Studies' deals with the issues pertaining to environment and sustainability.
- The Paper 'Environmental Economics' of BA in Economics addresses economic implications of environmental policy as well as valuation of environmental quality, quantification of environmental damages.
- A few papers of BA in Geography, Education and Political Science deal with environment and sustainability.
- Institutional Initiatives such as Green Audit, Energy Audit, Certificate on Tobacco Free Campus, Plastic Free Zone
- Incorporating Extension Activities conducted on Environment Day and related issues.

File Description	Documents
Any additional information	[View File]
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File]

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

416

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bkbcollege.in/feedback_report.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1150

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

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

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

582

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

2.2 - Catering to Student Diversity

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

In order to provide outcome-based learning, the institution measures the learning levels of the students by adopting the following mechanism:

- Major Test
- Class Test
- Classroom Interaction
- Home Assignment
- Sessional examination
- Post Lesson Reviews

After assessing the learning levels of the students and identifying the slow and advanced learners the following strategies are adopted.

Strategies for slow learners:

- Resessional Examination
- Remedial classes
- Moral boosting
- Providing Simplified reading materials
- Teaching in bilingual language, explaining in local language
- Learning materials through departmental library
- The mentor makes extra effort to understand the socio-economic backgrounds of the slow learners, reasons of slow learning detrimental for poor performance. Necessary emotional and professional counseling is provided whenever required.
- Parents of students are informed in case of poor academic performance during the parent teacher meet.
- Encouraging them to participate in various activities to develop social skills
- Provide Audio/Video study materials

Strategies for advanced learners:

- Extra Classes

- **Advanced TLM**
- **Exposure to NLIST**
- **Link to Journals**
- **Reference Section in Central and Departmental Library**
- **Encouraged to use various E-resources**
- **Organization of seminar, webinar or workshops with eminent scholars**
- **Engagement in social activities**
- **Career counseling session**
- **Best Library user award**
- **Participation in Inter college/State/National competition.**
- **Use of PPTs, Audio/Video Classes**
- **Training on Competitive examination**

File Description	Documents
Link for additional Information	https://bkbcollege.in/upload/naac_inspection/1658406089.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1074	**35**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Dr. B.K.B. College applies a teaching methodology that emphasizes the transmission and acquisition of knowledge, development of affective and psychomotor domain through a student centered approach. This methodology makes it possible to convert students from being relegated to the role of passive participants to active participants, apart from strengthening their confidence and fostering analytical and creative thinkings. Different methods undertaken to provide experiential, interactive and participative learning are

- Use of ICT Tools
- Students' participation and presentation in Departmental Seminar
- Group Discussion
- Field-trips
- Project Reports
- Assignments
- Practical learning in Laboratory: GIS, Sattriya, Education, Computer, Psychology
- Active participation in different programs and Extension Activities
- Student representatives are involved as members in various committees like Sexual Harassment Cell, Internal Quality Assurance Cell, Career Counseling and Placement Cell, Grievance Cell etc.

Problem Solving Methodologies:

1. Students' participation in different committees
2. Students' participation in community oriented extension activities
3. Training/Orientation Programs on different current or social issues
4. BKBIANGroups/Mentor-Mentee Meets

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658406869.pdf

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

Stress has been on the use of ICT tools in the classroom since the academic year 2018-19 at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered.

- ICT Facilities: Nine (9) classrooms equipped with Interactive board with internet facility, Video Conferencing Set, Digital Repository, subscription to NLIST, up-to-date GIS laboratory and a Computer Lab are in service.
- .FDP organised on the Use of ICT in Classroom Teaching.

- **Faculties attending FDP and Training on use of ICT.**
- **Orientation Programmes on Use of ICT Services provided through college website.**
- **On Line Classes are conducted during Lockdown and also in the post lockdown period.**
- **Use of E-Resources:. Almost all the faculties and most of the students use the web based public Catalogue which include virtual library and e-resources like e-books, e-journals and e-databases through subscription on N-List.**
- **Use of PPT and Video Classes: Almost all the faculties give power-point presentations in their classes using smart board.**
- **Use of Social Media: Every department has WhatsApp group for the students of every semester and provide them TLM and necessary instruction through the said groups. Further College You Tube Channel, Departmental and personal you tube channels are also used.**
- **Use of College Website: The faculties using the college website take on line classes, provide TLM and give Assignments, while the students receive TLM, submit Assignments and get information regarding admission, examination etc. through college website.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bkbcollege.in/upload/naac_inspection/1658407426.pdf

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

2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

266

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Dr. B.K.B. College follows an Internal Assessment Policy that makes its internal assessment system transparent and robust in terms of nature, frequency and mode. The internal assessment system of the college is three dimensional comprising of Assignment and others, Attendance and Sessional Examination following the Evaluation Policy prescribed by the parent university.

1. **Assignment and others: The HoDs of the departments prescribes assignments/Projects/Seminar presentation with the marks kept for the same to the students of the departments concerned and makes them aware of the same through classroom interaction, notice board, whatsapp groups and college website. The students are awarded 30% of the marks allotted for Internal Assessment on the basis of their performance on Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities.**

2. **Attendance: The HoDs also make the students aware of the marks kept for attendance in the classroom interaction and calculate the same at the end of the semester. 20% of the marks allotted for Internal Assessment is to be kept for Attendance.**

3. **Sessional Examination: The Academic Committee of the college announces the dates for the sessional examination adhering to the tentative dates announced in the Academic calendar and makes the students aware of the same through Notice Boards and other available means. Remaining 50% of the marks allotted for Internal Assessment of a paper are kept for Sessional Examination.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658407679.pdf

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

The college authority follows a transparent time effective and efficient mechanism to deal with Internal Assessment with certain flexible procedure to address the genuine grievances of the students. Grievances related to Internal Assessment are addressed as follows:

- **The grievances associated with Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities are addressed by the HoDs in consultation with the faculty members of the department concerned within a week. If the students are found not satisfied with the marks awarded for the same they are advised to submit the same in a better way and marks are awarded accordingly.**

- **The grievances associated with Attendance and marks awarded to the students for the same are also addressed by the HoDs in consultation with the faculty members of the department concerned keeping in view the genuine grounds of poor attendance of the complainants. In such cases the matter is sent to the authority for approval.**

- **The students are generally encouraged to check their answer scripts of sessional examination, the marks awarded for Assignments and attendance. Any discrepancy noticed is immediately addressed by the department concerned.**

- **The absentees and the students who either fail to secure pass marks or look for betterment on genuine ground apply for Resessional Examination and the HODs conduct the same and declare the result as early as possible.**

- **Any grievance received related to internal assessment is always read from students' point of view and is addressed immediately and sympathetically, transparently and efficiently.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658407936.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all the programmes offered by the institution are communicated to teachers and students as follows -

- **Before commencement of each semester The Academic Committee with presence of Principal, IQAC Coordinator and HoDs have discussion on POs, PSOs and Cos and finalise the same.**

- In the beginning of each semester the HoDs have discussion with faculty members on POs, PSOs and Cos and prepare the measures for attaining the same on the part of the students.
- In the beginning of each semester the Vice Principal and IQAC Coordinator take part in Orientation Programme with students and make them aware of POs, PSOs and Cos and motivate them to attain the same.
- In the beginning of each semester the HoDs and faculty members make the students aware of POs and PSOs in the departmental orientation programme with students.
- The faculty members make the students aware of COs in the classrooms while dealing with the papers assigned and review the same after completion of the syllabus of the paper concerned.
- The POs, PSOs and COs are disseminated through college website, departmental notice boards and whatsapp groups
- POs and PSOs are also kept in noticeable locations of the departments concerned.
- The POs, PSOs and COs are also the subjects of discussion in the Parent Teacher Meets, Mentor-Mentee Meets, Alumni meets of the departments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658408410.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The methods/strategies of measuring of attainment of POs, PSOs and COs followed by Dr. B.K.B. College are Blooms Taxonomy, Direct and Indirect Assessment Methods, Preparatory, Formative and Summative methods, etc.

- The institution has a clearly defined mechanism for measuring attainment of POs, PSOs, and COs at the end of every course and programme offered by the institution as per affiliating university.
- The mechanism prepared by the parent university includes both internal and end-semester evaluation and the institution adopt it for measuring the attainment of the programme and course

outcome.

- While measuring the attainment the institution streamlines the evaluation mechanism in three tier- Preparatory Evaluation, Formative Evaluation and Summative Evaluation.
- The whole attainment process includes direct as well as indirect assessment methods and technique. The direct assessment includes honours/major entrance test, sessional examination, and re-sessional examination, assignments, group discussion, field study, and seminar presentation. End semester examination/ project viva/laboratory practical conducted by the affiliating university also comes under the umbrella of direct assessment tools.
- The indirect assessment tools include feedback from the students and alumni, Students Satisfactory Survey report (SSS), students progress to higher education and students employability.
- The institution while setting question paper is based on cognitive domain of Bloom's Taxonomy for internal evaluation.
- Apart from the following cognitive domain of Bloom's Taxonomy in setting sessional question papers, the institution follows the taxonomy in developing and evaluating HOTS (Higher Order Thinking Skills) through assignment, group discussion, seminar presentation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658408658.pdf

2.6.3 - Pass percentage of Students during the year

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

181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://bkbcollege.in/upload/final_result/1682315695.xlsx

2.7 - Student Satisfaction Survey

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

https://bkbcollege.in/sss.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

12

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

3.3 - Extension Activities

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

As a part of Curriculum-Extension Interface, Dr. B.K.B. College organizes a good number of extension activities in the neighbourhood community with a view to sensitizing students to social issues, developing their human values and a sense of belongingness with others.

A. HELPING HANDS: For example -

1. Flood relief in 2017.
2. Distribution of food at Blind School in 2019
3. Flood relief in 2019.
4. Relief at Parkup Pahar in 2020.
5. Flood relief in 2020.

B. COVID -19 AWARENESS:For example -

1. Programme at Puranigudam on 18th and 19th March, 2020.

C. HEALTH ORIENTED:For example -

1. Medical camp at Salonah on 29th June 2018.
2. Organ donation at Chapanalla on 27th November 2018.
3. Tobacco Control and Cancer Prevention at RKB H.S. School on 25th June 2019.
4. Tobacco Control and Cancer Prevention at Borchungjar in 2019.
5. Street Play on drug abuse at R.K.B. H S School on 12th April 2021.

D. ENVIRONMENT:For example -

1. Tree Plantation at Borchungjar village on 27th June, 2019.

2. 'Prevention of Forest and Wild Animal' at Parkup Pahar on 14th November, 2019.

E. SWACCHA BHARAT ABHIYAN:For example -

1. Swachh hi-Seva-2018 in 2018 at Borchungjar L.P. and M.E. School.
2. "Plogging Run" at nearby villages of the College on 2nd October, 2019.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1683086651.pdf
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

32

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1918

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File]
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File]

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Dr. B.K.B College has constantly endeavored to provide quality education with the limited infrastructure and physical facilities available and always puts stress on the optimal use of the same for teaching learning purposes and curriculum extension interface.

Infrastructural facilities for Academic Activities:

- **22 nos of classrooms.**
- **11 nos of classrooms equipped with ICT facilities.**
- **The college has 1 seminar cum conference room.**
- **There are 4 laboratories: GIS laboratory, Computer laboratory, Instrumentation laboratory of Education & Psychology department and Practical Lab of Performing Art department.**
- **The college campus is partially Wi-Fi enabled. There are 72 computers for administrative and academic purposes.**
- **The college has a common staff room for meeting and discussion.**
- **Besides these, each department has its own room provided with a Laptop and a departmental library.**
- **The college has one auditorium with a seating capacity of 200.**
- **01 generator installed within the campus.**
- **Central library partially automated and is also equipped with digital repository, 17,256 books, 08 journals, 10 magazines and 15 newspapers and also with02 server, 04 computer clients, 01 D-Space software and 02 Barcode reader.**
- **E-resources under N-list – E-Shodhsindhu, E-Books and E-journals are subscribed.**

- Digital podium : 04
- Wooden Podium : 02

Other Facilities:

- Women Hostel
- College Canteen
- Central Museum
- Dr. B.K.Barua Study Centre
- Girls and Boys common room for students
- Clean Drinking water facility-07 nos of drinking water purifier available within the campus.
- Ramp and rail facility
- Gymnasium, Sports Facilities, Yoga center.
- Cycle stand
- Open Library
- Cloth bank
- Solar lights
- Vending and Incinerator Machine.
- Biometric machine.
- Bapuji Playground located half kilometer from College campus.
- CCTV.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658410761.pdf

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

Dr. B.K.B. College, Puranigudam has limited outdoor and indoor facilities for sports and cultural activities. The college conducts outdoor games at Bapuji Library playground, located nearby the college. Most of the indoor games and cultural activities are organized within the college Campus.

Facilities available for Sports (outdoor and indoor):

a. Outdoor Games: Outdoor sports activities are played at the playground of Bapuji Hall and Library with which the college has an MoU. The college has a Basketball court. The college has a good number of sports equipments necessary for such outdoor games.

b. Indoor Games: Indoor activities are carried out within the college campus. College has sports materials necessary for playing indoor games.

Gymnasium

- The college has a well-furnished gym and makes it accessible to Students, staffs and youths of neighbouring community at affordable fees.
- The gymnasium has a good stock of equipments maintained and run under the supervision of Gym instructor and Teacher-in-charge along with the Secretary, Gymnasium, Students' Union.

Yoga Centre

- A Yoga and Meditation Centre is available andrunning a certificate course on Yoga for Health.

Cultural Activities:

- The college has a spacious and well equipped auditorium with 200 seating capacity. The cultural functions are held at auditorium, sometimes making good use of open areas of the campus.

- The students participate in wide range of activities to showcase their talents which promotes mental well-being and improves overall personality of the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658411262.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bkbcollege.in/facilities2.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5.12

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Central Library of Dr. B.K.B. College was established along with the establishment of the college in 1967. The library has a collection of Books (Text & Reference) and subscription of Journals, Magazines, and Newspapers (Daily/Weekly). The Library with its open access system provides different services like Circulation Service, Reprographic Service, Online Public Access Catalogue (OPAC), Reference Service, and Book Bank Facilities for poor students. Every year Library Orientation program has been organized for newly admitted students. CCTV is installed for surveillance. Barcode facility is available in books and circulation. The library has also developed its institutional repository with open source software 'DSpace'. From 2011, the library has the access facility of e-journal and e-books under NLIST. In 2019, most of the central library users have registered in NDLI project and in 2021 college

has registered in NDLI Club. Now the bonafide users can access and use the e-resources from NLIST and NDLI.

Name of the ILMS Software:

- In the year 2010, automation process was started with SOUL 1.0 software.
- In the year 2012, ILMS Software upgraded to SOUL 2.0.
- Recently, ILMS software upgraded to SOUL 3.0

Nature of Automation:Partially automated. The nature of automation regarding the modules Circulation, Cataloguing, OPAC and Administration are fully automated. The modules Acquisition and Serial control is under process.

Version: At present SOUL 3.0.

Year of Automation: 2010

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	<u>https://bkbcollege.in/upload/naac_inspection /1658413315.pdf</u>

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

File Description	Documents
Upload any additional information	<u>View File</u>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

2.02

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

18

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Dr. B.K.B. College has upgraded its IT facilities frequently as per the needs and requirements.

- **Under the initiative of IQAC, an official institutional portal has been re-designed, Up-gradadedand maintained.**
- **Online admission portal was initiated from 2019.**
- **Up gradation of college Website: On Line Education and GRC module are introduced with the facilities: Live Discussion/On Line Classes, Class-notes, TLM, Mentor-Mentee Meets, Grievances Redressal, Online Leave, etc.**
- **Library Software: Soul 2.0 has been in service in the last five years and SOUL 3.0 is installed recently.**
- **Automation: Central Library is partially automated**
- **Internet Connectivity: Wi-Fi and LAN arrangement**
- **Purchase of Computer**
- **Installation of Smart Classrooms equipped with ICT facilities.**
- **Biometric Attendance system available to monitor the attendance of staff.**

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658412544.pdf

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	[View File]
Student – computer ratio	[View File]

4.3.3 - Bandwidth of internet connection in the   A. ? 50MBPS Institution

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File]

4.4 - Maintenance of Campus Infrastructure

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

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

41.66

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilitiesin the institute. Few are as follows:

- **Academic Committee plans Academic Perspective plan for each session reflected in the Academic Calendar and ensures smooth functioning of the same.**
- **Construction Committee ensures construction and renovation of infrastructure following established norms and regulations.**
- **Purchase committee ensures purchase of materials for the institution following norms and procedure made for the same.**
- **Assets Maintenance Committee ensures optimal utilization and maintenance of physical facilities available within the campus, expected behavior and responsibility of all the employees and students as laid down in the Asset Maintenance Policy.**
- **Code of Conduct Monitoring Cell monitors honesty, integrity, ethical and law abiding behavior expected from all employees, ensuring healthy academic environment and responsible behaviour.**
- **RUSA Monitoring Cell is responsible for monitoring of all the projects in the institution following the terms and conditions laid down by RUSA.**

Maintenance of Physical Facilities: For example -

- **The laboratories of different departments are maintained under the supervision of HoD, Faculty and bearer of the concerned department.**
- **Wellbeing of the computers is checked internally and external help of upgradation of the same is given to third party.**
- **There is systematic procedures for procurement of lab equipments by Purchase committee in consultation with**

> **concerned departments.**
> - **The central library of the college is maintained by the librarian assisted by her staffs., etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658412937.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1136

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

40

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://bkbcollege.in/upload/naac_inspection/1682569300.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

476

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

476

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

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

09

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Dr. B.K.B. College facilitates students' representation and engagement in administrative, co-curricular, and extra-curricular activities of the institution.

THE STUDENTS' UNION: The College has a Students' Union democratically elected to represent the student fraternity of the institution.

STUDENTS IN VARIOUS COMMITTEES:

- Code of Conduct Monitoring Committee
- Academic Committee
- Internal Quality Assurance Cell
- Anti Sexual Harassment Committee
- Anti-Ragging Committee
- Grievance Redressal Cell
- Yoga Cell
- Eco Club
- Career Guidance and Placement Cell
- Dr. B.K.B. Study Centre
- Hostel Committee
- Canteen and Cafeteria Cell, etc.

ACTIVITIES OF STUDENTS' UNION: The Students' Union represents and addresses students' views and grievances, take appropriate measures addressing various issues of the students keeping in touch with the authority under supervision of teachers' in-charge. The Union Body is a part of all scholastic and non-scholastic activities organised within and outside the college campus. The union basically organizes the following events:

- College Freshers' Social
- Annual College Week
- Publication of College Magazine and Wall Magazines

PARTICIPATION IN COMPETITIONS:

- Participation in intra-college competitions
- Participation in inter-college Competitions
- Participation in Local/National/International Competition

INVOLVEMENT IN EXTENSION ACTIVITIES

- ○ **Extension Activities within the College Campus**
- ○ **Extension Activities outside the College Campus or Outreach Programmes**

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658462747.pdf
Upload any additional information	View File

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

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Dr. B.K.B. College has a formal Alumni Association which was formed for the first time on the 14th of December, 2003. The Alumni association was formed with the objectives of strengthening and building relationships with alumni, improving member connections and serving as a conduit between alumni and their Alma Mater and to assist the Alma in achieving academic excellence by providing various forms of support, such as equipment, infrastructure, and other resources as needed, for the institute's upliftment. The Alumni Association of Dr. B.K.B. College has also been registered under the "Societies Registration Act, XXI of 1860" on the 7th of

December 2010. Since its inception, the Alumni Association has been working for the upliftment of the college by offering financial and other support services to the institution.

1. Gardening and Maintenance of Garden: In the year 2016-17, a garden in the college campus was built by the Alumni Association supporting the cause of "Green Initiative" of the college. This was followed by maintenance programme for the garden in the year 2017-18.

2. Financial Contribution: The Alumni Association contributed a sum of Rs. 2, 30,900 (Rupees Two Lacs Ninety Thousand Thirty) in the year 2017 on the occasion of Golden Jubilee of Dr.B.K.B.College.

3. Installation of the statue of Dr. Birinchi Kumar Baruah: The Alumni Association constructed and installed the statue of Dr. Birinchi Kumar Baruah in the college campus in the year 2019-20.

4. Alumni Meets centrally and departmentally organized.

6. Scholastic/Non-scholastic Events are organized.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658463213.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of Dr. B.K.B. College: To impart higher education in UG level to the cross section of learners (basically belonging to the socio-economically backward communities) at an affordable cost through a

syllabus designed by the parent university and a curriculum-extension interface at our own initiative.

Mission of Dr. B.K.B. College:

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

Governance of Dr. B.K.B. College is a transparent, decentralized, participative and student-centric one. It refers to the framework by which the organs of the institution is controlled, developed and sustained in such a way that its stakeholders come forward out of pleasure to contribute collectively or individually for the holistic growth of the institution keeping in mind Vision and Mission of the institution.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658588592.pdf
Upload any additional information	View File

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

Dr. B.K.B. College follows a policy of decentralization and participative management as shown in the above diagrammatic presentation incorporating different stakeholders at different

levels of management and administration. The Governing Body, the apex policy making body and the Principal cum Secretary lead from the front keeping adequate space for all other stakeholders to work on the activities assigned.

Admission: A Case Study showing decentralization and participative management

An Admission Committee is constituted for the purpose reflecting the tradition of decentralization and ensuring participation of all –

1. Principal as the President,
2. Vice-Principal being the convener,
3. IQAC Coordinator/representative as Coordinator,
4. Representatives from teaching staff as member
5. Representatives from non-teaching staff as member,
6. Representatives from SC / ST / OBC / Minority communities
7. Representatives from NCC and NSS as member,
8. Vice President and General Secretary of Students' Union as member.
9. Involvement of all members of teaching and non-teaching staff on the days of Admission.
10. Involvement of IQAC in preparing newsletter 'Khobornama' to be distributed to the students admitted on the day of admission.
11. Involvement of Academic Committee in preparing Prospectus and Academic calendar for the session concerned.

The Admission Committee declares the schedule of admission and assigns duty to all concerned defining works to be done at different level and complete the admission process following the rules and regulations framed by the State Government.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589304.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dr. B.K.B. College has been accelerating its activities in the post-accreditation period through a well chalked out Strategic/Perspective plan covering its long term plan of expansion

of Departments and course of study, mobilization of Fund, infrastructural augmentation, digital facility and support services, up-gradation of library, extension activities etc. The college also follows a Perspective Plan (Finance) made for every year which is basically a budget for the year concerned showing sources of earning and probable fields of expenditure. Another Perspective Plan is the Academic Calendar itself reflecting academic plan of the year concerned which is strictly followed by the institution.

One Activity successfully implemented: One activity 'Computer for Computer Rooms' under RUSA Infrastructure Grant is utilized following norms and rules laid down by RUSA and successfully implemented in the Computer lab meant for Certificate Course and Diploma in Computer application, B.Voc in IT and for other scholastic purposes. The steps of implementing the said project are as follows:

1. Perspective Plan
2. Advertise in newspaper
3. Technical Bid: Comparative Statement
4. Financial Bid: Comparative Statement
5. Work order
6. List of Items supplied
7. Order for PFMS for release of First installment
8. Tax invoice with GST
9. Supply of remaining materials
10. Inspection of items supplied as per work order
11. Order for PFMS for release of Final installment
12. Tax invoice with GST
13. Return of EMD after the stipulated time
14. Completion certificate
15. Utilization certificate submitted to RUSA

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589562.pdf
Upload any additional information	View File

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

Dr. B.K.B. College has primarily two-tier system of governance: administrative and academic. At the administrative level, the Governing Body operates as the apex body. At the academic level, the Principal is the ultimate authority who is also the Secretary of Governing Body. The Principal is assisted in all administrative and academic matters by the Vice Principal, HoDs, IQAC and other in-house bodies.

Governing Body:

- Governing Body is the apex policy making body headed by a President
- Principal is the Secretary of the GB.

Administrative Setup:

- Administrative infrastructure is headed by the Principal, followed by the Vice Principal and HoDs of various departments
- Departmental setup is headed by the HoD, followed by Associate Professors and Assistant Professors
- The formal organizational structure of the library staff consists of the librarian, library assistant and the library bearers

College In-house bodies:

- Different in-house bodies play an active and vital role in owning of different responsibilities and execution of assigned activities inside the college campus.
- Every in-house body is headed by a Convener / Coordinator, preferably a senior teacher, assisted by other members, including students to some extent.

Service Rules:

The service rules laid down by the competent authority (UGC, DHE Assam) for the permanent staff are strictly followed in appointment, promotion and granting leaves, etc. The service rules of the contractual staff are framed and governed by the college authority in tune with standard practices and notifications.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589891.pdf
Link to Organogram of the Institution webpage	https://bkbcollege.in/upload/naac_inspection/1658488405.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The administration of Dr. B.K.B. College is committed to undertake a number of welfare measures for the teaching as well as non-teaching staff. The facilities, provided to all members of the college fraternity, indicate good governance from the part of the administration whereby active participation of all members in a feel free congenial atmosphere is ensured and preparedness with adequate engagements is encouraged. Following are some of the welfare provisions that are currently in practice and these are reviewed periodically and enforced from time to time as per necessity or requirement.

Various types of leaves for employees are provided as per guidelines of higher authority which cover – Study Leave, Maternity Leave, Child Care Leave, etc.

Emergency first aid facility is provided to all members of the college fraternity (both teaching and non-teaching)

Corpus Fundis fully functioning at college whereby non-sanctioned teachers and fourth grade employees are financially assisted whenever demands rise

Group insurance systemis provided to all permanent faculties under govt. guidelines and schemes

Financial Assistancefor attending FDP, Workshop, Seminar etc.

Women's Aidis operative at college to address issues and aspects concerned with lady staff

Gymnasium facility is offered to all members of the college at subsidised rates.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590422.pdf
Upload any additional information	View File

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

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

0

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

5

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

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

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

9

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

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

Dr. B.K.B. College maintains a dynamic performance appraisal system for the teaching and non-teaching staff separately.

To appraise the performance of the teaching staff, the college formulates the following practices:-

- Academic Diary: The faculties of all departments maintain their daily activities in the Academic Diary and the HoDs of the concerned departments, after verifying the activities of the faculties, finalize the diaries on daily basis.
- Feedback System: The Feedback System of the college provides a clear picture about the performance of all faculties in various activities, especially activities related to teaching-learning processes. Practically the feedbacks are collected from students on annual basis and they are confidentially communicated to the teachers through the concerned HoDs for taking remedial measures in order to enhance their skills.
- Appraisal Formats: For promotional matters of the faculties, the office of the college uses proper Performance Appraisal Formats as prescribed by Directorate of Higher Education, Assam following appropriate procedure framed by DHE.

To appraise the performance of the non-teaching staff, the college formulates the following practices:-

- Feedback System: The college has a process of collecting feedbacks from students as well as from faculties on office management. These feedbacks are collected annually on the grounds of performance of the office staff in matters like conduct of examinations, supporting students' requirements, solving students' academic matters etc.and thereby appropriate measures are taken immediately.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590718.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Dr. B.K.B. College conducts internal and external financial audits in a regular basis. Internal Auditor under the direction of Governing Body of the institution and External Auditor under the

direction of the Director of Audit, Assam Government audit the entire financial transaction of the financial year(s) assigned and the reports received thereof are submitted to the Governing Body for necessary suggestions with a view to meeting the objections and for necessary approval as the situation demands.

Internal Audit: The Governing body accords approval to initiate the process of annual Internal Financial Audit at the end of the financial year when the proposal for the same is placed before GB by the secretary and GB appoints an experienced person for the purpose. The Accountant of the Office of the Principal responsible for maintaining accounts provides essential documents such as cashbook, receipt and expenditure with bank details to the person appointed for conducting Internal Audit.The Audit reports are uploaded atthe college website.

External audit: External audit is conducted by the person appointed by the Director of the Audit cell, Assam Government performed with the support of the accounts officials of the college along with the Principal. The Audit reports of the accounts are uploaded atthe college website.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/reports.php
Upload any additional information	View File

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

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

0.4

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

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

Dr. B.K.B College, following a Resource Mobilisation Policy, has been addressing the emerging challenges and priorities of higher education involving modernization of infrastructure and incorporation of latest educational technologies. Eventually, the old infrastructural setup with traditional teaching aids such as black boards, maps and charts etc has been gradually replaced with ICT assisted classrooms, library automation, E-resources, blended mode of online and offline education etc almost in all colleges.

Mobilization of Funds: The Principal sources of financial resources in the last five years for the institution are as follows:

1. Admission Fees
2. UGC grants for Infrastructure, MRP, FDP, FIP etc.
3. Funds allocated by State Govt
4. RUSA
5. Revenue collected from Canteen, Gymkhana, Self financing courses, sale proceeds.
6. Revenue earned from KKHSOU, IDOL
7. Donation from Alumni, Stakeholders etc.

Optimal Utilisation of Resources: Utmost care has always been taken for utilization of the whole amount meant for the project sanctioned. Considering the limitations of sources for fund mobilization resources are utilized keeping in mind greater interest of the students and of the college as a whole. The prime areas where the resources are utilized are as follows:

1. For salary of non-sanctioned teaching and non-teaching staffs.
2. Infrastructural Augmentation
3. Maintenance of Academic facilities
4. Maintenance of Physical Facilities
5. Miscellaneous/Others

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590935.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC, established in the year 2003, has been a part of all major decisions taken and has been rendering its services towards development and sustenance of quality in academic and administrative activities of the institution. Among the initiatives undertaken by IQAC that have been institutionalized, the following two practices are mention-worthy.

- Publication of 'Khabarnama'-the Annual newsletter of Dr.B.K.B. College.

Khabarnama is an annual newsletter published by IQAC and edited by the in-charge assigned by the authority on behalf of IQAC. The rationale behind publishing the annual newsletter of the college entitled Khabarnama is to keep records of activities and achievements of the institution, to make the stake holders of the institution aware of the same and to motivate the new students to act and achieve in the same way. Seventeen issues have been published till date.

- Student Satisfaction Survey (SSS):

One of the mandatory standards established by NAAC to gauge how satisfied students are with educational facilities is the SSS. The main focus of the SSS is teaching learning evaluation. With the aid of a carefully constructed questionnaire, SSS gathers comprehensive data about a student's satisfaction with the teaching and learning environment of the college. The replies provided by the students are gathered, processed, and evaluated to gain a clear understanding of their level of satisfaction, which aids in simplifying the services provided to them and different initiatives are adopted based on the suggestions given by students.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658591104.pdf
Upload any additional information	View File

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

The College has been accelerating its activities in the post-accreditation period through a well planned curriculum-extension interface, infrastructural augmentation, digital facility and support services, opening of three new departments, introduction of Commerce stream, opening of B.Voc. in IT and Physical Education and opening of a few skill based certificate courses.The College makes an endeavour for the optimum benefits of the students through a well chalked out mechanism that includes academic calendar, class routine, departmental initiatives, and availability of teaching learning facilities, periodic assessment and review.

A few examples of Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC in the post accreditation period are discussed below:

1. Stress has been on the use of ICT tools in the classroom in the post accreditation period at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered.
2. The Institution has also several collaborations / linkages for Faculty exchange, Student exchange, Field trip, job training, research, etc. in the recent time. The incremental improvements facilitated by the IQAC of the college in this category are -

-   Organization of Faculty Exchange and Student Exchange Programmes by different departments of the college.
-   Organization of field trips, field based project works and field work for the students.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658591864.pdf
Upload any additional information	View File

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

B. Any 3 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://bkbcollege.in/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity recognizes the individual needs of each gender and addresses those in an intersectional manner that can redress the gross imbalances seen between the male female binary. The following measures have been taken by the institution for the promotion of gender equity.

Curricular Aspect: Courses dealing with gender issues or empowering women are:

- **Paper on Women's Writing**
- **Women related Project/Field work**

Representation of Women Faculty and Girl students in Committees:

- **Women faculty in Governing Body**
- **Women faculty in IQAC**
- **Women faculty in Academic Committee**
- **Women faculty and Girl students in Anti-Sexual Harassment Committee, Anti-Ragging Committee and Grievance Redressal Cell, etc.**

Infrastructural Facility: The college always makes an effort to provide adequate infrastructural facilities on campus like

- **Separate Common Rooms for Boys and Girls**
- **Girls' Hostel**

- ○ **Vending Machine**
- ○ **Incinerator machine**
- ○ **CCTV Camera**
- ○ **Gymkhana**
- ○ **Separate Washroom/toilet for Boys and Girls**
- ○ **Training on Self Defense for Girls (recently organized)**

Committee/Cell for promotion of gender equity: Various committees/cells are formed to organize talks, seminars, counseling regarding gender sensitivity and provide help to resolve grievances associated with gender issues. Extention ativities and outreach programs are also carried out to promote gender equity.

File Description	Documents
Annual gender sensitization action plan	https://bkbcollege.in/upload/naac_inspection/1658554863.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkbcollege.in/upload/naac_inspection/1658554993.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Dr. B.K.B. College is very much concerned with the environment and its sustainability and takes utmost care in the management of wastes generated within the campus.The details of the waste management of the college are given below:

- The solid wastes (degradable and non-degradable) are segregated at source itself and for this purpose a set of two separate dustbins (around 20 big dustbins) are placed at every nook and corner of both Campus-1 and Campus-2 of the institution. The degradable and non-degradable wastes are then collected separately by the sweeper and cleaner daily. The degradable wastes are kept in the vermi-composer built inside the college campus regularly. The wet decomposed matter is used as manure for the trees and plants in the garden situated in the college campus. However, the non-degradable wastes are disposed by burning in the burning pit inside the college campus.
- The liquid wastes are generated from the canteen, hostel, the lavatories etc. A drainage system is made available in the institution for the liquid wastes connecting the sources generating liquid wastes and it is drained out into soak-pit.
- The E-wastes like non-working electronic devices like computer parts, printers, psychological and geographical practical devices etc. are stored in a store room. The other electric devices like fans, lights, water pumps, unused aqua-guards etc. of the college are stored in a separate store room. The reusable e-wastes are repaired regularly and reused at times and the damaged and non-functioning e-wastes are later auctioned maintaining due procedure.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://bkbcollege.in/upload/naac_inspection/1681966932.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution situated in a multi-ethnic domain and established with the unwavering endeavor of the public of greater Puranigudam has been shouldering the responsibility of imparting values of tolerance and harmony and inclusiveness to its student. The richness of Dr. B.K.B. College lies in the diversity of its students in terms of caste, religion, culture and linguistic varieties.

1. **Through Curriculum: Through curriculum it provides scope to students for acquiring knowledge of harmony and tolerance.**
2. **College Uniform: College uniform is supposed to promote unity, uniformity, and equality in a college. Dr. B.K.B. College strictly follows dress code and uniformity in the uniform fixed for the students.**
3. **Identity as BKBIAN through BKBIAN Groups/Mentor-Mentee Groups: The BKBIAN groups or Mentor-Mentee groups are meant to make the students feel proud as BKBIAN irrespective of caste, creed, religion and cultural diversities.**
4. **Code of Conduct: The college handbook on code of conduct is meant to maintain peace and harmony, mutual respect and**

understanding among all stakeholders of the institution.

5. **Role of NSS:** The NSS Unit is a voluntary association of young students of the college and trying to develop student's personality through community services.

6. **Role of NCC:** The NCC unit established in 1982-83 session, aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideal of selfless service amongst young citizens.

7. **Celebration of Commemorative Days/Events,Celebration of Religious/Cultural EventsandExtension** activities related to **Tolerance and Harmony.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	<u>View File</u>

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

Dr. B.K.B. College is concerned to inculcate the values, rights and responsibilities among the students through various academic and non-academic activities. Inculcation of constitutional obligations and responsibilities through following mechanisms:

Inculcation of Constitutional Obligations and Responsibilities through Curriculum Delivery: For Example:

- **B.A. in Economics (Honours):**

1. **Environmental Economics (ECO-HC-6016)**

- **B.A. in Education (Honours/Regular):**

1. **Human Rights Education (EDU-DSE-5036)**
2. **Special Education (EDU-HE-6026)**
3. **Women and Society (EDU-HE-6046)**

- **B.A. in English (Honours):**

1. **Women's Writing (ENG-HC-5026)**
2. **Life Writing (ENG-HC-6056)**

- **B.A. in Political Science (Honours/Regular):**

1. **Constitutional Government and Democracy in India (POL-HC-1026)**
2. **Public Policy and Administration in India (POL-HC-4026)**
3. **'Human Rights (POL-HE-5016)**
4. **Human Rights in India (POL-HE-6016)**

Inculcation of Constitutional Obligations and Responsibilities through Celebration/Observation of Important Days.

Code of Conduct: Dr. B.K.B. College has a code of conduct consisting of norms, rules and responsibilities for the stakeholders, students and employees. The handbook on Code of Conduct reflects the rules and regulation for stakeholders, students for achieving the academic and institutional goals for its holistic development.

Practice inculcating Constitutional Exercise: Every year Election to Students Union is held.

Activities/Programmes conducted by the different Cell/Committee Body in order to inculcate Constitutional Obligations and Responsibilities. For Example:

1. **Awareness programme on 'HIV/AIDS and T.B.' on 19th March, 2021.**
2. **'Vaccination Utsav (Tika Utsav)' on April 13, 2021.**
3. **'Voters Right Awareness Programme' on 24th January, 2020.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

The institution celebrates and organizes various national and international commemorative days, events and festivals regularly to inculcate the essence of days among the students.

National/International Commemorative Days:

- World Environment Day: Environment day is celebrated every year on June 5 inculcating a sense of commitment to environment among students.
- International Women's Day: International Women's Day every year on March 8 is organized with an invited lecture or a street play to associate students with gender issues and a sense of gender equity.
- Children's Day: Extension activity is carried out every year celebrating Children's Day on November 14.
- Independence Day: The College celebrates Independence Day with a view to developing patriotism and sense of Indianness and Oneness.
- National Unity Day (Rashtriya Ekta Divas): National Unity Day is observed to strengthen the unity among all on the birth anniversary of Sardar Vallabhbhai Patel.
- Republic Day is celebrated with performance from NCC wings.
- International Yoga Day: International Yoga Day is celebrated on June 21 by arranging various yoga camp, lectures and awareness programmes.
- Gandhi Jayanti,NCC Day,NSS Foundation Day,Quami Ekta Week,Rashtriya Sankalpa Divas, etc are celebrated.

Events and Festivals: The cultural cell of the college in association with student's union celebrates various events and

festivals regularly, such asCollege Foundation day,Birth Anniversary of Dr. B.K. Barua,Rabha Divas,Saraswati Puja,Teachers' day, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE – I

Title: Certificate Courses on Experiential and Constructivist Learning

Objective: Generate and enhance the learners' skill in different fields aiming at self-employment and expand the core conceptual areas.

The context: The skill enhancement opportunities inherent in the course content will aid and motivate the learners' vocational orientation.

The Practice: A departmenthas tosubmit a proposal tointroducea certificate courseat the academic committee and after receiving approval, the departmentcan introduce it. The classes are allotted centrally by the IQAC and one certificate course is allotted to each 1st year student at the time of their admission.

Evidence of Success: Most of the departments have introduced certificate courses and gives the test and flavor of experiential learning among the students.

BEST PRACTICE – II

Title of the Practice II:Deliberation on E-Facilities.

Aims: To facilitate e-facilities in teaching learning process and in addressing grievances.

Context:Provision of e-facilities to make the teaching learning environment more attractive and craft the institution as more students friendly.

Practice: After installation of the Online Education module, all the faculties take online classes, provide study materials, etc. through the module. The authority can monitor all activities done through this module.

The GRC module is installed for submission of grievances through online mode and addressed those within a stipulated time.

Evidence of Success: Online classes are successfully conducted, assignments are effectively assigned and students submit their home assignments accordingly, students raised different issues faced by them and addressed accordingly.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Dr. B.K.B. College has excelled in orienting the student fraternity towards the area of social responsibility and inculcation of values indispensible for a growing citizen. An attempt has been made to integrate the incampus curricular engagements with extracurricular and extension programmes organized within and outside the campus. These programmes are chalked out before the commencement of the academic session and reflected in the academic calendar for smooth execution and expected participation by the students which are mostly conducted by different cells, committees, units and centres like NCC, NSS, Dr. B.K.B. Study Centre, Eco Club,Women forum, etc. Some significant issues dealt with through Extracurricular and extension programmes in and outside the campus are as follows –

1. Offering helping hands to the people in distress
2. Health oriented awareness programme in neighbouring community and in model village
3. Covid -19 awareness drive
4. Gender equity programme
5. Environment related programme

6. Swaccha bharat abhiyan
7. Academic and extra-curricular activity
8. Student's Capability Enhancement
9. Environment and Sustainability
10. Awareness on Health and Hygiene among students
11. Tolerance and Harmony in multicultural ethos
12. Offering Dr. B K Barua College Award since 2016
13. Organizing Dr. B K Barua Annual and Biennial Memorial Lectures delivered by some of the eminent scholars, academicians, historians of Assam

Impact:Extra-curricular and outreach educational activities may either have a strong academic component or a more informal learning and development approach. These activities, when compatible and coherent with educational aims, may provide additional opportunities for young people to shine and grow with responsibility.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Dr. B.K.B. College, a rural institution, has been imparting higher education in UG level to the cross section of learners through a syllabus designed by the parent university and a curriculum-extension interface at our own initiative. Dr. B.K.B College ensures effective curriculum delivery through a well chalked out mechanism that includes the following:

The Academic Committee modifies the Academic Calendar provided by the parent university by incorporating the scholastic and non-scholastic activities, the daily class routine, ensures optimum use of classroom and other physical facilities, commencement and maintenance of class, distribution of syllabus, teaching plan and completion of syllabus, necessity of extra and remedial class, field trips and excursion, sessional and resessional examinations and results, final examination,etc. The committee takes progress report from the Departments and provides prescription for betterment. The vice-principal acts as the convener of the committee and monitor of the classes held.As far as methods and methodologies are concerned stress has always been on use of ICT, PPTs, blended and flipped class, audio-visual aids, e-resources, lecture method, group discussion, assignment, demonstration and laboratory practical, seminar and presentation, field trip and excursion, and project etc.

Prospectus, Academic Calendar, Khobornama, Notice boards, Whatsapp groups, College website, Code of Conduct, etc. connecting all concerned into one platform for effective delivery of curriculum.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658404693.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

Dr. B.K.B. College follows the syllabi and academic calendar designed by the parent university and aims at achieving its goals designing a curriculum-extension interface at its own initiative.

Before commencement of the Odd Semesters every year the Academic Calendar prescribed by the Parent University is modified by Academic Committee with the help of IQAC and HoDs providing information to the scholastic and non-scholastic activities planned with a view to achieving the desired goals of the institution and outcome of the courses offered.The academic calendar is circulated in printed form as a part of the college prospectus so that it can be accessible to each student admitted and is also made available in the College Website.

CIE in terms of Honours Entrance Test, occasional class test, group discussion, seminar and presentation, submission of Assignments, Projects, Field Study, Sessional exanimation, Resessional examination, End Semester Examination, Practical and viva are conducted adhering to the tentativedates as referred to in the Academic Calendar as far as possible. However, the dates finally fixed for any programme are communicated to students capitalizing the means available.

The Sessional Examination Committee conducts the sessional examination as scheduled by the Academic Committee. The Departments set the question papers, evaluate and scrutinize the answer scripts and declare the results within a week.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658404902.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development	B. Any 3 of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

6

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

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

277

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

277

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

1.3 - Curriculum Enrichment

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

Dr. B.K.B. College has been imparting higher education to developcognitive abilities among the students, affective attributives and psycho-motor domain and inculcatehuman values, professional ethics and preserving socio-cultural identities, ensuring equal development and fostering a sense of belongingness to the Nation.

Professional Ethics:

- The Handbook on Code of Conduct of Dr. B.K.B. College is meant to develop professional ethics in all stakeholders.

Gender:

- A few coursesof BA in English, History, Education, Assamese and Sociology deal with gender issues.
- Incorporating Extension activities dealing with Women's Day and gender issues.
- Institutional Initiatives: Anti-ragging and Sexual Harassment Committee, Women Forum and Women's Aid ensuring gender equality and equity.

Human Values:

- A few courses of BA in Political Science and Sociology have topics on Human Rights and Values.
- Incorporating Extension Activities with a view to inculcating in them human values and a sense to think for

others.

Environment and Sustainability:

- The compulsory paper 'Environmental Studies' deals with the issues pertaining to environment and sustainability.
- The Paper 'Environmental Economics' of BA in Economics addresses economic implications of environmental policy as well as valuation of environmental quality, quantification of environmental damages.
- A few papers of BA in Geography, Education and Political Science deal with environment and sustainability.
- Institutional Initiatives such as Green Audit, Energy Audit, Certificate on Tobacco Free Campus, Plastic Free Zone
- Incorporating Extension Activities conducted on Environment Day and related issues.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

416

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://bkbcollege.in/feedback_report.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1150

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

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

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

582

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

2.2 - Catering to Student Diversity

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

In order to provide outcome-based learning, the institution measures the learning levels of the students by adopting the following mechanism:

- Major Test
- Class Test
- Classroom Interaction
- Home Assignment
- Sessional examination
- Post Lesson Reviews

After assessing the learning levels of the students and identifying the slow and advanced learners the following strategies are adopted.

Strategies for slow learners:

- Resessional Examination
- Remedial classes
- Moral boosting
- Providing Simplified reading materials
- Teaching in bilingual language, explaining in local language
- Learning materials through departmental library
- The mentor makes extra effort to understand the socio-economic backgrounds of the slow learners, reasons of slow learning detrimental for poor performance. Necessary emotional and professional counseling is provided whenever required.
- Parents of students are informed in case of poor academic performance during the parent teacher meet.
- Encouraging them to participate in various activities to develop social skills
- Provide Audio/Video study materials

Strategies for advanced learners:

- **Extra Classes**
- **Advanced TLM**
- **Exposure to NLIST**
- **Link to Journals**
- **Reference Section in Central and Departmental Library**
- **Encouraged to use various E-resources**
- **Organization of seminar, webinar or workshops with eminent scholars**
- **Engagement in social activities**
- **Career counseling session**
- **Best Library user award**
- **Participation in Inter college/State/National competition.**
- **Use of PPTs, Audio/Video Classes**
- **Training on Competitive examination**

File Description	Documents
Link for additional Information	https://bkbcollege.in/upload/naac_inspection/1658406089.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1074	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Dr. B.K.B. College applies a teaching methodology that emphasizes the transmission and acquisition of knowledge, development of affective and psychomotor domain through a student centered approach. This methodology makes it possible to convert students from being relegated to the role of passive participants to active participants, apart from strengthening their confidence and fostering analytical and creative thinkings. Different

methods undertaken to provide experiential, interactive and participative learning are

- Use of ICT Tools
- Students' participation and presentation in Departmental Seminar
- Group Discussion
- Field-trips
- Project Reports
- Assignments
- Practical learning in Laboratory: GIS, Sattriya, Education, Computer, Psychology
- Active participation in different programs and Extension Activities
- Student representatives are involved as members in various committees like Sexual Harassment Cell, Internal Quality Assurance Cell, Career Counseling and Placement Cell, Grievance Cell etc.

Problem Solving Methodologies:

1. Students' participation in different committees
2. Students' participation in community oriented extension activities
3. Training/Orientation Programs on different current or social issues
4. BKBIANGroups/Mentor-Mentee Meets

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658406869.pdf

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

Stress has been on the use of ICT tools in the classroom since the academic year 2018-19 at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered.

- ICT Facilities: Nine (9) classrooms equipped with Interactive board with internet facility, Video

Conferencing Set, Digital Repository, subscription to NLIST, up-to-date GIS laboratory and a Computer Lab are in service.

- .FDP organised on the Use of ICT in Classroom Teaching.
- Faculties attending FDP and Training on use of ICT.
- Orientation Programmes on Use of ICT Services provided through college website.
- On Line Classes are conducted during Lockdown and also in the post lockdown period.
- Use of E-Resources:. Almost all the faculties and most of the students use the web based public Catalogue which include virtual library and e-resources like e-books, e-journals and e-databases through subscription on N-List.
- Use of PPT and Video Classes: Almost all the faculties give power-point presentations in their classes using smart board.
- Use of Social Media: Every department has WhatsApp group for the students of every semester and provide them TLM and necessary instruction through the said groups. Further College You Tube Channel, Departmental and personal you tube channels are also used.
- Use of College Website: The faculties using the college website take on line classes, provide TLM and give Assignments, while the students receive TLM, submit Assignments and get information regarding admission, examination etc. through college website.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://bkbcollege.in/upload/naac_inspection/1658407426.pdf

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

2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

266

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Dr. B.K.B. College follows an Internal Assessment Policy that makes its internal assessment system transparent and robust in terms of nature, frequency and mode. The internal assessment system of the college is three dimensional comprising of Assignment and others, Attendance and Sessional Examination following the Evaluation Policy prescribed by the parent university.

1. **Assignment and others: The HoDs of the departments prescribes assignments/Projects/Seminar presentation with the marks kept for the same to the students of the departments concerned and makes them aware of the same through classroom interaction, notice board, whatsapp groups and college website. The students are awarded 30% of the marks allotted for Internal Assessment on the basis of their performance on Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities.**
2. **Attendance: The HoDs also make the students aware of the marks kept for attendance in the classroom interaction and calculate the same at the end of the semester. 20% of the marks allotted for Internal Assessment is to be kept for Attendance.**
3. **Sessional Examination: The Academic Committee of the college announces the dates for the sessional examination adhering to the tentative dates announced in the Academic calendar and makes the students aware of the same through Notice Boards and other available means. Remaining 50% of the marks allotted for Internal Assessment of a paper are kept for Sessional Examination.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658407679.pdf

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

The college authority follows a transparent time effective and efficient mechanism to deal with Internal Assessment with certain flexible procedure to address the genuine grievances of the students. Grievances related to Internal Assessment are addressed as follows:

- The grievances associated with Home Assignment/ Seminar/Group Discussion/ Field Work/ Performance in Co-curricular or Extra-Curricular activities are addressed by the HoDs in consultation with the faculty members of the department concerned within a week. If the students are found not satisfied with the marks awarded for the same they are advised to submit the same in a better way and marks are awarded accordingly.
- The grievances associated with Attendance and marks awarded to the students for the same are also addressed by the HoDs in consultation with the faculty members of the department concerned keeping in view the genuine grounds of poor attendance of the complainants. In such cases the matter is sent to the authority for approval.
- The students are generally encouraged to check their answer scripts of sessional examination, the marks awarded for Assignments and attendance. Any discrepancy noticed is immediately addressed by the department concerned.
- The absentees and the students who either fail to secure pass marks or look for betterment on genuine ground apply for Resessional Examination and the HODs conduct the same and declare the result as early as possible.
- Any grievance received related to internal assessment is always read from students' point of view and is addressed immediately and sympathetically, transparently and efficiently.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://bkbcollege.in/upload/naac_inspection/1658407936.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all the programmes offered by the institution are communicated to teachers and students as follows -

- Before commencement of each semester The Academic Committee with presence of Principal, IQAC Coordinator and HoDs have discussion on POs, PSOs and Cos and finalise the same.
- In the beginning of each semester the HoDs have discussion with faculty members on POs, PSOs and Cos and prepare the measures for attaining the same on the part of the students.
- In the beginning of each semester the Vice Principal and IQAC Coordinator take part in Orientation Programme with students and make them aware of POs, PSOs and Cos and motivate them to attain the same.
- In the beginning of each semester the HoDs and faculty members make the students aware of POs and PSOs in the departmental orientation programme with students.
- The faculty members make the students aware of COs in the classrooms while dealing with the papers assigned and review the same after completion of the syllabus of the paper concerned.
- The POs, PSOs and COs are disseminated through college website, departmental notice boards and whatsapp groups
- POs and PSOs are also kept in noticeable locations of the departments concerned.
- The POs, PSOs and COs are also the subjects of discussion in the Parent Teacher Meets, Mentor-Mentee Meets, Alumni meets of the departments.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	<u>https://bkbcollege.in/upload/naac_inspection/1658408410.pdf</u>
Upload COs for all courses (exemplars from Glossary)	<u>View File</u>

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

The methods/strategies of measuring of attainment of POs, PSOs and COs followed by Dr. B.K.B. College are Blooms Taxonomy, Direct and Indirect Assessment Methods, Preparatory, Formative and Summative methods, etc.

- **The institution has a clearly defined mechanism for measuring attainment of POs, PSOs, and COs at the end of every course and programme offered by the institution as per affiliating university.**
- **The mechanism prepared by the parent university includes both internal and end-semester evaluation and the institution adopt it for measuring the attainment of the programme and course outcome.**
- **While measuring the attainment the institution streamlines the evaluation mechanism in three tier- Preparatory Evaluation, Formative Evaluation and Summative Evaluation.**
- **The whole attainment process includes direct as well as indirect assessment methods and technique. The direct assessment includes honours/major entrance test, sessional examination, and re-sessional examination, assignments, group discussion, field study, and seminar presentation. End semester examination/ project viva/laboratory practical conducted by the affiliating university also comes under the umbrella of direct assessment tools.**
- **The indirect assessment tools include feedback from the students and alumni, Students Satisfactory Survey report (SSS), students progress to higher education and students employability.**
- **The institution while setting question paper is based on cognitive domain of Bloom's Taxonomy for internal evaluation.**
- **Apart from the following cognitive domain of Bloom's Taxonomy in setting sessional question papers, the**

institution follows the taxonomy in developing and evaluating HOTS (Higher Order Thinking Skills) through assignment, group discussion, seminar presentation.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://bkbcollege.in/upload/naac_inspection/1658408658.pdf

2.6.3 - Pass percentage of Students during the year

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

181

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	https://bkbcollege.in/upload/final_result/1682315695.xlsx

2.7 - Student Satisfaction Survey

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

https://bkbcollege.in/sss.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

21

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

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

3.3 - Extension Activities

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

As a part of Curriculum-Extension Interface, Dr. B.K.B. College organizes a good number of extension activities in the neighbourhood community with a view to sensitizing students to social issues, developing their human values and a sense of belongingness with others.

A. HELPING HANDS: For example -

1. Flood relief in 2017.
2. Distribution of food at Blind School in 2019
3. Flood relief in 2019.
4. Relief at Parkup Pahar in 2020.

```
   5. Flood relief in 2020.
```

B. COVID -19 AWARENESS:For example -

```
   1. Programme at Puranigudam on 18th and 19th March, 2020.
```

C. HEALTH ORIENTED:For example -

```
   1. Medical camp at Salonah on 29th June 2018.
   2. Organ donation at Chapanalla on 27th November 2018.
   3. Tobacco Control and Cancer Prevention at RKB H.S. School on
      25th June 2019.
   4. Tobacco Control and Cancer Prevention at Borchungjar in
      2019.
   5. Street Play on drug abuse at R.K.B. H S School on 12th
      April 2021.
```

D. ENVIRONMENT:For example -

```
   1. Tree Plantation at Borchungjar village on 27th June, 2019.
   2. 'Prevention of Forest and Wild Animal' at Parkup Pahar on
      14th November, 2019.
```

E. SWACCHA BHARAT ABHIYAN:For example -

```
   1. Swachh hi-Seva-2018 in 2018 at Borchungjar L.P. and M.E.
      School.
   2. "Plogging Run" at nearby villages of the College on 2nd
      October, 2019.
```

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1683086651.pdf
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

32

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1918

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Dr. B.K.B College has constantly endeavored to provide quality education with the limited infrastructure and physical facilities available and always puts stress on the optimal use of the same for teaching learning purposes and curriculum extension interface.

Infrastructural facilities for Academic Activities:

- 22 nos of classrooms.
- 11 nos of classrooms equipped with ICT facilities.
- The college has 1 seminar cum conference room.
- There are 4 laboratories: GIS laboratory, Computer laboratory, Instrumentation laboratory of Education & Psychology department and Practical Lab of Performing Art department.
- The college campus is partially Wi-Fi enabled. There are 72 computers for administrative and academic purposes.
- The college has a common staff room for meeting and discussion.
- Besides these, each department has its own room provided with a Laptop and a departmental library.
- The college has one auditorium with a seating capacity of 200.
- 01 generator installed within the campus.
- Central library partially automated and is also equipped with digital repository, 17,256 books, 08 journals, 10 magazines and 15 newspapers and also with02 server, 04 computer clients, 01 D-Space software and 02 Barcode reader.
- E-resources under N-list – E-Shodhsindhu, E-Books and E-journals are subscribed.
- Digital podium : 04
- Wooden Podium : 02

Other Facilities:

- Women Hostel
- College Canteen
- Central Museum
- Dr. B.K.Barua Study Centre
- Girls and Boys common room for students
- Clean Drinking water facility-07 nos of drinking water purifier available within the campus.
- Ramp and rail facility
- Gymnasium, Sports Facilities, Yoga center.
- Cycle stand
- Open Library
- Cloth bank
- Solar lights
- Vending and Incinerator Machine.
- Biometric machine.
- Bapuji Playground located half kilometer from College

- campus.
  - **CCTV.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658410761.pdf

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

Dr. B.K.B. College, Puranigudam has limited outdoor and indoor facilities for sports and cultural activities. The college conducts outdoor games at Bapuji Library playground, located nearby the college. Most of the indoor games and cultural activities are organized within the college Campus.

Facilities available for Sports (outdoor and indoor):

a. Outdoor Games: Outdoor sports activities are played at the playground of Bapuji Hall and Library with which the college has an MoU. The college has a Basketball court. The college has a good number of sports equipments necessary for such outdoor games.

b. Indoor Games: Indoor activities are carried out within the college campus. College has sports materials necessary for playing indoor games.

Gymnasium

- **The college has a well-furnished gym and makes it accessible to Students, staffs and youths of neighbouring community at affordable fees.**
- **The gymnasium has a good stock of equipments maintained and run under the supervision of Gym instructor and Teacher-in-charge along with the Secretary, Gymnasium, Students' Union.**

Yoga Centre

- **A Yoga and Meditation Centre is available andrunning a certificate course on Yoga for Health.**

Cultural Activities:

- **The college has a spacious and well equipped auditorium with 200 seating capacity. The cultural functions are held at auditorium, sometimes making good use of open areas of the campus.**

- **The students participate in wide range of activities to showcase their talents which promotes mental well-being and improves overall personality of the students.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658411262.pdf

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/facilities2.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

5.12

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Central Library of Dr. B.K.B. College was established along with the establishment of the college in 1967. The library has a collection of Books (Text & Reference) and subscription of Journals, Magazines, and Newspapers (Daily/Weekly). The Library with its open access system provides different services like Circulation Service, Reprographic Service, Online Public Access Catalogue (OPAC), Reference Service, and Book Bank Facilities for poor students. Every year Library Orientation program has been organized for newly admitted students. CCTV is installed for surveillance. Barcode facility is available in books and circulation. The library has also developed its institutional repository with open source software 'DSpace'. From 2011, the library has the access facility of e-journal and e-books under NLIST. In 2019, most of the central library users have registered in NDLI project and in 2021 college has registered in NDLI Club. Now the bonafide users can access and use the e-resources from NLIST and NDLI.

Name of the ILMS Software:

- **In the year 2010, automation process was started with SOUL 1.0 software.**
- **In the year 2012, ILMS Software upgraded to SOUL 2.0.**
- **Recently, ILMS software upgraded to SOUL 3.0**

Nature of Automation:Partially automated. The nature of automation regarding the modules Circulation, Cataloguing, OPAC and Administration are fully automated. The modules Acquisition and Serial control is under process.

Version: At present SOUL 3.0.

Year of Automation: 2010

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://bkbcollege.in/upload/naac_inspection/1658413315.pdf

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

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

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

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

2.02

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

18

File Description	Documents
Any additional information	*View File*
Details of library usage by teachers and students	*View File*

4.3 - IT Infrastructure

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

Dr. B.K.B. College has upgraded its IT facilities frequently as per the needs and requirements.

- **Under the initiative of IQAC, an official institutional portal has been re-designed, Up-gradadedand maintained.**
- **Online admission portal was initiated from 2019.**
- **Up gradation of college Website: On Line Education and GRC module are introduced with the facilities: Live Discussion/On Line Classes, Class-notes, TLM, Mentor-Mentee Meets, Grievances Redressal, Online Leave, etc.**
- **Library Software: Soul 2.0 has been in service in the last five years and SOUL 3.0 is installed recently.**
- **Automation: Central Library is partially automated**
- **Internet Connectivity: Wi-Fi and LAN arrangement**
- **Purchase of Computer**
- **Installation of Smart Classrooms equipped with ICT facilities.**
- **Biometric Attendance system available to monitor the attendance of staff.**

File Description	Documents
Upload any additional information	*View File*
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658412544.pdf

4.3.2 - Number of Computers

72

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

41.66

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilitiesin the institute. Few are as follows:

 - **Academic Committee plans Academic Perspective plan for each session reflected in the Academic Calendar and ensures smooth functioning of the same.**

- **Construction Committee ensures construction and renovation of infrastructure following established norms and regulations.**
- **Purchase committee ensures purchase of materials for the institution following norms and procedure made for the same.**
- **Assets Maintenance Committee ensures optimal utilization and maintenance of physical facilities available within the campus, expected behavior and responsibility of all the employees and students as laid down in the Asset Maintenance Policy.**
- **Code of Conduct Monitoring Cell monitors honesty, integrity, ethical and law abiding behavior expected from all employees, ensuring healthy academic environment and responsible behaviour.**
- **RUSA Monitoring Cell is responsible for monitoring of all the projects in the institution following the terms and conditions laid down by RUSA.**

Maintenance of Physical Facilities: For example -

- **The laboratories of different departments are maintained under the supervision of HoD, Faculty and bearer of the concerned department.**
- **Wellbeing of the computers is checked internally and external help of upgradation of the same is given to third party.**
- **There is systematic procedures for procurement of lab equipments by Purchase committee in consultation with concerned departments.**
- **The central library of the college is maintained by the librarian assisted by her staffs., etc.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658412937.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1136

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

40

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

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

File Description	Documents
Link to institutional website	https://bkbcollege.in/upload/naac_inspection/1682569300.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

476

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

476

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

`09`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

`04`

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Dr. B.K.B. College facilitates students' representation and engagement in administrative, co-curricular, and extra-curricular activities of the institution.

THE STUDENTS' UNION: The College has a Students' Union democratically elected to represent the student fraternity of the institution.

STUDENTS IN VARIOUS COMMITTEES:

- ○ **Code of Conduct Monitoring Committee**
- ○ **Academic Committee**
- ○ **Internal Quality Assurance Cell**
- ○ **Anti Sexual Harassment Committee**
- ○ **Anti-Ragging Committee**
- ○ **Grievance Redressal Cell**
- ○ **Yoga Cell**
- ○ **Eco Club**
- ○ **Career Guidance and Placement Cell**
- ○ **Dr. B.K.B. Study Centre**
- ○ **Hostel Committee**
- ○ **Canteen and Cafeteria Cell, etc.**

ACTIVITIES OF STUDENTS' UNION: The Students' Union represents and addresses students' views and grievances, take appropriate measures addressing various issues of the students keeping in touch with the authority under supervision of teachers' in-charge. The Union Body is a part of all scholastic and non-scholastic activities organised within and outside the college campus. The union basically organizes the following events:

- ○ **College Freshers' Social**
- ○ **Annual College Week**
- ○ **Publication of College Magazine and Wall Magazines**

PARTICIPATION IN COMPETITIONS:

- ○ **Participation in intra-college competitions**
- ○ **Participation in inter-college Competitions**
- ○ **Participation in Local/National/International Competition**

INVOLVEMENT IN EXTENSION ACTIVITIES

- ○ **Extension Activities within the College Campus**
- ○ **Extension Activities outside the College Campus or Outreach Programmes**

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658462747.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)

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

`10`

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Dr. B.K.B. College has a formal Alumni Association which was formed for the first time on the 14th of December, 2003. The Alumni association was formed with the objectives of strengthening and building relationships with alumni, improving member connections and serving as a conduit between alumni and their Alma Mater and to assist the Alma in achieving academic excellence by providing various forms of support, such as equipment, infrastructure, and other resources as needed, for the institute's upliftment. The Alumni Association of Dr. B.K.B. College has also been registered under the "Societies Registration Act, XXI of 1860" on the 7th of December 2010. Since its inception, the Alumni Association has been working for the upliftment of the college by offering financial and other support services to the institution.

1. Gardening and Maintenance of Garden: In the year 2016-17, a garden in the college campus was built by the Alumni Association supporting the cause of "Green Initiative" of the college. This was followed by maintenance programme for the garden in the year 2017-18.

2. Financial Contribution: The Alumni Association contributed a

sum of Rs. 2, 30,900 (Rupees Two Lacs Ninety Thousand Thirty) in the year 2017 on the occasion of Golden Jubilee of Dr.B.K.B.College.

3. Installation of the statue of Dr. Birinchi Kumar Baruah: The Alumni Association constructed and installed the statue of Dr. Birinchi Kumar Baruah in the college campus in the year 2019-20.

4. Alumni Meets centrally and departmentally organized.

6. Scholastic/Non-scholastic Events are organized.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658463213.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Mission of Dr. B.K.B. College:

- To generate knowledge and develop cognitive abilities through well planned curriculum, co-curricular and extra-curricular activities, innovations in teaching learning environment and evaluation procedure.
- To inculcate values and preserve socio-cultural identities,

- ensure equal development and to foster a sense of belongingness to the Nation.
  - To create the academic environment for promotion of scholastic and non-scholastic activities.
  - To promote the values of self-sustenance and self-reliance by introducing career-oriented programmes, vocational and cultural workshops, seminars etc. aiming at minimizing the burden of bookish knowledge.
  - To realise social needs and arouse awareness among the students regarding emerging new realities, environmental and other challenges.

Governance of Dr. B.K.B. College is a transparent, decentralized, participative and student-centric one. It refers to the framework by which the organs of the institution is controlled, developed and sustained in such a way that its stakeholders come forward out of pleasure to contribute collectively or individually for the holistic growth of the institution keeping in mind Vision and Mission of the institution.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658588592.pdf
Upload any additional information	View File

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

Dr. B.K.B. College follows a policy of decentralization and participative management as shown in the above diagrammatic presentation incorporating different stakeholders at different levels of management and administration. The Governing Body, the apex policy making body and the Principal cum Secretary lead from the front keeping adequate space for all other stakeholders to work on the activities assigned.

Admission: A Case Study showing decentralization and participative management

An Admission Committee is constituted for the purpose reflecting the tradition of decentralization and ensuring participation of

all –

1. Principal as the President,
2. Vice-Principal being the convener,
3. IQAC Coordinator/representative as Coordinator,
4. Representatives from teaching staff as member
5. Representatives from non-teaching staff as member,
6. Representatives from SC / ST / OBC / Minority communities
7. Representatives from NCC and NSS as member,
8. Vice President and General Secretary of Students' Union as member.
9. Involvement of all members of teaching and non-teaching staff on the days of Admission.
10. Involvement of IQAC in preparing newsletter 'Khobornama' to be distributed to the students admitted on the day of admission.
11. Involvement of Academic Committee in preparing Prospectus and Academic calendar for the session concerned.

The Admission Committee declares the schedule of admission and assigns duty to all concerned defining works to be done at different level and complete the admission process following the rules and regulations framed by the State Government.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589304.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dr. B.K.B. College has been accelerating its activities in the post-accreditation period through a well chalked out Strategic/Perspective plan covering its long term plan of expansion of Departments and course of study, mobilization of Fund, infrastructural augmentation, digital facility and support services, up-gradation of library, extension activities etc. The college also follows a Perspective Plan (Finance) made for every year which is basically a budget for the year concerned showing sources of earning and probable fields of expenditure. Another Perspective Plan is the Academic Calendar itself reflecting academic plan of the year concerned which is strictly followed by

the institution.

One Activity successfully implemented: One activity 'Computer for Computer Rooms' under RUSA Infrastructure Grant is utilized following norms and rules laid down by RUSA and successfully implemented in the Computer lab meant for Certificate Course and Diploma in Computer application, B.Voc in IT and for other scholastic purposes. The steps of implementing the said project are as follows:

1. Perspective Plan
2. Advertise in newspaper
3. Technical Bid: Comparative Statement
4. Financial Bid: Comparative Statement
5. Work order
6. List of Items supplied
7. Order for PFMS for release of First installment
8. Tax invoice with GST
9. Supply of remaining materials
10. Inspection of items supplied as per work order
11. Order for PFMS for release of Final installment
12. Tax invoice with GST
13. Return of EMD after the stipulated time
14. Completion certificate
15. Utilization certificate submitted to RUSA

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589562.pdf
Upload any additional information	[View File](#)

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

Dr. B.K.B. College has primarily two-tier system of governance: administrative and academic. At the administrative level, the Governing Body operates as the apex body. At the academic level, the Principal is the ultimate authority who is also the Secretary of Governing Body. The Principal is assisted in all administrative and academic matters by the Vice Principal, HoDs, IQAC and other in-house bodies.

Governing Body:

- **Governing Body is the apex policy making body headed by a President**
- **Principal is the Secretary of the GB.**

Administrative Setup:

- **Administrative infrastructure is headed by the Principal, followed by the Vice Principal and HoDs of various departments**
- **Departmental setup is headed by the HoD, followed by Associate Professors and Assistant Professors**
- **The formal organizational structure of the library staff consists of the librarian, library assistant and the library bearers**

College In-house bodies:

- **Different in-house bodies play an active and vital role in owning of different responsibilities and execution of assigned activities inside the college campus.**
- **Every in-house body is headed by a Convener / Coordinator, preferably a senior teacher, assisted by other members, including students to some extent.**

Service Rules:

The service rules laid down by the competent authority (UGC, DHE Assam) for the permanent staff are strictly followed in appointment, promotion and granting leaves, etc. The service rules of the contractual staff are framed and governed by the college authority in tune with standard practices and notifications.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658589891.pdf
Link to Organogram of the Institution webpage	https://bkbcollege.in/upload/naac_inspection/1658488405.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The administration of Dr. B.K.B. College is committed to undertake a number of welfare measures for the teaching as well as non-teaching staff. The facilities, provided to all members of the college fraternity, indicate good governance from the part of the administration whereby active participation of all members in a feel free congenial atmosphere is ensured and preparedness with adequate engagements is encouraged. Following are some of the welfare provisions that are currently in practice and these are reviewed periodically and enforced from time to time as per necessity or requirement.

Various types of leaves for employees are provided as per guidelines of higher authority which cover – Study Leave, Maternity Leave, Child Care Leave, etc.

Emergency first aid facility is provided to all members of the college fraternity (both teaching and non-teaching)

Corpus Fundis fully functioning at college whereby non-sanctioned teachers and fourth grade employees are financially assisted whenever demands rise

Group insurance systemis provided to all permanent faculties under govt. guidelines and schemes

Financial Assistancefor attending FDP, Workshop, Seminar etc.

Women's Aidis operative at college to address issues and aspects concerned with lady staff

Gymnasium facility is offered to all members of the college at subsidised rates.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590422.pdf
Upload any additional information	View File

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

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

0

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

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

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

5

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

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

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

9

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

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

Dr. B.K.B. College maintains a dynamic performance appraisal system for the teaching and non-teaching staff separately.

To appraise the performance of the teaching staff, the college

formulates the following practices:-

- ○ **Academic Diary: The faculties of all departments maintain their daily activities in the Academic Diary and the HoDs of the concerned departments, after verifying the activities of the faculties, finalize the diaries on daily basis.**
- ○ **Feedback System: The Feedback System of the college provides a clear picture about the performance of all faculties in various activities, especially activities related to teaching-learning processes. Practically the feedbacks are collected from students on annual basis and they are confidentially communicated to the teachers through the concerned HoDs for taking remedial measures in order to enhance their skills.**
- ○ **Appraisal Formats: For promotional matters of the faculties, the office of the college uses proper Performance Appraisal Formats as prescribed by Directorate of Higher Education, Assam following appropriate procedure framed by DHE.**

To appraise the performance of the non-teaching staff, the college formulates the following practices:-

- ○ **Feedback System: The college has a process of collecting feedbacks from students as well as from faculties on office management. These feedbacks are collected annually on the grounds of performance of the office staff in matters like conduct of examinations, supporting students' requirements, solving students' academic matters etc.and thereby appropriate measures are taken immediately.**

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590718.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Dr. B.K.B. College conducts internal and external financial audits in a regular basis. Internal Auditor under the direction of Governing Body of the institution and External Auditor under the direction of the Director of Audit, Assam Government audit the entire financial transaction of the financial year(s) assigned and the reports received thereof are submitted to the Governing Body for necessary suggestions with a view to meeting the objections and for necessary approval as the situation demands.

Internal Audit: The Governing body accords approval to initiate the process of annual Internal Financial Audit at the end of the financial year when the proposal for the same is placed before GB by the secretary and GB appoints an experienced person for the purpose. The Accountant of the Office of the Principal responsible for maintaining accounts provides essential documents such as cashbook, receipt and expenditure with bank details to the person appointed for conducting Internal Audit.The Audit reports are uploaded atthe college website.

External audit: External audit is conducted by the person appointed by the Director of the Audit cell, Assam Government performed with the support of the accounts officials of the college along with the Principal. The Audit reports of the accounts are uploaded atthe college website.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/reports.php
Upload any additional information	View File

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

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

0.4

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

Dr. B.K.B College, following a Resource Mobilisation Policy, has been addressing the emerging challenges and priorities of higher education involving modernization of infrastructure and incorporation of latest educational technologies. Eventually, the old infrastructural setup with traditional teaching aids such as black boards, maps and charts etc has been gradually replaced with ICT assisted classrooms, library automation, E-resources, blended mode of online and offline education etc almost in all colleges.

Mobilization of Funds: The Principal sources of financial resources in the last five years for the institution are as follows:

1. Admission Fees
2. UGC grants for Infrastructure, MRP, FDP, FIP etc.
3. Funds allocated by State Govt
4. RUSA
5. Revenue collected from Canteen, Gymkhana, Self financing courses, sale proceeds.
6. Revenue earned from KKHSOU, IDOL
7. Donation from Alumni, Stakeholders etc.

Optimal Utilisation of Resources: Utmost care has always been taken for utilization of the whole amount meant for the project sanctioned. Considering the limitations of sources for fund mobilization resources are utilized keeping in mind greater interest of the students and of the college as a whole. The prime areas where the resources are utilized are as follows:

1. For salary of non-sanctioned teaching and non-teaching staffs.
2. Infrastructural Augmentation
3. Maintenance of Academic facilities

4. **Maintenance of Physical Facilities**
5. **Miscellaneous/Others**

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658590935.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC, established in the year 2003, has been a part of all major decisions taken and has been rendering its services towards development and sustenance of quality in academic and administrative activities of the institution. Among the initiatives undertaken by IQAC that have been institutionalized, the following two practices are mention-worthy.

- **Publication of 'Khabarnama'-the Annual newsletter of Dr.B.K.B. College.**

Khabarnama is an annual newsletter published by IQAC and edited by the in-charge assigned by the authority on behalf of IQAC. The rationale behind publishing the annual newsletter of the college entitled Khabarnama is to keep records of activities and achievements of the institution, to make the stake holders of the institution aware of the same and to motivate the new students to act and achieve in the same way. Seventeen issues have been published till date.

- **Student Satisfaction Survey (SSS):**

One of the mandatory standards established by NAAC to gauge how satisfied students are with educational facilities is the SSS. The main focus of the SSS is teaching learning evaluation. With the aid of a carefully constructed questionnaire, SSS gathers comprehensive data about a student's satisfaction with the teaching and learning environment of the college. The replies provided by the students are gathered, processed, and evaluated to gain a clear understanding of their level of satisfaction, which aids in simplifying the services provided to them and different initiatives are adopted based on the suggestions given

by students.

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658591104.pdf
Upload any additional information	View File

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

The College has been accelerating its activities in the post-accreditation period through a well planned curriculum-extension interface, infrastructural augmentation, digital facility and support services, opening of three new departments, introduction of Commerce stream, opening of B.Voc. in IT and Physical Education and opening of a few skill based certificate courses.The College makes an endeavour for the optimum benefits of the students through a well chalked out mechanism that includes academic calendar, class routine, departmental initiatives, and availability of teaching learning facilities, periodic assessment and review.

A few examples of Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC in the post accreditation period are discussed below:

1. **Stress has been on the use of ICT tools in the classroom in the post accreditation period at Dr. B.K.B. College with a view to making teaching learning environment more interesting, more interactive and more learner-centered.**
2. **The Institution has also several collaborations / linkages for Faculty exchange, Student exchange, Field trip, job training, research, etc. in the recent time. The incremental improvements facilitated by the IQAC of the college in this category are -**

   - **Organization of Faculty Exchange and Student Exchange Programmes by different departments of the college.**
   - **Organization of field trips, field based project works and field work for the students.**

File Description	Documents
Paste link for additional information	https://bkbcollege.in/upload/naac_inspection/1658591864.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://bkbcollege.in/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity recognizes the individual needs of each gender and addresses those in an intersectional manner that can redress the gross imbalances seen between the male female binary. The following measures have been taken by the institution for the promotion of gender equity.

Curricular Aspect: Courses dealing with gender issues or empowering women are:

- ○ **Paper on Women's Writing**
- ○ **Women related Project/Field work**

Representation of Women Faculty and Girl students in Committees:

- ○ **Women faculty in Governing Body**
- ○ **Women faculty in IQAC**
- ○ **Women faculty in Academic Committee**
- ○ **Women faculty and Girl students in Anti-Sexual Harassment Committee, Anti-Ragging Committee and Grievance Redressal Cell, etc.**

Infrastructural Facility: The college always makes an effort to provide adequate infrastructural facilities on campus like

- ○ **Separate Common Rooms for Boys and Girls**
- ○ **Girls' Hostel**
- ○ **Vending Machine**
- ○ **Incinerator machine**
- ○ **CCTV Camera**
- ○ **Gymkhana**
- ○ **Separate Washroom/toilet for Boys and Girls**
- ○ **Training on Self Defense for Girls (recently organized)**

Committee/Cell for promotion of gender equity: Various committees/cells are formed to organize talks, seminars, counseling regarding gender sensitivity and provide help to resolve grievances associated with gender issues. Extention ativities and outreach programs are also carried out to promote gender equity.

File Description	Documents
Annual gender sensitization action plan	https://bkbcollege.in/upload/naac_inspection/1658554863.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bkbcollege.in/upload/naac_inspection/1658554993.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	**B. Any 3 of the above**

| Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | |

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

Dr. B.K.B. College is very much concerned with the environment and its sustainability and takes utmost care in the management of wastes generated within the campus.The details of the waste management of the college are given below:

- The solid wastes (degradable and non-degradable) are segregated at source itself and for this purpose a set of two separate dustbins (around 20 big dustbins) are placed at every nook and corner of both Campus-1 and Campus-2 of the institution. The degradable and non-degradable wastes are then collected separately by the sweeper and cleaner daily. The degradable wastes are kept in the vermi-composer built inside the college campus regularly. The wet decomposed matter is used as manure for the trees and plants in the garden situated in the college campus. However, the non-degradable wastes are disposed by burning in the burning pit inside the college campus.
- The liquid wastes are generated from the canteen, hostel, the lavatories etc. A drainage system is made available in the institution for the liquid wastes connecting the sources generating liquid wastes and it is drained out into soak-pit.
- The E-wastes like non-working electronic devices like computer parts, printers, psychological and geographical practical devices etc. are stored in a store room. The other electric devices like fans, lights, water pumps, unused aqua-guards etc. of the college are stored in a separate store room. The reusable e-wastes are repaired regularly and reused at times and the damaged and non-functioning e-wastes are later auctioned maintaining due procedure.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://bkbcollege.in/upload/naac_inspection/1681966932.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The institution situated in a multi-ethnic domain and established with the unwavering endeavor of the public of greater Puranigudam has been shouldering the responsibility of imparting values of tolerance and harmony and inclusiveness to its student. The richness of Dr. B.K.B. College lies in the diversity of its students in terms of caste, religion, culture and linguistic varieties.

1. Through Curriculum: Through curriculum it provides scope to students for acquiring knowledge of harmony and tolerance.
2. College Uniform: College uniform is supposed to promote unity, uniformity, and equality in a college. Dr. B.K.B. College strictly follows dress code and uniformity in the uniform fixed for the students.
3. Identity as BKBIAN through BKBIAN Groups/Mentor-Mentee Groups: The BKBIAN groups or Mentor-Mentee groups are meant to make the students feel proud as BKBIAN irrespective of caste, creed, religion and cultural diversities.
4. Code of Conduct: The college handbook on code of conduct is meant to maintain peace and harmony, mutual respect and understanding among all stakeholders of the institution.
5. Role of NSS: The NSS Unit is a voluntary association of young students of the college and trying to develop student's personality through community services.
6. Role of NCC: The NCC unit established in 1982-83 session, aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideal of selfless service amongst young citizens.
7. Celebration of Commemorative Days/Events,Celebration of Religious/Cultural EventsandExtension activities related to Tolerance and Harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Dr. B.K.B. College is concerned to inculcate the values, rights and responsibilities among the students through various academic

and non-academic activities. Inculcation of constitutional obligations and responsibilities through following mechanisms:

Inculcation of Constitutional Obligations and Responsibilities through Curriculum Delivery: For Example:

- **B.A. in Economics (Honours):**

1. Environmental Economics (ECO-HC-6016)

- **B.A. in Education (Honours/Regular):**

1. Human Rights Education (EDU-DSE-5036)
2. Special Education (EDU-HE-6026)
3. Women and Society (EDU-HE-6046)

- **B.A. in English (Honours):**

1. Women's Writing (ENG-HC-5026)
2. Life Writing (ENG-HC-6056)

- **B.A. in Political Science (Honours/Regular):**

1. Constitutional Government and Democracy in India (POL-HC-1026)
2. Public Policy and Administration in India (POL-HC-4026)
3. 'Human Rights (POL-HE-5016)
4. Human Rights in India (POL-HE-6016)

Inculcation of Constitutional Obligations and Responsibilities through Celebration/Observation of Important Days.

Code of Conduct: Dr. B.K.B. College has a code of conduct consisting of norms, rules and responsibilities for the stakeholders, students and employees. The handbook on Code of Conduct reflects the rules and regulation for stakeholders, students for achieving the academic and institutional goals for its holistic development.

Practice inculcating Constitutional Exercise: Every year Election to Students Union is held.

Activities/Programmes conducted by the different Cell/Committee Body in order to inculcate Constitutional Obligations and Responsibilities. For Example:

1. Awareness programme on 'HIV/AIDS and T.B.' on 19th March, 2021.
2. 'Vaccination Utsav (Tika Utsav)' on April 13, 2021.
3. 'Voters Right Awareness Programme' on 24th January, 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	[View File](#)

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

The institution celebrates and organizes various national and international commemorative days, events and festivals regularly to inculcate the essence of days among the students.

National/International Commemorative Days:

- **World Environment Day: Environment day is celebrated every year on June 5 inculcating a sense of commitment to environment among students.**
- **International Women's Day: International Women's Day every year on March 8 is organized with an invited lecture or a street play to associate students with gender issues and a sense of gender equity.**
- **Children's Day: Extension activity is carried out every year celebrating Children's Day on November 14.**
- **Independence Day: The College celebrates Independence Day with a view to developing patriotism and sense of Indianness and Oneness.**
- **National Unity Day (Rashtriya Ekta Divas): National Unity Day is observed to strengthen the unity among all on the birth anniversary of Sardar Vallabhbhai Patel.**
- **Republic Day is celebrated with performance from NCC wings.**
- **International Yoga Day: International Yoga Day is celebrated on June 21 by arranging various yoga camp, lectures and awareness programmes.**
- **Gandhi Jayanti,NCC Day,NSS Foundation Day,Quami Ekta Week,Rashtriya Sankalpa Divas, etc are celebrated.**

Events and Festivals: The cultural cell of the college in association with student's union celebrates various events and festivals regularly, such asCollege Foundation day,Birth Anniversary of Dr. B.K. Barua,Rabha Divas,Saraswati Puja,Teachers' day, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File]()
Geo tagged photographs of some of the events	[View File]()
Any other relevant information	[View File]()

7.2 - Best Practices

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

BEST PRACTICE – I

Title: Certificate Courses on Experiential and Constructivist

Learning

Objective: Generate and enhance the learners' skill in different fields aiming at self-employment and expand the core conceptual areas.

The context: The skill enhancement opportunities inherent in the course content will aid and motivate the learners' vocational orientation.

The Practice: A departmenthas tosubmit a proposal tointroducea certificate courseat the academic committee and after receiving approval, the departmentcan introduce it. The classes are allotted centrally by the IQAC and one certificate course is allotted to each 1st year student at the time of their admission.

Evidence of Success: Most of the departments have introduced certificate courses and gives the test and flavor of experiential learning among the students.

BEST PRACTICE – II

Title of the Practice II:Deliberation on E-Facilities.

Aims: To facilitate e-facilities in teaching learning process and in addressing grievances.

Context:Provision of e-facilities to make the teaching learning environment more attractive and craft the institution as more students friendly.

Practice: After installation of the Online Education module, all the faculties take online classes, provide study materials, etc. through the module. The authority can monitor all activities done through this module.

The GRC module is installed for submission of grievances through online mode and addressed those within a stipulated time.

Evidence of Success: Online classes are successfully conducted, assignments are effectively assigned and students submit their home assignments accordingly, students raised different issues faced by them and addressed accordingly.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Dr. B.K.B. College has excelled in orienting the student fraternity towards the area of social responsibility and inculcation of values indispensible for a growing citizen. An attempt has been made to integrate the incampus curricular engagements with extracurricular and extension programmes organized within and outside the campus. These programmes are chalked out before the commencement of the academic session and reflected in the academic calendar for smooth execution and expected participation by the students which are mostly conducted by different cells, committees, units and centres like NCC, NSS, Dr. B.K.B. Study Centre, Eco Club,Women forum, etc. Some significant issues dealt with through Extracurricular and extension programmes in and outside the campus are as follows –

1. Offering helping hands to the people in distress
2. Health oriented awareness programme in neighbouring community and in model village
3. Covid -19 awareness drive
4. Gender equity programme
5. Environment related programme
6. Swaccha bharat abhiyan
7. Academic and extra-curricular activity
8. Student's Capability Enhancement
9. Environment and Sustainability
10. Awareness on Health and Hygiene among students
11. Tolerance and Harmony in multicultural ethos
12. Offering Dr. B K Barua College Award since 2016
13. Organizing Dr. B K Barua Annual and Biennial Memorial Lectures delivered by some of the eminent scholars, academicians, historians of Assam

Impact:Extra-curricular and outreach educational activities may either have a strong academic component or a more informal learning and development approach. These activities, when compatible and coherent with educational aims, may provide

additional opportunities for young people to shine and grow with responsibility.

File Description	Documents
Appropriate web in the Institutional website	[View File]
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Perspective Plan of Dr. B.K.B. College, Puranigudam for the Session: 2022-2023:

1. **Accelerate the process of introduction of P.G. programmes in Assamese and Education under Gauhati University.**
2. **Initiatives will be taken to train up the faculties on "Implementation of NEP, 2020 at Higher Education Institutes and Designing UG Programmes under NEP" and Four (04) Year UG Programmes will be introduced in the Session: 2023-2024 under the guidance of the Parent University and as per direction of the State Government of Assam.**
3. **Orientation and Awareness Programmes will be organized in the neighbouring feeding centres, like: Higher Secondary Schools, on "Different Programmes (special focus on Economics, B.Com. and B.Voc.) Offered and Different Facilities and Resources available at the College", which will definitely boost up the enrollment in the said programmes from the upcoming academic session.**
4. **Training programmes will be organized related to Research Methodology for the teaching staff and students of the college.**
5. **Strengthening both the Central Library and Central Book Bank through purchasing more resources by mobilizing financial resources from internal sources (like: college fund) and external sources (like: donation).**